

Church Organizational Manual

First Baptist Church
of Christ at Macon
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with 2005/6 revisions

PREFACE

The first Organizational Manual of First Baptist Church was completed in July, 1966. There was a minor revision in January, 1973. A further revision was adopted by the church in 1983. This current edition represents yet another revision which was completed and adopted in 1994.

I.
LEADERSHIP

1. CHURCH CLERK

A. PURPOSE:

The Church Clerk will serve as the official recorder of all actions by the church in Church Council and the Church in Conference.

B. PRIMARY RESPONSIBILITIES:

1. Maintain official church records and correspondence related thereto.
2. Record the minutes of all business sessions.
3. Supervise the preparation of the annual report to the Association.
4. See that proper church rolls are kept.
5. Assist new members in making their applications for church membership.
6. Keep membership informed of all action taken by Church Council and the Church in Conference.

C. TERMS AND MEMBERSHIP:

1. The Church Clerk is designated as a church trustee, and for purposes of trusteeship, is designated as Secretary of the Corporation.
2. The Church Clerk shall have two associates.

2 CHURCH TREASURER

A. PURPOSE:

The Church Treasurer will see that all money spent by the church is done with the proper authorization and with proper accounting procedures.

B. PRIMARY RESPONSIBILITIES:

1. Be constantly aware of the cash balance in the church's operating fund and other special funds (this will be done by receiving a copy of the summary of receipts and a copy of the bank deposit slip from the Counting Committee each week and by maintaining a record of the total amounts of checks signed for the week).
2. The Treasurer and his associate(s) are authorized as co-signers of checks along with the Chairman of Deacons/Church Council and Chairman of Finance Committee.
3. Examine the supporting data for all checks before signing.
4. Make adequate and proper reports to the church.
5. See that all church funds are properly disbursed and accounted for.

C. TERMS AND MEMBERSHIP:

1. The Church Treasurer shall have one or two associates who will be designated as Assistant Treasurers.
2. The Church Treasurer shall be bonded by the church or covered by other insurance against theft.
3. The Church Treasurer is an ex-officio member of the Finance Committee and shall be a trustee of the corporation.

3 TRUSTEES

A. PURPOSE:

The trustees hold in trust the legal title to the material property of The First Baptist Church of Christ at Macon, Inc.

B. PRIMARY RESPONSIBILITIES:

The trustees shall perform those functions which legally call for trustees to act on behalf of a corporation.

C. TERMS AND MEMBERSHIP:

1. For purposes of trusteeship, the moderator of the church (Chairman of Deacons/Church Council) is designated as President of the corporation.
2. The church clerk is designated as a trustee and as secretary of the corporation.
3. The church treasurer is designated as a trustee and is treasurer of the corporation.
4. There shall be three elected trustees.
5. It is recommended that a member of the church who is an attorney be one of the trustees.

4 CONGREGATION

A. PURPOSE:

The church is primarily an organism rather than an organization. Church organization, however, is necessary. It is the means by which members relate themselves to one another for accomplishing specific church tasks.

B. PRIMARY RESPONSIBILITIES:

1. The primary responsibility of the congregation is to be a New Testament Church. It must seek to evaluate and adjust all activities in light of what the New Testament would teach us about the true nature and functions of the church.
2. The congregation, individually and corporately, has a responsibility to participate in and promote the basic functions of the church which include worship, proclamation, education and ministering.
3. The congregation has a responsibility to govern as a spiritual democracy. The church is the Body of Christ of which Christ is the head. The governing responsibility of the church is to seek through the guidance of the Holy Spirit to determine the mind of Christ in all matters and then for each member to vote in accordance with his conviction and understanding of what Christ would have the church to do. It is in this sense that the will of the majority determines congregational policy which is a Baptist distinctive.
4. The congregation is responsible for determining the course to be followed by the church while the various organizations and committees make recommendations and implement the actions directed by the congregation or duly delegated to those organizations or committees. It is, in the final analysis, the responsibility of the congregation to make the judgment as to what the church will or will not do. This determination is to be made as a prayerful expression of what the congregation believes the will of God to be for the church.
5. It is the responsibility of the church to provide the resources which are needed to implement the decisions and programs which the church authorizes or establishes. Resources would include adequate leadership, finances, facilities, equipment and supplies.
6. The church has a responsibility to select the leadership of the church.

C. ADMINISTRATION:

1. The Chairman of Deacons/Church Council is designated as the Moderator of the church.

2. The church shall have a quarterly church conference in the first month of each quarter on the last Wednesday of the month. At this time all organizations and committees of the church will present written reports to the church.
3. On the last Wednesday of all other months, a regular church conference shall be held to consider any business which may be brought to the attention of the church. Committees and organizations will not ordinarily make reports at the monthly conference.
4. Any church conference other than those listed in the paragraphs above must be announced in the pulpit or in the bulletin one week prior to the meeting.

5 CHURCH COUNCIL

A. PURPOSE:

The Church Council is the correlating agency through which all organizations and committees may coordinate their activities into one harmonious program of work.

B. PRIMARY RESPONSIBILITIES:

1. The Church Council shall meet monthly or on call to consider the business of the church that shall properly come before it, such as:
 - a. Hear reports from church committees.
 - b. Recommend any requested change in the total size of the budget to the church.
 - c. Approve any requested expenditures of a budgeted line-item which exceeds the year-to-date budgeted amount for that particular line-item by \$1,000 or more. The Finance Committee will be authorized to approve any emergency expenditures up to \$3,000 and then to inform the Church Council. Any Emergency expenditures in excess of \$3,000 must be approved by Church Council.
 - d. Consider and vote on matters concerning the general interest and welfare of the church.
2. The Church Council shall review and coordinate suggested program plans and actions by church officers, organizations and committees and provide for adequate communication between church officers, organizations, committees and the congregation.

C. ADMINISTRATION:

1. The Church Council shall consist of:
 - a. The Chairman of Church Council.
 - b. The head administrative officers of each church program organization or program service organization.
 - c. The chairman of each permanent church committee.
 - d. The church officers (but not associates or assistants) and elected trustees.
 - e. The Chairman, Vice-Chairman and Secretary of the Deacons.
 - f. The ministerial staff of the church.
2. The Chairman of Deacons serves as the Chairman, the Vice-Chairman of Deacons shall be the Vice-Chairman and the Church Clerk serves as Secretary of the Church Council.
3. The Church Council will meet on the Second Tuesday of each month, unless the Church Council at the preceding meeting sets a different day and/or time. Special meetings may be called by the Chairman.
4. Only matters that require Church Council or church action will be submitted to the Church Council. Information reports will be submitted only with prior approval of the chairman.
5. No matter of church business that relates to finance, staff employment, policy or

procedure will be presented to the church until it has first been voted on by the Church Council.

6. The attendance will be checked at each meeting. A Church Council member should attend each meeting unless providentially hindered. If absence is unavoidable, the church office should be notified in advance. If the Church Council is to do its job adequately, it is necessary that each member be faithful in attendance. Any member who cannot regularly attend and participate should request a replacement for himself/herself as organization head, committee chairman or other office which results in his/her membership on the Church Council.

6 CHURCH STAFF

A. PURPOSE:

The function of the church staff is to help the church identify and realize what the church comes to believe is God's will for it to do. The church staff consists of ministers, office staff, custodial staff, kitchen staff, and nursery/child care staff. (Guidelines for employment in any of these areas should be available in the church office through the Minister of Education/Administration.)

B. PRIMARY RESPONSIBILITIES:

1. The pastor is the spiritual leader of the church and chief administrator of the ministerial staff.
2. The Minister of Education and Administration is the chief administrator of the support staff. With the support of the governing bodies of the church, the Minister of Education and Administration performs the daily administrative duties required by the church.
3. In the absence of the Minister of Education and Administration, responsibility for the administrative leadership of the support staff shall be that of the Chairman of the Deacons/Church Council.
4. When the church is without a Pastor, it shall be the responsibility of the Minister of Education and Administration to act as the interim administrator of the ministerial staff.
5. The church staff is not to replace the work of the church membership, but to facilitate and guide its work.

7 DEACONS

A. PURPOSE:

The purpose of the organization of deacons is to promote the general welfare of the church and to serve the needs of the church, especially in those areas which assist and facilitate the work of the Ministerial staff, and which provides the staff with more time for prayer and ministry of the Word.

