



Organizational Manual

**First Baptist Church of Christ
511 High Place
Macon, Georgia**

October 2009 edition

Current Church Staff

Ministry Team

Bob Setzer Jr..... Pastor
Stanley L. Roberts..... Minister of Music
Jody Long..... Minister of Youth and Outreach
Julie Long..... Minister of Children and Families
Anne Armstrong..... Organist and Music Associate
Kathryn Scruggs..... Youth Ministry Intern

Support Team

Nancy Brannen..... Financial Secretary
Mary Leonard Church Secretary
Pam Pilcher Church Secretary
Kenneth Robinson Assistant Custodian
Mary Elizabeth Smith..... Food Services Coordinator
Jason Todd..... Head Custodian
Eileen Tyner Nursery Coordinator

1. Our identity

A. Mission1
 B. Identity.....1
 C. Purpose1
 D. Core Beliefs.....1
 E. Baptist Principles.....1
 F. Denominational Identity.....2

2. Leadership

A. Church Clerk2
 B. Church Council.....2
 C. Church Staff3
 D. Church Treasurer4
 E. Congregation.....4
 F. Deacons5
 G. Membership Clerk6
 H. Trustees.....6

3. Organizations

A. Global Women7
 B. Library7
 C. Music Ministry.....7
 D. Sunday School7

4. Committees and Servant Teams

Administrative Cluster

A. Budget Committee.....9
 B. Finance Committee10
 C. Food Service Committee10
 D. Grounds Servant Team.....10
 E. Internal Audit Committee11
 F. Investment Committee11
 G. Memorial Fund Committee11
 H. Money Counting Committee 12
 I. Nominating Committee 12
 J. Organizational Manual Committee..... 13
 K. Personnel Committee..... 13
 L. Properties/Insurance Committee..... 13
 M. Stewardship Committee14
 N. Transportation Servant Team14

Church Family Cluster

A. Family Life Committee.....14
 B. History Servant Team15
 C. Senior Adult Servant Team15

Discipleship Cluster

A. Adult Education Committee15
 B. Nursery Committee15
 C. Preschool and Childrens' Committee..15
 D. Youth Committee16

Service and Witness Cluster

A. Evangelism-Outreach Committee16
 B. Missions Committee.....16
 C. New Initiatives Committee17

Worship Cluster

A. Audio-Visual Servant Team17
 B. Baptism Servant Team.....17
 C. Flower Servant Team.....17
 D. Lord's Supper Servant Team 18
 E. Music Servant Team..... 18
 F. Pulpit Supply Servant Team..... 18
 G. Sanctuary/Ushers Servant Team 18

5. Search Committees

A. Pastor Search Committee 18
 B. Minister Of Children and Families
 Search Committee19
 C. Minister Of Music Search Committee .19
 D. Minister Of Youth And Outreach
 Search Committee19

Organizational Manual

First Baptist Church of Christ at Macon
511 High Place
Macon, Georgia 31201
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Current Edition
Approved by Church Council, 27 October 2009

PREFACE:

The first Organizational Manual of First Baptist Church was completed in July, 1966. There was a minor revision in January, 1973. Further revisions were adopted by the church in 1983 and 1994. This current edition represents yet another revision which was completed and adopted in 2009. The current edition incorporates many of the suggestions of the FBC 2005 Strategic Plan.

1. Our identity

The First Baptist Church of Christ affirms, clarifies, and/or redefines previous statements of mission, identity, purpose, core beliefs, and Baptist principles as follows:

A. Mission

1. To reach people in the name of Jesus
2. To disciple people in the way of Jesus
3. To empower people in the service of Jesus

B. Identity

We are a church where:

1. Christ is the center.
2. The Bible is our charter.
3. We worship with reverence and joy.
4. Children are blessed and families are nurtured.
5. Freedom is the birthright of every believer.
6. And caring for others is the heartbeat of our life.

Note: Our Identity is presented as written in 2001 for the church's 175th anniversary celebration.

C. Covenant of Purpose

We therefore covenant together to:

1. Earnestly follow Christ in a spirit of servanthood, seeking his guidance in our daily lives and justice in our world.
2. Study the Scriptures with faithfulness, openness of mind and heart, and under the guidance of the Holy Spirit.
3. Commit ourselves to the worship of God through sound preaching, inspirational music, prayer, and a personal devotional life.
4. Prepare our preschoolers, children, youth, and adults for a life that accepts the forgiveness found within God's grace.

5. Offer a strong educational and music ministry for our preschoolers, children, youth, and adults.
6. Actively support an energetic missions program at home and throughout the world.
7. Respect the views of fellow church members.
8. Care for and minister to each other, the needy, and the lost of the world.
9. Continue as a vibrant downtown church that welcomes and ministers to all.

Note: Our Purpose is presented as written in 2001 for the church's 175th anniversary celebration.

D. Core Beliefs

We believe that:

1. The God and Father of our Lord Jesus Christ is our Creator.
2. Christ the Son is our Savior and Redeemer.
3. The Holy Spirit empowers us for the mission of Christ in the world.
4. All believers are priests before God.
5. Each believer is responsible for seeking the Lord's leadership in his or her life by praying, studying the Bible, seeking the counsel of fellow Christians, serving alongside other Christians in the church and in the world.
6. Christ has called us to share his story and love with everyone we meet.

