



CURE COMMITTEES

(Please contact anyone on the CURE Leadership Board if you are interested in volunteering for any Committee or to become a CURE Member. cureministry@gmail.com)

Administration Committee:

The Overseer, Administrator, Administrative Assistant, and Administrative Aides serve on the Administration Committee, together with other **CURE** members selected to serve on this committee.

Purpose/Function: Supervise and make recommendations with respect to all administrative affairs of **CURE** and particularly with respect to legal and policy matters.

Responsibilities: Adopting rules, establishing guidelines, creating forms.

Finance Committee:

The Overseer, Administrator, and Treasurer serve on the Finance Committee, together with other **CURE** members selected to serve on this committee.

Purpose/Function: Fiscal oversight; supervise and make recommendations with respect to all financial affairs of **CURE** and particularly with respect to the spending of funds and provide for an annual audit.

Responsibilities: Review and recommend annual operating budget; prepare reports relative to financial performance; approval expenditures.

Membership Committee:

The Team Leaders serve on the Membership Committee, together with other **CURE** members selected to serve on this committee.

Purpose/Function: Creating and implementing plans for growth and development of **CURE** membership.

Responsibilities: Retain existing members; recruit new members; arrange membership interviews; train members; identify member talents; maintain member database and files.

Voice Mail Committee:

The Voice Mail Coordinator serves as chairperson on the Voice Mail Committee, together with other **CURE** members selected to serve on this committee.

Purpose/Function: Ensuring adequate coverage for calls to the **CURE** hotline and that calls to VM are properly handled.

Responsibilities: Retain existing voice mail staff; recruit new voice mail staff; train voice mail staff; maintain database of voice mail staff; create weekly schedules for voice mail coverage; maintain voice mail files; providing voice mail file information to Database Coordinator; provide voice mail intake forms for voice mail staff, ensure VM greeting is kept current at all times.

Publicity/Public Relations Committee:

The CURE Leadership Board serves on the Publicity/Public Relations Committee, together with other **CURE** members selected to serve on this committee.

Purpose/Function: Present **CURE** to the community through personal and/or media presentations, maintain existing community relationships, build a solid base for support from businesses and civic organizations.

Responsibilities: Schedule presentations to groups/organizations; schedule/attend community events; maintain adequate supply of **CURE** media including brochures, flyers, bookmarks, class schedules, etc.; provide regular reports to Leadership Board regarding presentations made as well as media distributed.

Supervise and make recommendations with respect to the proper and adequate publicizing of the activities and needs of **CURE**.

Graphics/Design/Tech Committee:

The Administrative Assistant or Aidel serve on the Graphics/Design Committee, together with other **CURE** members selected to serve on this committee.

Purpose/Function: Design **CURE**-related media/materials including but not limited to brochures, flyers, wearable materials, website, etc.

Responsibilities: Design **CURE** media/materials for review and approval by **CURE** Leadership Board.

Hospitality Committee:

The CURE Leadership Board works together with other **CURE** members volunteering to serve on this committee.

Purpose/Function: Help guests feel the love of God by truly welcoming them into God's house through friendly and authentically gracious service; oversee the working of hospitality program; coordinate the activities that involve hospitality

Responsibilities: Recruit and train greeters; regularly review the facility for signage and navigation; use of the church kitchen (setup, serve, clean up); prepare refreshments for **CURE** functions; keep track of all supplies necessary for such event; train volunteers in use of kitchen machinery (think food sanitation, cleanliness, health department issues etc.); ordering the paper products and other supplies; scheduling use of certain rooms and coordinate volunteers for those rooms.