B. PRIMARY RESPONSIBILITIES:

There are no duties in the Scriptures specifically and exclusively assigned to the deacons. There are duties which church custom and tradition assign to the deacons but these are not scripturally assigned. Deacons are expected to do those things which the church desires of them, for example:

1. Serve the Lord's Supper.
2. Welcome visitors and other worshippers.
3. Set an example in attendance and reverence at services of worship.
4. Be positive and effective in Christian witness for their church and to advance the

cause of Christ and the church wherever possible. Deacons shall promote church harmony and unity.

5. Be actively involved in the church's program of education. Each deacon should be involved in terms of his/her own God-given abilities.
6. Devise and implement a plan in which the entire resident membership is assigned to a deacon for spiritual oversight and for the purpose of achieving communication between each member of the church and a responsible, knowledgeable church leader.
7. Do his/her part in meeting the needs of the church and others through the faithful stewardship of his/her money, time, energy, abilities and other resources.
8. Serve as an Advisory Council to the pastor in matters pertaining to the spiritual welfare and ministry of the church.
9. Counsel with the pastor, and in accordance with the teachings of the New Testament, have oversight of the discipline of the church. They are to be guided always by the principles set forth in Matt. 18:15-17; I Cor. 5:9-13; and I Thess. 5:12-14.
10. Serve on church or organizational committees as requested.
11. Regularly attend the deacons' meetings. A deacon should request to be relieved of his/her responsibilities if it appears he/she will be unable to attend regularly enough to effectively fulfill his/her responsibilities. Life deacons who, due to age or infirmity, are unable to perform appropriate responsibilities, may be elected as "deacons emeritus". They would be welcome at all deacons' meetings but would not be voting members nor would they enter into the deacons' deliberations except by special consent of the chairman. Emeritus deacons would not count as life deacons.

C. QUALIFICATIONS:

The basic requirements for a deacon are found in the Bible, Acts 6:1-7 and I Timothy 3:8-13. These biblical requirements will always be held over and above any specific requirements that a local church may set in connection with the needs of its local program.

A period of orientation and training should be provided each year, especially for the newly-elected deacons. Such basic training should be completed by the end of the first quarter of service.

1. A deacon should strive to be a person of moral integrity and spiritual maturity. His/her life should be a clean and pure life concerning his/her basic Christian character. A deacon is a representative of Christ's Church, and should be willing to assume the responsibility of conducting himself/herself in a manner that will honor the name of God in every area of his/her life.
2. The business life of a deacon should be in harmony with Christian principles. The church should never be embarrassed with the business of a deacon.
3. A deacon should be able and willing to be regular in attendance at deacons' meetings. In the case that it is not possible for a deacon to be present, he/she shall be expected to notify the secretary or the chairman of the deacons of his/her inability to attend. The roll shall be checked at each deacons' meeting.
4. Inasmuch as one of the requirements of a deacon is that he/she should be a participant in the full teaching and training program of the church, he/she shall seek to be a good steward of his/her time, giving a fair share of it to church activities.
5. A deacon shall participate in the financial program of the church. Furthermore, inasmuch as a biblical requirement of the deacon is that he/she be "not greedy of filthy lucre", the deacon should be a good steward of his/her income, recognizing the tithe as the minimum.
6. A deacon's spouse should share in like manner in Christian consecration and church loyalty.

7. A duly elected deacon must have been accepted into member of the church by July 1 of the preceding calendar year.

D. MANNER AND SUGGESTED CALENDAR FOR ELECTION OF DEACONS:

Between September 1 and 15, the church office provides the congregation with an alphabetical list of resident church members age 21 or over who have been accepted into the membership of the church before July 1 of the preceding calendar year. The list of resident church members should be listed alphabetically according to the following two groups: those who are not currently serving as a deacon and are eligible for nomination, and those who are currently serving and/or are rotating off the Board of Deacons and are ineligible for nomination. The congregation shall nominate those they believe may best serve the Lord and His Church as deacons.

Those nominations shall be submitted to a Qualification Committee composed of the Chairman of Deacons, Sunday School Director, Church Training Director, Director of Brotherhood, Director of W.M.U. and six members of the church at large, three appointed by the chairman of deacons and three by the pastor. This committee shall ascertain the qualifications of the nominees; it shall have the authority to add other persons whom it considers qualified.

The Qualification Committee shall tabulate the nominations and select qualified nominees in numerical order of most recommendations for nomination. The following criteria for a deacon will be considered: visitation, responsibility, attendance and giving. Other attributes may be considered. The Qualification Committee shall contact, interview, inform and ask qualified nominees in order of numerical tabulation if they are willing and able to perform responsible service. The Qualification Committee shall present to the October Church Conference for confirmation the number of persons needed to fill vacancies on Deacons Council.

The regular term of deacons is from January 1 until December 31, 36 months later. Newly elected deacons are to attend deacons' meetings from the time of their election, but may not vote until their term of office actually begins. The one exception is that they, along with deacons presently serving (including those whose term will be expiring), may vote in electing the chairman and others officers of the deacons. Deacons who are completing/have completed a three-year term of service as Deacon will be eligible for election to another term only after one or more years has/have elapsed since their term of service.

E. MANNER OF SELECTION OF A DEACON FOR AN UNEXPIRED TERM:

Should a vacancy occur during the tenure of a deacon, the Qualification Committee shall convene and select a qualified replacement. The replacement is to be an ordained deacon. The Qualification Committee shall review the list of the most recent tabulated nominations and select a qualified nominee in the order of the most recommendations for nomination. The same criteria and process used in selecting deacons shall be followed. If a replacement cannot be found from the most recent list of nominated deacons, the Qualification Committee should review and select a previously elected First Baptist deacon from the church-at-large to fill the vacated position. The time period of replacement service will be for the balance of the term of the deacon being replaced. Serving in this capacity will not affect the eligibility of a deacon to be placed on the Nomination Ballet directly following the completion of this term of service. The Qualification Committee shall present its selection to the church in conference for confirmation.

F. MANNER OF ELECTION OF LIFE DEACONS:

The number of life deacons shall not exceed 25% of the total number of deacons. Any

time the number of life deacons falls below 25%, the deacons shall determine whether the vacancy should be filled. If the determination is made to fill the vacancy, the chairman of the deacons will select a committee who may recommend a nominee for life deacon.

G. THE CHAIRMAN OF DEACONS:

1. The chairman of deacons shall be an ordained deacon of First Baptist Church.
2. The chairmanship of deacons is not only a position of high honor, but also one of great responsibility. The chairman of deacons is not expected to hold any church position other than the following:
 - a. Chairman of church council
 - b. Church moderator.
3. The chairman of deacons shall be elected by the deacons for a term of one year, and shall be eligible for re-election for not more than two additional one-year terms.

II.
ORGANIZATIONS

1 SUNDAY SCHOOL

A. PURPOSE:

The primary mission of the Sunday School is to teach the Bible and to reach more people for Christ. The Sunday School is a part of the educational ministry of the church and is directed by the Minister of Education and Administration.

B. PRIMARY TASKS OF SUNDAY SCHOOL ARE TO:

1. Teach the biblical revelation.
2. Lead in reaching all prospects for the church through educational evangelism.
3. Lead all church members to worship, witness, learn and minister daily.
4. Provide organization in leadership for special projects for the church.
5. Provide and interpret information regarding the work of the church and the denomination.

2 WOMAN'S MISSIONARY UNION

A. PURPOSE:

The Woman's Missionary Union is the church's educational organization for providing missionary education for preschoolers, girls, young women and adult women. The Woman's Missionary Union is part of the educational ministry and directed by the Minister of Education and Administration.

B. PRIMARY TASKS OF WMU ARE TO:

1. Teach missions.
2. Engage in mission action and personal witnessing.
3. Support missions (through praying, giving, emphasizing the need for persons to become involved in career and non-career service, and providing ministries for missionaries and their families).
4. Interpret and undergird the work of the church and the denomination.

3 BROTHERHOOD

A. PURPOSE:

The primary responsibility of the Brotherhood is to enlist men in the total life of the church, especially in missions. The Brotherhood is a part of the educational ministry of the church and is directed by the Minister of Education and Administration.