Note: Like most Baptist churches throughout their history, our church has no specific creed or statement of faith. However, the core beliefs we have listed generally represent the values of our members. Even so, we respect the diversity of our membership, and we allow and encourage each member to grow in Christ in a unique way.

E. Baptist Principles

Soul Freedom

We affirm the freedom and responsibility of every person to relate directly to God without the imposition of creed or the control of clergy or government. We believe that this personal experience with God is indispensable to the Christian life and necessary for a vital church.

Bible Freedom

We believe the Bible, under the Lordship of Christ, is central to the life of the individual and the church. We affirm the freedom and right of every Christian to interpret and apply Scripture under the leadership of the Holy Spirit. We also affirm that the wisdom and counsel of the larger congregation should nurture individual believers as they seek to interpret Scripture.

Church Freedom

We believe in the autonomy of the local church. We believe Baptist churches are free, under the Lordship of Christ, to determine their membership and leadership, and to order their worship and work. We also believe that individual churches should work together to achieve goals that one church by itself could not reach.

Religious Freedom

We believe in freedom of religion, freedom for religion, and freedom from religion. We believe the separation of church and state affords an important constitutional protection of that freedom.

Note: The four freedoms are identified in Walter Shurden's book, The Baptist Identity: Four Fragile Freedoms. The text of each freedom was modified from the Baptist Principles statement of the national Cooperative Baptist Fellowship. Traditionally, Baptists have spoken of these principles with language such as soul liberty, believer's baptism, the priesthood of believers, local church autonomy, religious liberty, and the separation of church and state.

F. Denominational Identity

The Cooperative Baptist Fellowship and the Cooperative Baptist Fellowship of Georgia are this church's primary resource and missions partners.

Our congregation values and supports concerns that are larger than the local church such as leadership training, theological education, and global missions. We further believe that the national Cooperative Baptist Fellowship and the Cooperative Baptist Fellowship of Georgia are the best missions and resource partners for our church at this time.

Based on this belief, church stationery and other church publications may identify First Baptist Church as "a missions partner of the Cooperative Baptist Fellowship."

The default path for the missions portion of our members giving is the national Cooperative Baptist Fellowship and the Cooperative Baptist Fellowship of Georgia. However, our pledge cards allow members to designate other Baptist organizations for the missions portion of their giving.

2. Leadership

A. Church Clerk

1. PURPOSE: The Church Clerk will serve as the official recorder of actions by the church in Church Council and the Church in Conference.
2. PRIMARY RESPONSIBILITIES:
 - a. Work with church staff to maintain official church records and correspondence related thereto.

- b. Record the minutes of all business sessions of Church Council and the Church in Conference.
- c. Keep membership informed of actions taken by Church Council and the Church in Conference by maintaining a notebook of all approved minutes in the Church Office and making available a PDF copy of all minutes to be posted on the church website.

3. TERMS AND MEMBERSHIP:

- a. The Church Clerk is designated as a church trustee, and for purposes of trusteeship, is designated as Secretary of the Corporation.
- b. The Church Clerk shall recruit up to two assistant clerks to perform the duties of the Church Clerk whenever the Church Clerk is absent.
- c. The names of the assistant clerks shall be confirmed by the Nominating Committee and included in the annual Nominating Committee Report.

B. Church Council

1. PURPOSE: The Church Council is the correlating agency through which all church organizations, committees, and servant teams may coordinate their activities into one harmonious program of work.
2. PRIMARY RESPONSIBILITIES:
 - a. The Church Council shall meet quarterly and as requested by the Chair of Church Council to consider the business of the church that shall properly come before it, such as:
 - 1) Hearing reports from church organizations, committees, servant teams, and church staff, and considering any requested actions.
 - 2) Make recommendations concerning requested or needed changes to the church budget during the course of the budget year.
 - 3) Considering approval of any requested expenditure of a budgeted line-item that exceeds the year-to-date budgeted amount for that particular line-item by \$1,500 or more. The Finance Committee will be authorized to approve lesser amounts.
 - 4) Considering approval of any emergency expenditure of \$ 5,000 or more. (An emergency expenditure is an expenditure that is not in the budget or significantly exceeds the budget and that must be made more quickly than normal church procedures allow.) The Finance Committee will be authorized to approve any emergency expenditure up to \$5,000 and then to inform the Church Council and the Church in Conference.
 - 5) Considering approval of any proposed spending that would fall outside the normal budget process.
 - 6) Considering and voting on matters concerning the general interest and welfare of the church.
 - b. The Church Council shall review and coordinate suggested program plans and actions by church officers, organizations, committees, servant groups, and staff and shall facilitate adequate

communication among all church groups.

3. ADMINISTRATION:

- a. The Church Council shall consist of:
 - 1). The Chair of Church Council.
 - 2) The head administrative officers of each church program organization or program service organization.
 - 3) The chair of each permanent church committee and servant team.
 - 4) The church officers (but not associates or assistants) and elected trustees.
 - 5) The Chair and Vice-Chair of Deacons.
 - 6) The ministerial staff of the church.
- b. The Chair of Church Council shall preside over council meetings. The Chair shall ask the Chair of the Finance Committee or the Chair of the Personnel Committee to preside in his/her absence. The Church Clerk shall serve as Secretary of the Church Council.
- c. The Church Council shall have a meeting during the first month of each quarter at a time set by the chair of Church Council. Church Council and the Board of Deacons shall meet together in September to consider the Church Budget and the Nominating Committee Report for the following church year. By tradition, these groups also meet together in December for a Christmas party. Additional council meetings may be called by the Chair of Church Council as needed. The Chair shall notify council members of called meetings as well as the time and location of all meetings by email contact.
- d. Only matters that require Church Council or church action will be submitted to the Church Council. Informational reports will be submitted only with prior approval of the Chair.
- e. No matter of church business that relates to finance, staff employment, policy or procedure shall be presented to the church until it has first been voted on by the Church Council.
- f. Church Council members should attend each meeting unless providentially hindered. Any member who cannot regularly attend and participate should request a replacement for himself/herself as organization head, committee chair or other office which results in his/her membership on the Church Council.
- g. The Chair of Church Council shall prepare the agenda for each meeting based on input from the members of council. New business may be offered from the floor, but generally, members of council should make the Chair aware of proposed new business prior to the meeting.
- h. The Chair of Church Council may conduct minor business by email vote between normally scheduled meetings of church council. Such email votes should be limited to matters not likely to arouse opposition. If three or more council members object to the email vote, the matter should be withdrawn from online consideration and brought before council at the next meeting of council. In cases where the vote does proceed without objection, the

Chair shall report the results of the vote at the next council meeting and the motion shall be entered into the minutes of that meeting.

- i. The Chair of Church Council shall be nominated by a committee of four members, two appointed by the Senior Pastor and two appointed by the Chair of Deacons. Upon nomination and acceptance by the nominee, both Church Council and the Church in Conference shall approve the nomination. The Chair may serve up to three consecutive terms, upon yearly approval of council and conference. The term of service shall begin with the beginning of the church year. The Chair shall serve as ex-officio member of certain committees as noted elsewhere in this manual. The Chair shall also be eligible for election and service as a deacon. However, the Chair should avoid accepting any position that might adversely affect his/her service as Chair of Church Council.

C. Church Staff

- 1. 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 church Employee Manual.)
- 2. PRIMARY RESPONSIBILITIES:
 - a. The Senior Pastor is the primary spiritual leader of the church and chief administrator of the ministerial staff.
 - b. The Senior Pastor shall assign administrative duties for non-ministerial support staff to one or more ministers as a part of his/her administration of the ministerial staff.
 - d. When the church is without a Senior Pastor, it shall be the responsibility of the Chair of Church Council to work with remaining ministerial staff and the Chair of the Personnel Committee to manage the work of non-ministerial support staff.
 - e. Currently, the church ministerial staff includes a part-time Minister of Music and full-time Ministers with primary responsibilities related to children and youth. The church also employs intern ministers as needed. Periodically, the Senior Pastor, the Chair of Church Council, and the Chair of the Personnel Committee shall meet to consider whether any changes might be needed relative to the roles and responsibilities of the ministerial staff. Should this group conclude that further study is needed, the matter shall be assigned to the Personnel Committee for further discussion.
 - f. The entire church staff is expected to facilitate and guide the work of the congregation. However, lay members of the congregation are each responsible for their own roles of service without unduly relying on church staff for assistance.

Speed doesn't kill. It's the sudden deceleration.

D. Church Treasurer

1. **PURPOSE:** The Church Treasurer shall see that all monetary gifts to the church are received and credited as intended by the donor. The Church Treasurer shall utilize proper accounting procedures to record all church income and expenditures.
2. **PRIMARY RESPONSIBILITIES:**
 - a. The Church Treasurer shall work with the Financial Secretary to maintain up-to-date financial records of all church accounts. The Church Treasurer shall maintain a positive balance in the church's operating fund at all times. The Church Treasurer shall work with the Finance Committee to assure that proper funding of church obligations is maintained.
 - b. The Church Treasurer and his/her assistant(s) are authorized as co-signers of checks along with the Chair of Church Council and the Chair of the Finance Committee.
 - c. The Church Treasurer shall review the church budget and shall examine supporting data relative to each church expenditure prior to authorizing and making such expenditures.
 - d. The Church Treasurer shall make adequate and proper financial reports to the church. Such reports shall include monthly reports to the Finance Committee and the Church in Conference and a report to Church Council at each council meeting.
 - e. The Church Treasurer shall assure that all church financial records are maintained in an appropriate manner. The Treasurer shall cooperate fully with the Internal Audit Committee whenever the committee makes a request to review the financial records of the church.
3. **TERMS AND MEMBERSHIP:**
 - a. The Church Treasurer shall recruit up to two assistant treasurers to perform the duties of the Church Treasurer whenever the Church Treasurer is absent.
 - b. The names of the assistant treasurers shall be confirmed by the Nominating Committee and included in the annual Nominating Committee Report.
 - c. The Church Treasurer is an ex-officio member of the Finance Committee and shall be a trustee of the corporation.

E. Congregation

1. **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.
2. **PRIMARY RESPONSIBILITIES:**
 - a. 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 teaches about the true nature and functions of the church.