B. PRIMARY TASKS OF BROTHERHOOD ARE TO:

1. Teach missions to men and boys.
2. Lead men, young men and boys to participate in mission activities.
3. Provide organization and leadership for special projects of the church.
4. Inform all men, young men and boys about the work of the church and the denomination.
5. Organize and lead Royal Ambassador Chapters.
6. Confront boys with the challenge of missionary service.
7. Interpret and undergird the work of the church and the denomination.

4 MUSIC MINISTRY

A. PURPOSE:

The Minister of Music is responsible for the supervision and administration of the music ministry of the church. The music ministry exists for every person in the church. It seeks to improve music in the worship services and in all the church organizations. It strives to lead every member of the church and its organizations to understand the appropriateness, the meaning and the significance of church music.

B. PRIMARY TASKS OF MUSIC MINISTRY ARE TO:

1. Teach music to choir members, song leaders, instrumentalists and the congregation.
2. Train persons to lead, sing and play music.
3. Lead persons to participate in hymn singing and to understand hymnody.
4. Assist the church in its function of worship proclamation, education and ministry.
5. Provide and interpret information regarding the work of the church and the denomination.

C. ADMINISTRATION:

1. The music ministry includes all persons engaged in the music program of the church, including members of all choirs, their directors, accompanists and sponsors.
2. The music ministry is supervised and directed by the Minister of Music.
3. The graded choir program is part of the total religious education program at the church. While the Minister of Education and Administration directs other organizations of the educational ministry, the relationship with the music ministry is of mutual coordination and correlation.

5 LIBRARY

A. PURPOSE:

The purpose of the Church Library is to serve as the resource center for all books, audio-visuals and other materials of a non-expendable nature which are used by the various members, organizations and committees of the church in study, teaching and training. The Church Library is considered as an organization in the educational ministry of the church which is directed by the Minister of Education and Administration.

B. PRIMARY TASKS OF THE LIBRARY ARE TO:

1. Procure materials that are needed and desired to implement its basic purpose.
2. Exercise proper care and maintenance of the materials.
3. Encourage the use of the various resource materials through a program of education and promotion of the library's services.
4. Circulate materials in such a way that they may be of optimum use to the overall programs of the church.

III.
COMMITTEES

The following paragraphs on definition and purpose, guiding principles and general policies relate to all committees.

1. DEFINITION AND PURPOSE OF CHURCH COMMITTEES:

A church committee is a small group of individuals appointed or elected to perform certain tasks that cannot be done as effectively or efficiently by the entire church membership or by one of the educational organizations.

The purpose of committees is to provide information which will assist the congregation in reaching final decisions and to provide through creative thought and thorough discussion more effective ways for carrying on the work of the church. The committees will also provide opportunity to make good use of knowledge and abilities of the persons best qualified in particular fields of interest and provide opportunity for Christian maturity by sharing the work of the church. The committees are to perform assigned responsibilities for the church.

2. GUIDING PRINCIPLES FOR CHURCH COMMITTEE WORK:

The committee work and the number of committees should be determined on the basis of need and the basis of well-defined areas of work to be done. The duties of committees should be clearly defined and well publicized with the number of persons placed on a committee being no greater than is needed to do the job. Committee members should be provided with opportunities for training and be placed on committees where they can both learn and serve best. A plan of coordination of church committee work and a system of rotation of members of committees should be provided.

3. GENERAL POLICIES FOR CHURCH COMMITTEES:

Committees in our church shall be of two general types: standing and special. A standing committee shall be one whose responsibilities are continuous throughout the year. A special committee shall be one that is needed for a particular task for a limited time. A new standing committee may be established upon the recommendation of the Church Council and the approval of the congregation. If a special committee needs to be formed, the chairman of Church Council, in consultation with the Church Council, will nominate that committee. The members of all committees shall be elected by the church and shall be responsible to the church. In order that all committees may operate with the maximum effectiveness, a plan of coordination is imperative. This plan is outlined in a chart which is found in the appendix of this manual.

The pastor gives over-all coordination to the entire organized life of the church by working through the duly appointed church leadership. The church exercises ultimate supervision over all its committees by requiring that standing church committees be brought into being by the church. Responsibilities are assigned in the manner specified in this manual. Committees may be terminated or adjusted by the church.

The Nominating Committee will supervise or coordinate the enlistment of all the volunteer workers of the church. The Nominating Committee and its chairman shall be nominated by a committee composed of the Pastor, Chairman of Deacons/Church Council, Minister of Education and Administration and three persons from the church at large nominated by the Church Council and elected by the church. This six-person committee will be chaired by the Chairman of Deacons/Church Council.

Ex officio members of committees shall have all of the privileges of other members. The pastor shall be an ex officio member of each committee. The Chairman of Deacons/Church Council, Minister of Education and Administration and Minister of Music shall be ex officio members of those committees which they coordinate and of such other committees as designated. Other ex officio members of various committees shall be indicated in the description of the work of each committee.

Ex officio members of committees are to be informed of all committee meetings, but they are not obligated to attend unless the meeting concerns matters specifically pertinent to the office which they represent.

Each committee shall recommend to the Budget Committee what funds are needed to carry out an effective program each year. Committees authorized to spend church funds shall do so within the budget adopted by the church.

Unless otherwise stated, the terms of all committees shall begin October 1 and shall meet during the month of October to introduce new members to the work of the committee and to make plans for the coming year.

Committees shall make such written reports as require church action or which are of lasting interest to the church at the quarterly conference. Such reports shall be furnished to the church staff for reproduction at least one week before the regular conference so that the report may be distributed to the church membership.

Members of committees must be members of First Baptist Church. It is expected that a person's consent to serve on a committee will be obtained before he/she is announced as being a member of that committee. It is further expected that in giving his/her consent he/she would anticipate attending the meetings, accepting committee assignments and otherwise rendering faithful service. Should this be impossible, the committee member should consider resigning from his/her responsibility.

Committee chairmen will be recommended by the church Nominating Committee, approved by Church Council, and elected by the church. There is no particular pattern of succession to a committee chairmanship.

It is the responsibility of the committee chairman to organize his/her committee in the way which seems to him/her to be most effective in accomplishing the tasks of the committee. A vice-chairman and secretary may be selected or specific assignments of responsibility may be made to each committee member.

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The following is an alphabetized list of all current permanent or standing committees of the church.

1 ADULT EDUCATION COMMITTEE

A. PURPOSE:

To support, enhance, coordinate, and initiate adult education programs and activities that will train and empower the First Baptist family to be the presence of Christ at home and abroad.

B. PRIMARY RESPONSIBILITIES

1. Seek ways to support and enhance current educational programs and activities.
2. Explore new and creative means to strengthen adult education in the church.
3. Identify, collect, and assess information from the adult education leadership and the adult membership regarding education programs and activities.
4. Pursue means to utilize and develop training programs that will support and enhance adult education in the church.
5. Coordinate adult education efforts in the church.
6. Act as an advisory committee for church staff in planning and executing adult education activities.
7. Prepare recommendations for budget needs related to adult education programs and activities.

2 AUDIO-VISUAL COMMITTEE

A. PURPOSE:

The Audio-Visual Committee is to coordinate and monitor the audio, video and lighting systems for clear, effective and worshipful communication and recording of church services, and is to be responsible for all broadcasts of church services, productions and/or programs over radio, television and cable.

The Committee shall consist of five (5) members, of which there shall be a chairperson, an audio-visual coordinator and a sanctuary coordinator. There may also be individuals selected to assist the two coordinators but they shall not serve as committee members.

B. PRIMARY RESPONSIBILITIES:

1. Be responsible for and maintain the church's sound system and audio/video equipment.
2. Set up and monitor proper amplification, lighting, and recording of church services and programs.
3. Coordinate programs to provide recorded services to the congregation and in particular, to those unable to attend.
4. Investigate and inquire into having church services, productions and/or programs broadcast over radio, television and cable and make recommendations to the church regarding such broadcasts.
5. Coordinate transmission or recording of services for broadcast with the Pastor, the Minister of Education and Administration, the Minister of Music and designated radio, cable and television stations.
6. Coordinate with the Sanctuary/Ushers Committee and the Minister of Music adjustments to the amplification and lighting systems to create appropriate atmosphere, acoustics and communication during services.
7. Make recommendations to the Properties Committee concerning the sound, audio, video and lighting systems.

3 BAPTISM COMMITTEE

A. PURPOSE:

The responsibility of the Baptism Committee is to prepare the candidates and the baptistery for the Ordinance of Baptism.