- b. 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 ministry.
 - c. 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 each church member is to seek the guidance of the Holy Spirit to determine the mind of Christ in all matters. Each member should then vote in accordance with his/her conviction and understanding of the issue under consideration. It is in this sense that the will of the majority determines congregational policy which is a Baptist distinctive.
 - d. To promote congregational unity, the congregation should work to establish a broad consensus when possible. Regardless, those in the majority should treat the opinions of those in the minority with consideration and respect. Those in the minority should accept the decision of the majority with grace and good will.
 - e. The congregation is responsible for determining the course to be followed by the church while the various organizations, committees, and servant teams 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.
 - f. It is the responsibility of the congregation to provide the resources which are needed to implement the decisions and programs which the church authorizes or establishes. Congregational responsibilities include provision of adequate leadership, finances, facilities, equipment and supplies.
 - g. The congregation has a responsibility to select the leadership of the church.
3. **ADMINISTRATION:**
 - a. The Chair of Church Council is designated as the Moderator of the Church.
 - b. The church shall meet in conference at a regular time each month set by Council and Church in Conference. At this time, organizations, committees, and servant teams of the church may present reports to the church.
 - c. The Chair of Church Council shall prepare the agenda for each meeting of the Church in Conference. The Chair may entertain new business from the floor as a part of any meeting; however, in most cases, church business must first be considered by Church Council prior to action by the Church in Conference, especially when that business relates to personnel, policy, or finance.

- d. The Chair of Church Council may call additional meetings of the Church in Conference at his/her discretion. Notice shall be posted in the Highlites and on the church website at least one week prior to the called meeting.

F. Deacons

1. 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.
2. 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:
 - a. Serve the Lord's Supper.
 - b. Welcome visitors and other worshippers.
 - c. Set an example in attendance and reverence at services of worship.
 - d. 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.
 - e. Be actively involved in the church's program of education. Each deacon should be involved in terms of his/her own God-given abilities.
 - f. 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.
 - g. 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.
 - h. Serve as an Advisory Council to the pastor in matters pertaining to the spiritual welfare and ministry of the church.
 - i. Counsel with the Senior 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.
 - j. Serve on church or organizational committees as requested.
 - k. Regularly attend the deacons' meetings.
 - l. A deacon should request to be relieved of his/her responsibilities if it appears he/she will be unable to effectively fulfill his/her responsibilities as a deacon.
3. 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.

- a. 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.
- b. The business life of a deacon should be in harmony with Christian principles.
- c. 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 should notify the Chair of Deacons of his/her inability to attend.
- d. 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.
- e. A deacon should provide strong support to the stewardship 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 time, talents, and income so that the church may prosper financially, programmatically, and spiritually.
- f. Married deacons are encouraged to include their spouses (and other family members) in opportunities of service to the church and the greater community.
- g. A duly elected deacon must have been accepted into member of the church by July 1 of the preceding calendar year.

4. 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 Chair of Deacons, the Sunday School Director, the Director of Global Women, and six members of the church

at large, three appointed by the Chair of Deacons and three by the Senior 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: 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. After all nominees receiving ten or more votes have been contacted, the Qualification Committee shall use its discretion in selecting additional nominees. The Qualification Committee shall present to Church Conference for confirmation the number of persons needed to fill vacancies on the Board of Deacons.

The regular term of deacons is from January 1 until December 31, 36 months later. However, at his/her option, each deacon may commit for a term of only 12 or 24 months. Each deacon making this choice may later commit for the full 36 month term at his/her discretion. Newly elected deacons are to attend deacons' meetings from the time of their election. Newly elected deacons, along with deacons presently serving (including those whose term will be expiring), may vote in electing the Chair 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.

5. 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 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.

6. THE CHAIR OF DEACONS:

- a. The Chair of Deacons shall be an ordained deacon of First Baptist Church.
- b. The Chair of Deacons is not only a position of high honor, but also one of great responsibility. The Chair of Deacons is not expected to hold any other church position during his/her term of service.

- c. The Chair 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.

G. Membership Clerk

1. PURPOSE: The Membership Clerk shall assist the church in welcoming prospective new members and in keeping the church membership roll current.

2. PRIMARY RESPONSIBILITIES:

- a. At each morning worship service, be available to assist prospective new members in the completion of information cards. Provide other assistance to the pastor as needed as prospective new members are presented to the church.
- b. Photograph new members and make such photographs available for use by the church staff.
- c. Present the names of prospective new members to the Church in Conference. Present the names of members who wish to transfer membership to another church to the Church in Conference.
- d. Assist the church staff in maintaining a non-resident membership roll in order to keep the church roll current.
- e.. Ensure that an assistant membership clerk is available to perform the duties of the membership clerk whenever the membership clerk is absent.

3. ASSISTANT MEMBERSHIP CLERK

- a. The Membership Clerk shall recruit up to two assistant clerks to perform the duties of the Membership Clerk whenever the Membership Clerk is absent.
- b. The names of the assistant clerks shall be confirmed by the Nominating Committee and included in the Nominating Committee Report.

4. TERM OF OFFICE: The Membership Clerk and each assistant clerk shall be elected yearly by the Church in Conference as a part of the Nominating Committee Report. Both the Membership Clerk and assistant clerks may serve an unlimited number of years.

H. Trustees

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

2. PRIMARY RESPONSIBILITIES: The Trustees shall perform those functions which legally call for trustees to act on behalf of a corporation.

3. TERMS AND MEMBERSHIP:

- a. For purposes of trusteeship, the Moderator of the Church (Chair of Church Council) is designated as President of the Corporation.
- b. The Church Clerk is designated as a Trustee and as

- Secretary of the Corporation.
- c. The Church Treasurer is designated as a Trustee and is Treasurer of the Corporation.
- d. There shall be three elected Trustees.
- e. It is recommended that a member of the church who is an attorney be one of the Trustees.