B. PRIMARY RESPONSIBILITIES:

1. Examine the baptism facilities and recommend needed improvements.
2. Arrange for the maintenance of the baptistery, dressing rooms, robes, towels, and all other equipment and supplies used in the baptismal service or in assisting the candidates.
3. Arrange for cleaning and storage of baptismal robes, towels, and handkerchiefs.
4. Arrange for the baptistery to be filled to the proper level and see that the water is of the proper temperature.
5. Assist in preparing the candidates for baptism.
6. Assist the pastor during the service of baptism.
7. Assist the candidates after baptismal service.
8. Work with the Pastor to help make the baptismal service a meaningful experience of worship to both candidate and congregation.
9. Requisition any materials needed to make the ordinance of baptism more effective in our church.

4 CHILDREN'S COMMITTEE

A. PURPOSE:

Develop and coordinate children's activities (for children in Grades 1 through 6) within the organizational structure of the church.

B. PRIMARY RESPONSIBILITIES:

1. Develop a program of activities outside the regular organizations of the church.
2. Act as advisory committee for church staff in planning church activities.
3. Establish goals and objectives for Children's Division.
4. Develop procedures for the attainment of goals.
5. Prepare recommendations for budget needs related to children's activities.

5 EVANGELISM-OUTREACH COMMITTEE

A. PURPOSE:

To promote and publicize the church's revival efforts and other special evangelistic projects among the congregation and community.

B. PRIMARY RESPONSIBILITIES:

1. Coordinate and multiply the evangelistic efforts of the church by having a minimum of one church-wide revival meeting each year.
2. Promote and publicize revivals and other special church evangelistic projects.
3. Coordinate the participation of the congregation in revivals and other evangelistic projects.
4. Assist the church staff in making arrangements for the evangelistic events.
5. Enlist the assistance of the Public Relations Committee in publicizing the evangelistic events.

6 FAMILY LIFE COMMITTEE

A. PURPOSE:

The purpose of the Family Life Committee is to help build Christian homes. The home is recognized as the most influential element in the Christian nurture of children.

B. PRIMARY RESPONSIBILITIES:

1. Encourage families to worship in the home and to participate as families in the corporate worship of the church.
2. Lead the entire church to recognize the Christian family as having the basic responsibility for Christian nurture and education.
3. Help parents to accept and fulfill the responsibility for making family living a daily experience of Christian nurture.
4. Meet family needs in planning the educational program of the church and encourage families to participate in the opportunities provided by the church.
5. Guide each person in developing and living by a concept of marriage and family consistent with the Christian way of life.
6. Help persons prevent or solve family problems, whether spiritual, emotional or material.
7. Sponsor Family Life Month.

7 FINANCE COMMITTEE

A. PURPOSE:

The Finance Committee will see that the budget is properly administered and that the gifts of church members are properly distributed. This committee is concerned with the most effective and efficient use of the church's funds and with the proper accounting thereof.

B. PRIMARY RESPONSIBILITIES:

1. Administer the church-adopted budget.
2. Consider and act on requests for non-budgeted amounts.
3. Seek to discover ways in which church funds can be used more effectively and efficiently.
4. Install and supervise the maintenance of adequate records for accounting for all gifts to the church. This includes the maintaining of individual records of contributions, journals, ledgers, and other necessary records.
5. Make a monthly financial report to the Church Council and a quarterly report to the church.
6. Secure an annual audit by a qualified auditor.
7. Administer any special funds, stock, or other investments unless specifically assigned otherwise.
8. Recommend any change in total budget amount to Church Council between normal budget establishment periods.
9. Any year-to-date over-expenditure of a budgeted expenditure line item up to \$250 can be approved by the church administrator as long as he/she can do this within the total line-item approved budget and inform the Finance Committee. Any year-to-date over-expenditure of a budgeted expenditure line between \$250 and \$1,000 can be approved by the Finance Committee as long as that expenditure can be handled within the approved line-item total budget. Any year-to-date over-expenditures of a line-item budgeted expenditure in excess of \$1,000 requires the approval of the Church Council.
10. Any emergency expenditure being funded from a non-budgetary account may be approved by the Finance Committee up to \$3,000 with the Church Council being informed after the fact. Emergency expenditures in excess of \$3,000 must be approved by Church Council.
11. The only exception to #10 above would be an event which would jeopardize the physical well-being of the membership or the physical capabilities of the church. In such an event, expenditures required to maintain the physical well-being of the membership and/or the capabilities of the facilities can be authorized by the church administrator who will, in turn, inform the Finance Committee immediately upon authorization of such expenditures.

C. TERMS AND MEMBERSHIP:

1. This committee will serve for the fiscal year (January 1 through December 31). The new members shall be added in October and the Chairman-elect shall be designated at that time. The effect of this stipulation is that a regular term will be 39 months rather than 36, and that there will be eight regular members during the last quarter of any year.
2. The Church Treasurer, Chairman of the Stewardship Committee and Chairman of the Personnel committee are ex-officio members of the Finance Committee.

8 FLOWER COMMITTEE

A. PURPOSE:

Provide floral arrangements for the worship services and other church-wide functions.

B. PRIMARY RESPONSIBILITIES:

1. Secure and arrange flowers for use in the church sanctuary.
2. Provide flowers for special church functions.
3. Dispose of flowers and clean and care for floral equipment and supplies.
4. Supervise care of permanent plants in church buildings.
5. Handle requests for floral arrangements given as memorials and maintain calendar.
6. Provide information on memorials to the Church Secretary.
7. Select additional assistants needed to carry out the functions of the committee.

9 FOOD SERVICE COMMITTEE

A. PURPOSE:

The purpose of the Food Service Committee is formulating policies of the kitchen and working with the Church Hostess (or other such staff personnel) in assuring the services rendered through the kitchen.

B. PRIMARY RESPONSIBILITIES:

1. Formulate and recommend to the Church Council policies in the following areas as to the use of the church kitchen: Reservations, cost of meals, accounting, use of kitchen by groups other than church groups, sanitation, and types of food service.
2. To evaluate and report to the Church Council the services rendered by the kitchen in terms of church program needs, finances and other matters related to the food service operation.
3. To make appropriate budget requests for the food service operation.
4. To appoint a Socials Committee from its membership to be responsible for church receptions, socials, and banquets.

10 GROUNDS COMMITTEE

A. PURPOSE:

The purpose of this committee is to be responsible for the maintenance and upkeep of all church grounds.

B. PRIMARY RESPONSIBILITIES:

1. Inspect and inventory all church grounds.
2. Recommend to the Personnel committee the employment, training and supervision of grounds personnel.
3. Request and administer maintenance and upkeep budget.
4. Develop and initiate scheduled maintenance procedures for church grounds.
5. Maintain church grounds in adequate, attractive condition.
6. Oversee all contract work on church grounds unless otherwise assigned.
7. Insure that all improvements, routine and contractual, complement the church site.
8. Insure that all improvements are within the guidelines of the Macon Historical Preservation Committee.
9. Develop and recommend a program of preventive maintenance and upkeep.
10. Encourage conservation and a litter free church site.
11. Work in conjunction with the Church Properties Committee concerning any matters that would affect church buildings and grounds.

11 HISTORY COMMITTEE

A. PURPOSE:

Promote the preservation and use of the historical records of the church. The committee will be especially concerned with (1) gathering and preserving available church records, (2) recording full and accurate records and putting on microfilm all of permanent interest or value, (3) using the records to help members understand and appreciate their heritage and mission.

B. PRIMARY RESPONSIBILITIES:

1. Coordinate the gathering and preservation of all church records, including: important legal documents; minutes of the church conferences, deacons meetings, church committees and other groups; membership rolls; financial records; records of church organizations, including any minutes, church bulletins, directors, etc. (This may include various organizations and classes or other organizational units.); pictures, recordings and correspondence; biographical materials; clippings from periodicals; Associational and Convention records, including the annual letters to the Association.
2. Assist with the recording of the present day activities. Encourage adequate records by the various groups in the church. Help the church members see the importance of proper recording of current activities of the church.
3. Prepare appropriate materials to make the congregation and others aware of the heritage of First Baptist Church.

12 INTERNAL AUDIT COMMITTEE

A. PURPOSE:

To ensure the accuracy of the Church's annual and other financial reports, to verify the Church's compliance with appropriate financial procedures and controls, and to confirm accountability for and risk management of the Church's property, real and personal.