3. Organizations

A. Global Women

1. PURPOSE: Global Women is the church's educational organization for providing missionary education for preschoolers, children, young women and adult women.
2. PRIMARY TASKS OF GLOBAL WOMEN ARE TO:
 - a. Teach missions.
 - b. Engage in mission action and personal witnessing.
 - c. 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).
 - d. Interpret and undergird the work of the church and the denomination.

B. Library

1. 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 an organization in the educational ministry of the church.
2. PRIMARY TASKS OF THE LIBRARY ARE TO:
 - a. Procure materials that are needed and desired to implement its basic purpose.
 - b. Exercise proper care and maintenance of the materials.
 - c. Encourage the use of the various resource materials through a program of education and promotion of the library's services.
 - d. Circulate materials in such a way that they may be of optimum use to the overall programs of the church.

C. Music Ministry

1. 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.

2. PRIMARY TASKS OF MUSIC MINISTRY ARE TO:

- a. Teach music to choir members, song leaders, instrumentalists and the congregation.
- b. Train persons to lead, sing and play music.
- c. Lead persons to participate in hymn singing and to understand hymnody.
- d. Assist the church in its function of worship proclamation, education and ministry.

3. ADMINISTRATION:

- a. The music ministry includes all persons engaged in the music program of the church, including members of all choirs, their directors, accompanists and sponsors.
- b. The music ministry is supervised and directed by the Minister of Music.
- c. The graded choir program is part of the total religious education program at the church.

D. Sunday School

1. 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.
2. PRIMARY TASKS OF SUNDAY SCHOOL ARE TO:
 - a. Teach the biblical revelation.
 - b. Lead in reaching all prospects for the church through educational evangelism.
 - c. Lead all church members to worship, witness, learn and minister daily.
 - d. Provide organization in leadership for special projects for the church.
 - e. Provide and interpret information regarding the work of the church and the denomination.

4. Committees and Servant Teams

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

1. DEFINITION AND PURPOSE OF CHURCH COMMITTEES AND SERVANT TEAMS: 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. A servant team differs from a committee in that only the chair requires appointment or election by the church. The remainder of the servant team consists of recruits or volunteers who serve at the pleasure of the chair of the servant team.

The purpose of committees and servant teams 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 and servant

teams 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 and servant teams are to perform assigned responsibilities for the church.

2. GUIDING PRINCIPLES FOR CHURCH COMMITTEE AND SERVANT TEAM WORK:

The number of committees and servant teams should be determined on the basis of need and the basis of well-defined areas of work to be done. The duties of committees and servant teams should be clearly defined and well publicized with the number of persons placed on a committee or servant team being no greater than is needed to do the job. Church members should be provided with opportunities for training and be encouraged to serve on committees and servant teams where they can best utilize their talents to serve the needs of the church and the greater community.

3. GENERAL POLICIES FOR CHURCH COMMITTEES AND SERVANT TEAMS:

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. If a special committee needs to be formed, the Chair 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.

Servant teams shall be similar to standing committees in that their responsibilities remain relatively constant throughout the year. However, only the chair of each servant team is elected by the church.

The need for a new standing committee or servant team shall usually be considered first by the New Initiatives Committee. If this committee recommends establishment of a new committee or servant team, approval is then required by both Church Council and the Church in Conference.

It should be noted that there are existing organizations within the church that could be considered servant teams that are not officially recognized as such. These would include groups such as Habitat for Humanity, Rebuilding Together, Conversational English, Parchment Club, Companions in Christ, Bible Study Groups, the Women's Prayer Breakfast, the Men's Prayer Breakfast, Christ in the Arts.

As of now, these groups operate on an informal basis without representation on Church Council. Many of the groups receive no funding, and those that do receive funds through an affiliation with the

Missions Committee.

Should any of these groups desire a more formal recognition by the church, the request should be brought before the New Initiatives Committee.

The Senior 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 and servant teams by requiring that all church committees and servant teams be brought into being by the church. Committees and servant teams may also be terminated or reconfigured 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 chair shall be nominated by a committee composed of the Pastor, Chair of Church Council, Chair of Deacons, and three persons from the church at large nominated by the Chair of Church Council and elected by the church. This six-person committee will be chaired by the Chair of Church Council.

Ex officio members of committees and servant teams shall have all of the privileges of other members. The Senior Pastor shall be an ex officio member of each committee and servant team. Other ex officio members of various committees shall be indicated in the description of the work of each committee.

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

Each committee and servant team shall recommend to the Budget Committee a funding amount necessary to carry out an effective program each year. Committees and servant teams authorized to spend church funds shall do so within the budget adopted by the church.

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

Each committee or servant team shall make written reports that may require action or that may be of lasting interest to the church. Such reports shall be furnished to the church staff for reproduction before meetings of Church Council or the Church in Conference.

Members of committees and chairs of servant teams must be members of First Baptist Church. It is expected that a person's consent to serve on a committee or chair a servant team will be obtained

before his/her name is placed in nomination for the position. It is further expected that in giving his/her consent he/she would anticipate attending meetings, accepting assignments, and otherwise rendering faithful service. Church members who become unable to fulfill their responsibilities on behalf of a committee or servant team should notify the Nominating Committee. The member should then resign or request a temporary leave of absence.

Chairs of committees and servant teams shall be recommended by the church Nominating Committee, approved by Church Council, and elected by the Church in Conference. Typically, chairs shall serve a maximum of three consecutive one-year terms.

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

4. CLUSTER GROUPS

Church committees, servant teams, organizations, and positions of leadership will be grouped according to shared areas of responsibility and common goals under one of the following clusters: Administration, Worship, Church Family, Discipleship, Service/Witness, and New Initiatives.

The cluster concept provides the church family with an infrastructure to allow groups to work together more effectively. To facilitate the work of clusters, the church staff shall provide guidance and assistance as appropriate. The Senior Pastor shall coordinate staff assignments so that each committee, servant team, and organization has a supportive relationship with at least one staff member.

5. CLUSTER GROUPINGS

- a. Administration - Coordinate and manage the resources, leadership, and property of the church. *"Let all things be done decently and in order." (1 Corinthians 14:40, KJV)*

Organizations: *Church Council, Trustees.*

Standing Committees: *Budget, Finance, Food Service, Memorial Fund, Money Counting, Nominating, Organizational Manual, Personnel, Properties/Insurance, Stewardship.*

Servant Teams: *Grounds, Transportation.*

- b. Church Family - Enrich the church family, love one another, and minister to the needs of one another. *"This is my commandment: love one another, just as I love you." (John 15:12, TEV)*

Organizations: *Deacon Family Ministry, Library.*

Standing Committees: *Family Life*

Servant Teams: *College and Single Adults, History, Senior Adults.*

- c. Discipleship - Promote learning, spiritual discipline, and growth in Christ. *"Take my yoke upon you, and learn of me." (Matthew 11:29, RSV)*

Organizations: *Sunday School.*

Standing Committees: *Adult Education, Children, Nursery, Preschool, Youth.*

- d. Service/Witness - Be the presence of Christ among those who are in need, and reach out to those in the community who are in need of Christ and his love *"As the Father has sent me, even so send I you." (John 20:21, KJV)*

Organizations: *Global Women.*

Standing Committees: *Evangelism/Outreach, Missions, New Initiatives.*

- e. Worship - Plan, develop, and enhance the ministry of worship. *"God is spirit, and those who worship him must worship in spirit and in truth." (John 4:24, TEV)*

Organizations: *Music Ministry.*

Servant Teams: *Audio Visual, Baptism, Flower, Lord's Supper, Music, Pulpit Supply, Sanctuary Ushers.*

* * * * *

The following is an alphabetized list of all current permanent committees and servant teams of the church. The list is organized by cluster.

Administrative Cluster

A. Budget Committee

- 1. PURPOSE: The Budget Committee shall establish and recommend a yearly budget to the church. This committee is the responsibility of the Stewardship Committee. See the Stewardship Committee description for further information.
- 2. PRIMARY RESPONSIBILITIES: Budget planning: Analyze current budget strengths and weaknesses; evaluate budget requests; direct annual budget preparation.

B. Finance Committee

1. PURPOSE: The Finance Committee will see that the budget is properly administered and that the financial 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.
2. PRIMARY RESPONSIBILITIES:
 - a. Administer the church-adopted budget.
 - b. Consider and act on requests for non-budgeted amounts.
 - c. Seek to discover ways in which church funds can be used more effectively and efficiently.
 - d. 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.
 - e. Make a monthly financial report to the Church Council and a quarterly report to the church.
 - f. Request a bi-annual audit by the Internal Audit Committee.
 - g. Administer any special funds, stock, or other investments unless specifically assigned otherwise.
 - h. Recommend any change in total budget amount to Church Council between normal budget establishment periods.
 - i. Any year-to-date over-expenditure of a budgeted expenditure line item up to \$ 500 can be approved by the Church Treasurer 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 \$ 500 and \$ 1,500 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 \$ 1,500 requires the approval of the Church Council.
 - j. Any emergency expenditure may be approved by the Finance Committee up to \$ 5,000 with the Church Council being informed after the fact. Emergency expenditures in excess of \$ 5,000 must be approved by Church Council.
3. TERMS AND MEMBERSHIP:
 - a. This committee will serve for the fiscal year (January 1 through December 31). The new members shall be added in October and the Chair-elect shall be designated at that time.
 - b. The Church Treasurer, Chair of Church Council, Chair of the Properties/Insurance Committee, Chair of the Stewardship Committee and Chair of the Personnel Committee are ex-officio members of the Finance Committee.

C. Food Service Committee

1. 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.
2. PRIMARY RESPONSIBILITIES:
 - a. 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.
 - b. 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.
 - c. To make appropriate budget requests for the food service operation.
 - d. To appoint a Special Events Sub-committee from its membership to be responsible for church receptions, socials, and banquets.

D. Grounds Servant Team

1. PURPOSE: The purpose of this servant team is to be responsible for the maintenance and upkeep of all church grounds.
2. PRIMARY RESPONSIBILITIES:
 - a. Inspect and inventory all church grounds.
 - b. Recommend to the Personnel Committee the employment, training and supervision of grounds personnel.
 - c. Request and administer maintenance and upkeep budget.
 - d. Develop and initiate scheduled maintenance procedures for church grounds.
 - e. Maintain church grounds in adequate, attractive condition.
 - f. Oversee all contract work on church grounds unless otherwise assigned.
 - g. Insure that all improvements, routine and contractual, complement the church site.
 - h. Insure that all improvements comply with local regulatory requirements.
 - i. Develop and recommend a program of preventive maintenance and upkeep.
 - j. Encourage conservation and a litter free church site.
 - k. Work in conjunction with the Church Properties/ Insurance Committee concerning any matters that would affect church buildings and grounds.