B. PRIMARY RESPONSIBILITIES:

1. Ensure the truth and accuracy of information provided in the Church's financial reports and provided to the external auditor.
2. Verify adherence to gift designations and restrictions.
3. Verify the use of appropriate cash-handling and checking-account controls, including but not limited to controls and reporting of cash receipts, cash payments, cash deposits, payment authorizations, accounts payable, and accounts receivable.
4. Verify the accuracy of payroll transactions and payroll accounting.
5. Confirm proper authorization and recording of investment purchases and sales, including but not limited to transactions involving stocks, bonds, securities, certificates of deposit, mutual funds, tangible property, and real property.
6. Confirm proper authorization and recording of indebtedness incurred and repayments thereon.
7. Confirm the existence of adequate insurance coverage and risk-management procedures for the protection of the Church's assets.
8. Recommend to Church Council any actions or changes required to protect the fiscal assets of the Church.

13 LORD'S SUPPER COMMITTEE

A. PURPOSE:

The Lord's Supper Committee will make the physical preparations necessary for the observance of the Lord's Supper by the church. It will seek to assist the Pastor in every possible way to make the ordinance more meaningful.

B. PRIMARY RESPONSIBILITIES:

1. Inventory the equipment and recommend the purchase of the needed service equipment.
2. Obtain and prepare the elements used during the Lord's Supper.
3. Prepare the table for the Lord's Supper observance.
4. Arrange for the service equipment and linen to be cleaned and stored after the service.
5. Assist the church in any way possible to make the ordinance of the Lord's Supper more meaningful.

14 LONG-RANGE PLANNING COMMITTEE

A. PURPOSE:

Discover and analyze long-range church and community needs, recommend long-range goals and long-range strategies to the congregation, evaluate the long-range effectiveness of church programs, and interpret long-range goals and strategies to appropriate groups.

B. PRIMARY RESPONSIBILITIES:

1. Study long-range planning process.
2. Organize committee to perform assigned work.
3. Involve church members in surveys and studies.
4. Maintain communications with the congregation.
5. Discover needs of church and community.
6. Analyze present and future needs of the church community.
7. Present long-range plans to the church.

15 MEMBERSHIP COMMITTEE

A. PURPOSE:

The function of the Membership Committee is to make church membership meaningful for all members and to help new members become familiar with all aspects of the church and how it operates.

B. PRIMARY RESPONSIBILITIES:

1. Recommend to the church criteria for church membership. This involves an annual review and evaluation of membership policies.
2. Inform and educate the church membership regarding the meaning of church membership.
3. Conduct a program of new membership orientation.
4. Assist the church office in maintaining a non-resident membership roll in order to keep the church roll current.
5. Interview new church members and secure appropriate information from them so as to assist the church in finding meaningful places of service for them.
6. Make a quarterly report to the church, showing any changes in membership.

16 MEMORIAL FUND COMMITTEE

A. PURPOSE:

The Memorial Fund exists to allow every member an opportunity to place money in the fund as a memorial for a loved one, family, or friend. The money so received would be used to further the cause of Christ in accord with the wishes of the First Baptist Church.

B. OPERATION OF THE FUND:

The Memorial Fund is established and is to be operated under the following provisions:

1. The care, custody, and control of the fund is vested in six trustees. These trustees shall be the Pastor, the Chairman of Deacons/Church Council, the Director of the Woman's Missionary Union and three others to be elected by the church. The terms of office of the three members elected by the church shall be for three years.
2. Any decision to change or amend the permanent policies of the fund must be approved by the Church Council and adopted by the church.
3. The fund is to be used for the purpose of advancing the cause of Christ at home or abroad, for building, missionary or benevolence purposes. The latitude granted is purposely broad. However, the fund is not to be used for the current operating expense of the church.
4. The fund is to be disbursed in amounts of not less than \$500.00 upon recommendation by the trustees and after official action by the church membership at a business meeting. It is considered desirable to apprise the church of the proposed disbursement at least one week in advance of the official decision.
5. Persons making contributions to the Memorial Fund by will, deed, gift or otherwise may designate such contributions as a memorial to any person or persons and a record shall be kept of such memorials in a book to be known as "The Book of Remembrance". The record will show the name of the person in whose memory the gift or contribution is made and the date thereof, together with the name of the contributor or giver. No amounts of money will be recorded in "The Book of Remembrance".
6. On Easter Sunday of each year, the names of non-members for whom memorials have been established are to be printed in the church bulletin. At the same time, the names of all members who have died in the preceding year are to be printed. It does not seem wise to make any distinction between members for whom memorials have been established, and those for whom no memorials have been established.
7. For the convenience of those who wish to make an offering of thanksgiving or otherwise, special envelopes are placed in the sets of offering envelopes distributed to those who make yearly pledges of support to the church. No amount is too small, no amount too large to be given to the Memorial Fund.
8. Any expense in the operation of the fund will be borne by the church, so that all money received may be used for memorial purposes.

17 MISSIONS COMMITTEE

A. PURPOSE:

To keep the church membership aware of God's redemptive purposes and processes, informed of the nature of world and community need and involved in meeting this need in spiritual and temporal ways.

Assist in meeting the needs of the poverty-stricken in the community. Perform acts of benevolence to persons in need in the name of Christ and His church. (This need can be physical, social or mental.)

The committee shall consist of six members, from which the chairperson shall be selected, and the coordinators of established Church Standing Missions projects (i.e., the Food Bank, the Crisis Closet, etc.). There may also be individuals selected to assist the coordinators, but they shall not serve as committee members.

1. Keep information on all major missionary endeavors of the church or its organizations available and correlated as much as possible.
2. Keep specific lines of communication open with all missionary organizations in the church, i.e., work closely with missions support chairmen of WMU, world missions chairman of Brotherhood, etc.
3. Correlate all missionary ministries with proper administrative processes of the church, such as the Finance Committee, the Nominating Committee, etc.
4. Keep continually aware of community needs and efforts to meet these needs from within the church or from other churches or community agencies. Keep open communication with other agencies, especially through church members serving as employees or volunteers in these agencies.
5. Provide regular and systematic ways of interpreting needs to the membership and leading them to carry out ministries according to their real interests and abilities. May approach through Sunday School assemblies, brochures, posters, etc. As much as possible, lead members to see a stewardship of their occupational position and skills as means of ministering.
6. Plan new mission endeavors for the church and outline the means by which to carry out the plans. Present proper information and make appropriate recommendations to the church. Plan appropriate community publicity.
7. Gather information through surveys or other community sources necessary to the operating of local missionary ministries.
8. Procure all needed equipment or facilities for the operating of church missionary ministries.
9. Lead the church to cooperate with associational or other appropriate local mission endeavors.
10. Recommend the amount and distribution in the Missions section of the annual church budget.
11. Administer the funds of the Special Missions saving account.
12. This committee shall oversee and establish guidelines for any temporary missions project unless otherwise assigned. All special mission projects shall be approved by the Church Council and the Church-in-Conference.
13. This committee shall oversee and establish guidelines for the operation of any standing (permanent) missions project. Each Standing missions projects shall have a coordinator, and the coordinator shall serve as a member of the Missions Committee. All standing missions projects (Crisis Closet, Food Bank, etc.) shall be approved by the Church Council and the Church in Conference.

18 MONEY COUNTING COMMITTEE

A. PURPOSE:

This committee will count and deposit all funds which are given or paid to the church.

B. PRIMARY RESPONSIBILITIES:

1. Receive all contributions from the Sunday School, worship services and other sources.
2. Open all church offering envelopes and verify the amount enclosed with the amount written on the face of the envelope.
3. Prepare the money for deposit and deposit it in the bank.
4. Prepare a summary of receipts (forms available from Broadman Supplies) and

give copies to the Financial Secretary and the Treasurer and keep one copy in the records of the Counting Committee.

C. OPERATING PROCEDURES:

1. At least two members of this committee should be present whenever funds are received and counted.
2. The Church Finance Record System Manual published by Broadman Press states "If proper internal controls are to be provided, the Financial Secretary, Disbursing Officer and Treasurer should never serve on the Counting Committee". No person who has the authority to sign checks should serve on the Counting Committee.
3. No person employed as a member of the church staff should have money counting responsibilities.
4. This committee shall have twelve members. The twelve will rotate on monthly assignments.