A Baptist minister was asked if he would preach a funeral for a woman's dog. "I can't do that, ma'am," he said. "Why don't you try the Presbyterian minister?" "All right," she said, "but give me some advice. Should I pay him \$300 or \$400" "Hold on," he said, "I didn't realize your dog was Baptist!"

E. Internal Audit Committee

1. **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.
2. **PRIMARY RESPONSIBILITIES:**
 - a. Ensure the truth and accuracy of information provided in the Church's financial reports and provided to the external auditor.
 - b. Verify adherence to gift designations and restrictions.
 - c. 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.
 - d. Verify the accuracy of payroll transactions and payroll accounting.
 - e. 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.
 - f. Confirm proper authorization and recording of indebtedness incurred and repayments thereon.
 - g. Confirm the existence of adequate insurance coverage and risk-management procedures for the protection of the Church's assets.
 - h. Recommend to Church Council any actions or changes required to protect the fiscal assets of the Church.

F. Investment Committee

1. **PURPOSE:** The Investment Committee shall oversee investment of church endowment funds.
2. **PRIMARY RESPONSIBILITIES:**
 - a. The church has executed an agreement with an investment advisor. Currently, this advisor is the Baptist Fund of Texas. However, the Investment Committee is free to invest at their discretion and to re-evaluate their investment decisions from time to time.
 - b. The Investment Committee has the power to decide upon the proper level of investment risk for the funds under their care. The committee is empowered to make investment decisions that place the principal of the endowment funds at risk.
 - c. The Investment Committee shall make a biannual report to the Finance Committee indicating the performance of the invested funds. This report shall be appended to the Financial Report presented to Church Council and Church Conference.

d. All transfers of funds to and from the investment account shall be executed with the signatures of two of the following: the Church Treasurer, the Chair of the Investment Committee, or the Chair of Church Council. All such transfers shall be approved by the Investment Committee.

e. After any disbursement of endowment funds has been properly approved by the church, the Investment Committee shall make the required withdrawal to fund the expenditure. The disbursement shall be deposited with other church monies at the discretion of the Church Treasurer until the expenditure is actually made.

3. TERMS AND MEMBERSHIP:

- a. The committee shall include the Chair of the Finance Committee, the Chair of the Stewardship Committee, the Chair of Church Council, the Church Treasurer, and the Trustees of the church. The committee shall elect its own chair each year at its first meeting. The membership of the committee shall change at the beginning of each calendar year as new persons assume the respective positions of service that comprise the membership of the committee. The current chair shall schedule the first meeting of the following year and shall preside until a new chair is elected. If the current chair's term as a member of the committee has not expired, he/she shall be eligible for re-election.

G. Memorial Fund Committee

1. **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 of Christ.

2. **OPERATION OF THE FUND:** The Memorial Fund is established and is to be operated under the following provisions:

- a. The care, custody, and control of the fund is vested in six trustees. These trustees shall be the Senior Pastor, the Chair of Deacons, the Director of Global Women 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.
- b. Any decision to change or amend the permanent policies of the fund must be approved by the Church Council and adopted by the church.
- c. 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.
- d. 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.

- e. 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".
- f. 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.
- g. 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.
- h. 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.

H. Money Counting Committee

- 1. PURPOSE: This committee will count and deposit all funds which are given or paid to the church.
- 2. PRIMARY RESPONSIBILITIES:
 - a. Receive all contributions from the Sunday School, worship services and other sources.
 - b. Open all church offering envelopes and verify the amount enclosed with the amount written on the face of the envelope.
 - c. Prepare the money for deposit and deposit it in the bank.
 - d. Prepare a summary of receipts and give copies to the Financial Secretary and the Treasurer and keep one copy in the records of the Money Counting Committee.
- 3. OPERATING PROCEDURES:
 - a. At least two members of this committee should be present whenever funds are received and counted.
 - b. No person who has the authority to sign checks should serve on the Counting Committee.
 - c. No person employed as a member of the church staff should have money counting responsibilities.
 - d. This committee shall have twelve members. The twelve will rotate on monthly assignments.

I. Nominating Committee

- 1. PURPOSE: The Nominating Committee is to:
 - a. Coordinate the staffing of all lay leadership positions except those for which procedures are otherwise noted in this manual.
 - b. Match gifted members with areas of service and ministry in the life of the church.
- 2. PRIMARY RESPONSIBILITIES
 - a. The Chair of Church Council, the Chair of Deacons, the Sunday School Director(s), and the Director of Global Women, and Chair of the Adult Education Committee are ex-officio members of the Nominating Committee.
 - b. The Report of the Nominating Committee, consisting of the chair and membership of each committee (and the chairs of servant teams) should be recommended to a joint meeting of Church Council and the Board of Deacons in the month of September, followed by presentation to the church in conference at the September business meeting;
 - c. In the event of a vacancy on a committee or the resignation of a servant team chair, the Nominating Committee shall recommend someone to fill the unexpired term.
 - d. The Nominating Committee should work to insure 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.
 - e. The Nominating Committee shall also use the section entitled "General Policies for all Church Committees and Servant Teams" as guiding policies.
 - f. All committees shall have a minimum of three regular members. The Nominating Committee shall consult with each committee chair nominee in the selection of the remaining members.
 - g. Committee chairs, members of committees, and servant team chairs shall 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, if the Nominating Committee determines that an individual is uniquely qualified to serve in a position, such person may be elected for additional terms.
 - h. The term of service for committees and servant teams extends from October through September to coincide with the regular church year, unless otherwise specified in this manual.
 - i. 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.
 - j. The Nominating Committee has the responsibility to recommend the Church Clerk, Membership

Clerk, Church Treasurer, and three Trustees to the church. Individuals will be elected for a one-year term and shall be eligible for re-election for multiple succeeding terms.