19 MUSIC COMMITTEE

A. PURPOSE

The Music Committee is to promote a program of church music throughout the church.

B. PRIMARY RESPONSIBILITIES:

1. The Music Committee should help determine methods of selecting a maintaining choir membership.
2. It should make the policies concerning the use of and lending of instruments or other property, e.g., organ and choir robes.
3. It should be responsible for the maintenance of and adequate inventory of musical instruments, hymn books and other musical supplies.
4. Committee members should be sensitive to the reactions of the church membership and be prepared to advise or make suggestions to the Minister of Music.

20 NOMINATING COMMITTEE

A. PURPOSE:

The Nominating Committee is to coordinate the staffing of all church leadership positions except the church staff and other positions for which the staffing procedures are otherwise noted in this manual.

B. PRIMARY RESPONSIBILITIES

1. The Nominating Committee, in consultation with the Pastor, Chairman of Deacons/Church Council and the Minister of Education and Administration, will recommend to the church the persons to serve as Directors of the Sunday School, Church Training, and Brotherhood. When they have been elected, they, along with the WMU President-elect, will become ex-officio members of the Nominating Committee for their particular areas. They will be elected for a one-year term and shall be eligible for re-election for two immediately succeeding terms. However, if the Nominating Committee determines that an individual is uniquely qualified to serve, such person may be elected to succeed himself or herself.
2. The Chairman and personnel of a committee should be recommended to the church by the Nominating Committee no later than the September church business conference.

3. In the event of a vacancy on a committee, the Nominating Committee shall recommend to the church someone to fill the unexpired term.
4. The Nominating Committee should work out a plan for making an equitable distribution of organizational and committee responsibilities in order to avoid overloading some individuals and to involve as many different church members as practical in the organized life of the church. The Nominating Committee shall also use the section entitled "General Policies for all Church Committees" as guiding policies.
5. All committees shall have a minimum of three regular members. The Nominating Committee shall consult with the Committee Chairman nominees in the selection of the remaining members.

Committee members, including the chairman, trustees and church clerk and treasurer, will be elected for a term of one year or for the unexpired portion of a term and shall be eligible for re-election for two immediately succeeding terms. However, after having served three successive years, if the Nominating Committee determines that an individual is uniquely qualified to serve in a position, such person may be elected to succeed himself or herself.

The year for church committees extends from October through September to coincide with the regular church year, unless otherwise specified in this manual.

In order to achieve the desired flexibility in the organized life of the church, a church member may be asked to accept an additional organizational or committee responsibility or to accept a responsibility in place of a presently held assignment. Such a shifting should be understood by organizational and committee leaders as a sincere effort to advance the total work of the church.

1. The Nominating Committee has the responsibility to recommend the church clerk, church treasurer and the three elected trustees to the church. Individuals elected to these positions will be elected for a one-year term and shall be eligible for re-election for two immediately succeeding terms.

21 NURSERY COMMITTEE

- A. PURPOSE: Develop and coordinate nursery activities for infants and children within the organizational structure of the church.
- B. PRIMARY RESPONSIBILITIES
 1. Develop a program of activities for infants and toddlers that will provide loving care for the children, support for parents, and nurture for families.
 2. Establish policies, goals, and objectives for the nursery.
 3. Develop procedures for adherence to policies and attainment of goals and objectives.
 4. Act as advisory committee for church staff in planning and executing nursery activities.
 5. Prepare recommendations for budget needs related to children's activities.

22 ORGANIZATIONAL MANUAL COMMITTEE

- A. PURPOSE:

The responsibility of this committee is to encourage compliance with the Church Manual. Alleged failure to abide by the Church Manual may be brought to the attention of the Organizational Manual Committee for such recommendation to the Chairman of Deacons/Church Council as it deems appropriate. This committee is to insure that the

manual is kept current.

B. PRIMARY RESPONSIBILITIES:

1. To familiarize itself thoroughly with the contents of the manual.
2. To interpret the manual as needed at Church Council or for any church organization.
3. To draft all recommendations for changes in or additions to the organizational manual.
4. To see that all changes, additions, or deletions are printed.

23 PERSONNEL COMMITTEE

A. PURPOSE:

The purpose of the Personnel Committee is to coordinate matters relating to staff needs, employment salaries, benefits and personnel services.

B. PRIMARY RESPONSIBILITIES:

1. Survey the need for additional employees and new positions.
2. Prepare position descriptions for new church employees.
3. Recruit and interview prospective employees and recommend the employment or termination of employment of said church employees.
4. Develop and recommend the salaries and benefits for church employees.
5. Develop, recommend and publish personnel policies and procedures.
6. Review all job descriptions and personnel policies at least annually.
7. Recommend and periodically review policies regarding amount of payment for supply personnel or extra help.
8. Seek to provide adequate equipment and other facilities to achieve effective and efficient operation.
9. Seek to maintain a high level of staff morale.
10. Be responsible for all social functions related to employment, recognition or termination of employment concerning staff members. This should be done in consultation with the Socials Committee Coordinator.

24 PRESCHOOL COMMITTEE

A. PURPOSE:

To plan and coordinate the use of space, equipment, furnishing and supplies needed by church organizations for preschool age groups (Preschool 2 through Preschool 5).

B. PRIMARY RESPONSIBILITIES:

1. Schedule activities for the Preschool Division.
2. Establish policies for the Preschool Division.
3. Discover and develop potential leaders in Preschool Division.
4. Establish goals and objectives for Preschool Division.
5. Develop procedures for the attainment of goal.
6. Prepare recommendations for budget needs related to preschool program.

25 PROPERTIES/INSURANCE COMMITTEE

A. PURPOSE:

The purpose of this Committee is to be responsible for the maintenance, repair and replacement of church properties (buildings, equipment, all furnishings, parking facilities and fixtures located on the church grounds), and to maintain an adequate insurance program for the church.

B. PRIMARY RESPONSIBILITIES:

1. Inspect and inventory church properties (buildings, equipment, furnishings, and grounds fixtures).
2. Recommend to the Personnel Committee the employment, training and supervision of maintenance personnel for church facilities and grounds fixtures.
3. Develop and recommend policies for use of church facilities and equipment.
4. Develop and recommend policies for use of church properties, facilities, furnishings and equipment.
5. Request and administer maintenance, furnishings and equipment budget.
6. Maintain church facilities in adequate, attractive condition.
7. Oversee all contract work on church facilities and grounds' fixtures unless otherwise assigned.
8. Install and maintain adequate safety throughout the church facilities.
9. Maintain maximum building security consistent with the intended purposes of the building.
10. Develop and recommend a program for preventive maintenance.
11. Encourage energy conservation.
12. Insure that all improvements, routine and contractual, are in keeping with the architectural structure of existing facilities and the artistic integrity of the interior design.
13. Insure that all improvements are within the guidelines of the Macon Historical preservation committee.
14. Review and recommend any consideration for the acquisition of additional church properties.
15. Work in conjunction with the Church Grounds Committee concerning any matters that would affect church grounds and buildings.
16. See that the proper amounts and kinds of insurance are kept in force to assure protection against serious risks, perils and losses, such as: Damage or destruction of buildings and contents; potential liability for damage or injury resulting from defects in the physical structures; potential liability resulting from boiler and machinery explosions or accidents; potential worker's compensation liability; potential liability resulting from the operation of automobiles and buses on behalf of the church; potential liability resulting from defalcations of the church staff or employees, or agents. (These are illustrative only.)
17. Make periodic inspections of the church properties, giving special attention to fire prevention measures, removal of fire hazards and compliance with insurance company safety engineers' recommendations.
18. Make an annual review of the church insurance program and seek to find ways of lowering church insurance premiums while continuing to provide proper coverage.
19. Advise the Stewardship Committee as to the schedule and amount of funds required to pay monthly and yearly premiums.
20. Report to the church concerning insurance committee meetings held and resultant findings or recommendations.
21. Initiate and handle all insurance claims.

26 PUBLIC RELATIONS COMMITTEE

A. PURPOSE:

The Public Relations Committee will help First Baptist Church be known and understood by the public, including those within the church.

B. PRIMARY RESPONSIBILITIES:

1. Seek to understand church programs sufficiently to communicate them effectively to others.
2. Discover and use the most effective media for communication. Some useful media are regular church publications, brochures, direct mail and news releases.
3. Advise and assist church organizations and committees with their public relations and promotional needs.
4. Be alert for special events that could help the church communicate favorably with the community.
5. Help the church membership understand the importance of public relations.
6. Make periodic evaluations and recommendations regarding the public relations program of the church.
7. Any paid advertising or promotion of the church should be handled by the Public Relations Committee.
8. Coordinate the promotional efforts of the church.
9. Request and administer sufficient funds to implement the public relations and promotional program.

27 PULPIT SUPPLY COMMITTEE

A. PURPOSE:

The Pulpit Supply Committee will provide leadership for the worship services when the pastor is absent except in instances where an agreement to the contrary has been made by the Church with a pastor.

B. PRIMARY RESPONSIBILITIES:

1. Confer with the pastor regarding probable dates of his absence.
2. Make arrangements as far in advance as possible for guest ministers or other speakers.
3. Act as official host on behalf of the church for any person invited by the Pulpit Supply Committee
4. Review annually the amount paid by the church to guest ministers.
5. Recommend an appropriate amount to be budgeted for honorariums, entertainment of guests, and travel expenses for the year.

28 RECREATION COMMITTEE

A. PURPOSE:

The Recreation Committee seeks to serve the entire church in seeing that all recreational activities sponsored by the church or any organizational unit are properly planned so that they effectively contribute to the ultimate objective of church.

B. PRIMARY RESPONSIBILITIES:

1. Develop and implement a philosophy in which church recreation contributes toward the ultimate nature and objective of the church.
2. Determine the needs for recreation in the church and advise church leaders of these needs.
3. Acquaint itself and church leaders with the recreational resources of the church and community.
4. Seek to discover those capable of recreational leadership.
5. Train those responsible for recreation in the organizational units.
6. Work with organizational leaders to coordinate recreational activities.

7. Serve as a resource for organizational leaders who are planning recreational projects.
8. Plan and conduct recreational activities which are not sponsored by specific organizations.
9. Encourage the use of drama in the teaching and training activities of the church.

29 SANCTUARY/USHERS COMMITTEE

A. PURPOSE:

The Sanctuary/Ushers Committee will help create and maintain an atmosphere in which those who come to worship may find that which they seek.

B. PRIMARY RESPONSIBILITIES:

1. Welcome the worshipers cordially.
2. Check the sanctuary and take any necessary corrective actions regarding temperature, ventilation, lighting and orderliness.
3. Give Orders of Service to worshipers.
4. Be especially alert to the needs of visitors - whether for a friendly face and handshake or for directions to the nursery or restrooms.
5. Seat worshippers only at appropriate times.
6. Receive the offering and otherwise assist during worship services.
7. Seek to train themselves to do the greatest possible service in assisting in worship.
8. Coordinate with the Audio Visual Committee and the Minister of Music adjustments to the amplification and lighting to create appropriate atmosphere, acoustics and communication during services.
9. Post themselves during services so they may be of greatest service in the case of special needs.
10. Be available when needed on every occasion for which the sanctuary is used.

30 SENIOR ADULT COUNCIL

A. PURPOSE:

1. Recommend programs and activities that will be supplementary and complementary to the elements of the various Senior Adult organizational programs
2. Promote and provide special ministries to meet spiritual, physical, and/or social needs for Senior Adults and retirees within First Baptist Church and the surrounding community.

B. PRIMARY RESPONSIBILITIES:

1. Coordinate and correlate the actions and activities of the basic senior adult programs and organizations of First Baptist Church.
2. Set in motion any new activities planned for the senior adults of the church.
3. Recommend leadership for and give guidance to planned events and/or activities for senior adults.

C. COMPOSITION OF SENIOR ADULT COUNCIL:

The Council will be composed of the Senior Adult Coordinator, who will serve as Chairperson (and, in this capacity, will also serve as the Senior Adult Council representative to Church Council), one Associate General Coordinator, the Director of Keenagers, one representative from the Sunday School, one representative from the W.M.U., one representative from the Grand Chorus, and all Coordinators of ongoing and/or periodic events and activities which pertain to the senior adult ministry of the First Baptist Church.

31 SINGLE ADULT – COLLEGE LIFE COMMITTEE

A. PURPOSES:

1. To help single adults grow in their personal, spiritual and social lives, and in their Christian ministries.
2. To assist in planning, leading and coordinating the church's ministry to college students.

B. PRIMARY RESPONSIBILITIES:

1. Coordinate the programs of our church related to single adults and/or college students, excluding those that come under the responsibility of other church organizations.
2. If needed, assist other church organizations with those activities that relate to single adults and/or college students.
3. Serve in an advisory capacity to the church staff concerning the needs of single adults and/or college students.
4. Prepare recommendations for budgetary needs as they relate to single adult and/or college student activities.
5. Coordinate the church's outreach efforts on our college and university campuses.
6. Plan and publicize special educational and fellowship events for college students.
7. Work with the Transportation Committee to provide needed transportation to church events.

32 STEWARDSHIP COMMITTEE

A. PURPOSE:

The Stewardship Committee will develop and recommend an overall stewardship plan for the church and coordinate all fund-raising efforts of the church. This committee is generally responsible in the area of a total stewardship of life, but is specifically concerned with the stewardship of money.

B. PRIMARY RESPONSIBILITIES:

1. Stewardship promotion throughout the year: Develop, recommend and implement a comprehensive plan for sharing stewardship information with the church throughout the year; provide information relative to the budget and giving; promote giving through the Cooperative Program; encourage stewardship through estate planning and Christian wills and trusts; encourage the; Biblical plan of material stewardship through giving the tithe as a minimum; encourage a concept of a total stewardship of life; coordinate all efforts to raise funds not contemplated by church budget.
2. Budget planning: Study the record of giving and potential of church members; analyze current budget strengths and weaknesses; evaluate budget requests; direct annual budget preparation and appoint a budget committee from the membership of the church to prepare a proposed annual budget. This committee should include but not be limited to the Sunday School Director, Brotherhood

Director, WMU Director, Church Training Director, and the Chairman of the Finance Committee; plan the budget on the basis of the programs and goals recommended by the various organizations and committees; present an annual budget to the church for adoption.

3. Budget subscription; secure and study latest information on stewardship; share materials and ideas related to budget subscription promotion with the pastor and other church leaders; recommend to the to the Church Council suggested dates for the church's budget subscription campaign; conduct the church's budget subscription campaign; provide budget subscription information for use in the church's educational program.

C. TERMS AND MEMBERSHIP:

This committee will serve for the fiscal year (January 1 through December 31). The new members shall be added in October and the chairman-elect shall be designated at that time.

33 TRANSPORTATION COMMITTEE

A. PURPOSE:

The purpose of the Transportation Committee is to insure that adequate transportation is provided and maintained in support of the various church programs and ministries.

B. PRIMARY RESPONSIBILITIES:

1. Participate in supporting special ministries which require the services of a vehicle or driver.
2. Insure that only appropriately licensed drivers are registered and utilized in accordance with insurance requirements.
3. Recommend to the Church for action any request made by an outside group desiring to use a First Baptist vehicle.
4. Provide general preventive and routine maintenance care for vehicles. The chairman is authorized to approve any expenditure for repair or maintenance work up to \$150.00.
5. Maintain calendar or requests for vehicles to insure proper scheduling on "first come, first served" basis.

34 YOUTH COMMITTEE

A. PURPOSE:

This committee will implement ways whereby the needs of our youth (Grades 7 through 12) can be met in the name and spirit of Jesus Christ and His church.

B. PRIMARY RESPONSIBILITIES:

1. Seek to coordinate the work of all programs of our church which affect our youth.
2. Encourage the youth divisions of our various organizations to actively accept the responsibility for seeking to meet the needs of our youth.
3. Be responsible, along with the Minister of Youth, for the activities of our church for youth, unless otherwise assigned.
4. Coordinate the work of the Youth Committee with the Youth Council. (The Youth Council is an advisory group selected from the Youth Department to assist the Youth Committee in planning.)

IV.
SEARCH
COMMITTEES

1 PASTOR SEARCH COMMITTEE

A. PURPOSE:

Upon the vacancy of the position of Pastor, it shall be the duty of the Chairman of Deacons/Church Council to convene a Church Conference within fourteen days, at which meeting a Pastor Search Committee shall be selected. This committee shall be selected by the church in conference after nominations from the floor. It shall then be the responsibility of the Chairman of Deacons/Church Council to convene a meeting of the Pastor Search Committee within seven days after its selection for the purpose of selecting a Chairman.

To perform properly and expeditiously all the responsibilities of the Search Committee there will be a sub-committee called the Executive Committee. The Chairman of the Pastor Search Committee will also be the Chairman of the Executive Committee. The Executive Committee will be composed of the Chairman of Deacons/Church Council, Chairman of Personnel, Chairman of Finance, Director of the WMU, Chairman of Senior Adult Council, Director of the Brotherhood, Sunday School Director, Church Training Director, Chairman of Youth Committee, Chairman of Music Committee, and whatever additional number is needed to bring the total to 15 members, including the chairman to be selected from the church at large.

B. PRIMARY DUTIES

1. Find a person to recommend to the church as Interim Pastor. The committee will establish an understanding with any one who is selected as Interim Pastor that he will not be considered as a candidate for permanent pastor.
2. Be responsible for and control all visits, contacts and communications with prospective pastors.
3. Assure that the committee negotiates with only one prospective pastor at a time.

C. TERMS:

All terms and recommendations will be passed from the Pastor Search Committee to the church. Nothing will be passed directly from the Executive Committee to the church. If there is a change in the chairmanship of any committee or leadership of any organization from the person serving on the Executive Committee, then the new chairman or leader will be added to the Executive Committee and both he and the outgoing chairman or leader will serve until a person has been recommended to the church for pastor.

2 MINISTER OF EDUCATION AND ADMINISTRATION SEARCH COMMITTEE

A. PURPOSE:

The purpose of the Search Committee for a Minister of Education and Administration is to recommend to the church a person to fill this position when there is a vacancy on the staff for a Minister of Education and Administration.

B. SELECTION AND COMPOSITION OF COMMITTEE:

Upon vacancy of the position of Minister of Education and Administration, it shall be the duty of the Chairman of Deacons/Church Council to appoint a committee by the first church conference after resignation of the Minister. Members to be included on this committee will be the Chairman of Personnel, the Chairman of the Finance Committee, the Sunday School Director, one other committee chairman, and four members from the church at large. The chairman of the Personnel Committee will chair this Search Committee.

3 MINISTER OF MUSIC SEARCH COMMITTEE

A. PURPOSE:

The purpose of the Search Committee for a Minister of Music is to recommend to the church a person to fill this position when there is a vacancy on the staff for a Minister of Music.

B. SELECTION AND COMPOSITION OF COMMITTEE:

Upon vacancy of the position of Minister of Music, it shall be the duty of the Chairman of Deacons/Church Council to appoint a committee by the first church conference after resignation of the Minister. Members to be included on this committee will be the Chairman of Personnel, the Chairman of the Music Committee, one other committee chairman, and four members from the church at large. The chairman of the Personnel Committee will chair this Search Committee.

MINISTER OF YOUTH AND ACTIVITIES SEARCH COMMITTEE

A. PURPOSE:

The purpose of the Search Committee for a Minister of Youth and Activities is to recommend to the church a person to fill this position when there is a vacancy on the staff for a Minister of Youth and Activities.

B. SELECTION AND COMPOSITION OF COMMITTEE:

Upon vacancy of the position of Minister of Youth and Activities, it shall be the duty of the Chairman of Deacons/Church Council to appoint a committee by the first church conference after resignation of the Minister. Members to be included on this committee will be the Chairman of Personnel, the Chairman of the Youth Committee, one other committee chairman, and four members from the church at large. The chairman of the Personnel Committee will chair this Search Committee.

APPENDIX

The following chart shows the person (minister or other leader) who is the primary contact for each organization or committee. The Pastor can be contacted when appropriate and this chart can be adjusted as needed.

ist Church -- Committee and Organization Chart					
er:	Pastor	n	Music	Youth and Activity	Chair of Deacons
ns and Committee					
		X			
	X				
		X			
		X			
					X
cil					X
ng		X			
urer					X
				X	
					X
Outreach		X			
		X			
					X
		X			
		X			
		X			
		X			
		X			
		X			
r	X				
Planning		X			
		X			
d					X
				X	
ing					X
			X		
y			X		
		X			
al Manual		X			
		X			
		X			

		X			
ns		X			
	X				
				X	
hers		X			
Council	X				
rd's Supper					X
				X	
	X				
ol		X			
n		X			
					X
		X			
				X	

The Structure of the
NURSERY, PRESCHOOL, & CHILDREN'S
MINISTRIES
of the
First Baptist Church
of Christ at Macon

- A. The Nursery, Preschool, and Children's Ministries of the First Baptist Church are structured in three (3) divisions: These divisions have the following designations:

Nursery (Infants and toddlers up to two years of age)
Preschool (Two through five years of age) Preschool II through Preschool V
Children (Six through eleven years of age) Grades 1-6

Duties and responsibilities for the workers (paid workers as well as volunteer workers) within these divisions of ministry include the following components:

A corps of paid "Nursery and Child Care Workers" are entrusted with the infants and toddlers of the church during all church functions (including Sunday School and Worship Services). These persons are considered employees of the church, and as such, they are not elected to serve in the preschool and/or children's areas by the Nominating Committee. The Nominating Committee simply does not elect any workers for the Sunday School or other such ministries to work with those persons under two years of age.

The Nursery and Child Care Workers noted in 2.A. above also bear the responsibility of staffing the weekday nursery/preschool program that we currently know as "Mother's Morning Out." This means that those same workers who care for the infants and toddlers during Sunday School, Worship Services, etc., are also expected to work for this program which currently permits preschoolers up through Preschool V to attend for a period of four hours (9:30 a.m. to 1:30 p.m.) each Thursday.

This same corps of Nursery and Child Care Workers also staff any special nurseries or child care events such as Sunday School class or department socials or special meetings for which a nursery and/or child care is requested. In such cases, the workers are required to care for all infants, toddlers, preschoolers, and children up through eleven years of age (or up through the sixth grade).

This group of Nursery and Child Care Workers will have a Coordinator who serves as the supervisor of all paid workers at all times in which the paid workers are on duty.

This Coordinator of Nursery and Child Care Workers works under the direction and supervision of the Minister of Education and Administration. (See attached diagram.)

All areas of Ministry to our Preschoolers and Children (such as Sunday School, Missions Organizations, Music, and Extended Session) will have their own "Facilitators" who will work in his/her specific area of ministry to make sure that the needs of preschoolers/children and workers are adequately met. (See attached diagram.) AS AN EXAMPLE, we have already stated that infants and toddlers two years of age and under are entrusted to our paid staff of Nursery and Child Care Workers during all church functions (including Sunday School). The Coordinator of our Nursery and Child Care Workers will be on hand and "in charge" of those paid workers during these same times. But down the hall, there will be preschool Sunday School classes for preschoolers who are two, three, four, and five years old. Each of these preschool classes, of course, will have at least one director and one teacher present at all times (hopefully more if needed). And in addition to this, these classes also have the benefit of a "Facilitator of Preschool Sunday School" who will be "on duty" during the Sunday School hour to assist any of the directors/teachers/workers in the two, three, four, or five year Sunday School classes. All such workers who fill these roles (including the "Facilitator of Preschool

Sunday School") are volunteer workers. And all such workers are duly elected to serve in these capacities by the church Nominating Committee.

"Facilitators" for the other areas of ministry to preschoolers (Missions Organizations, Music, and Extended Session) are also secured by the church Nominating Committee. These "Facilitators" are volunteers, and they will serve as liaisons between their particular area of ministry and the Preschool Committee so as to promote unity and good communication within the overall preschool ministry of the church. These "Facilitators" may be called upon to serve as "on duty" personnel during such times that their particular areas of ministry hold meetings or activities.

All "Facilitators" for the various facets of ministry to preschoolers of the church also serve as members of the Preschool Committee of the church. When such individuals are enlisted by the Nominating Committee, he/she will be informed that their position of "Facilitator" will entail, among other duties, membership on and participation in the work of the Preschool Committee. (See attached diagram.)

This concept of "Facilitator" will also be applied to the Children's Ministries of the church so that this ministry to Children ages six through eleven will also have the benefit of unity and good communication for all activities and/or events. The "Facilitators" for the various aspects of the children's ministry will, of course, be elected to their positions by the Nominating Committee.