J. Organizational Manual Committee

1. PURPOSE: The responsibility of this committee is to encourage compliance with the Church Manual. This committee is to insure that the manual is kept current.
2. PRIMARY RESPONSIBILITIES:
 - a. To familiarize itself thoroughly with the contents of the manual.
 - b. To interpret the manual as needed at Church Council or for any church organization.
 - c. To draft all recommendations for changes in or additions to the organizational manual.
 - d. To see that all changes, additions, or deletions are printed.

K. Personnel Committee

1. PURPOSE: The purpose of the Personnel Committee is to coordinate matters relating to staff needs, employment salaries, benefits and personnel services.
2. PRIMARY RESPONSIBILITIES:
 - a. Periodically, survey the staffing needs of the church. Consider whether the overall mission of the church could be enhanced by adding, reducing, or re-defining certain staff positions.
 - b. Prepare position descriptions for new church employees.
 - c. Recruit, interview, and offer employment to prospective staff members. Terminate the employment of current church employees when necessary. Make a periodic report to Church Council relative to any staff changes. [This paragraph does not apply to hiring of professional staff for whom search committees are appointed.]
 - d. Develop and recommend the salaries and benefits for church employees.
 - e. Develop, recommend and publish personnel policies and procedures.
 - f. Review all job descriptions and personnel policies on an annual basis.
 - g. Recommend and periodically review policies regarding amount of payment for supply personnel or extra help.
 - h. Seek to provide adequate equipment and other facilities to achieve effective and efficient operation.
 - i. Seek to maintain a high level of staff morale.
 - j. Be responsible for all social functions related to recognition of ministerial or other staff. Such occasions would allow the congregation to show gratitude to a staff member at appropriate milestones (10 year anniversary, retirement, etc.)

3. MEMBERSHIP

- a. The Chair of Church Council shall be an ex-officio member of the Personnel Committee.

L. Properties/Insurance Committee

1. 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.
2. PRIMARY RESPONSIBILITIES:
 - a. Inspect and inventory church properties (buildings, equipment, furnishings, and grounds fixtures).
 - b. Recommend to the Personnel Committee the employment, training and supervision of maintenance personnel for church facilities and grounds fixtures.
 - c. Develop and recommend policies for use of church facilities and equipment.
 - d. Develop and recommend policies for use of church properties, facilities, furnishings and equipment.
 - e. Request and administer maintenance, furnishings and equipment budget.
 - f. Maintain church facilities in adequate, attractive condition.
 - g. Oversee all contract work on church facilities and grounds' fixtures unless otherwise assigned.
 - h. Install and maintain adequate safety throughout the church facilities.
 - i. Maintain maximum building security consistent with the intended purposes of the building.
 - j. Develop and recommend a program for preventive maintenance.
 - k. Encourage energy conservation.
 - l. 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.
 - m. Insure that all improvements comply with local regulatory requirements.
 - n. Review and recommend any consideration for the acquisition of additional church properties.
 - o. Work in conjunction with the Grounds Servant Team concerning any matters that would affect church grounds and buildings.
 - p. 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.)

- q. 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.
- r. 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.
- s. Advise the Stewardship Committee as to the schedule and amount of funds required to pay monthly and yearly premiums.
- t. Report to the church concerning insurance committee meetings held and resultant findings or recommendations.
- u. Initiate and handle all insurance claims.

3. MEMBERSHIP

- a. The Chair of Church Council shall be an ex-officio member of the Properties/Insurance Committee.

M. Stewardship Committee

- 1. **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.
- 2. **PRIMARY RESPONSIBILITIES:**
 - a. 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 Baptist Fellowship; 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.
 - b. Budget planning: 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 Church Treasurer, Sunday School Director, Director of Global Women, and the Chair 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. The committee shall select a chair from among its members.
 - c. Budget subscription; Study the record of giving and potential of church members; secure and review 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.

- 3. **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 Chair-elect shall be designated at that time.

N. Transportation Servant Team

- 1. **PURPOSE:** The purpose of the Transportation Servant Team is to insure that adequate transportation is provided and maintained in support of the various church programs and ministries.
- 2. **PRIMARY RESPONSIBILITIES:**
 - a. Participate in supporting special ministries which require the services of a vehicle or driver.
 - b. Insure that only appropriately licensed drivers are registered and utilized in accordance with insurance requirements.
 - c. Recommend to the church for action any request made by an outside group desiring to use a First Baptist vehicle.
 - d. Provide general preventive and routine maintenance care for vehicles. The chair is authorized to approve any expenditure for repair or maintenance work up to \$ 300.00.
 - e. Maintain calendar or requests for vehicles to insure proper scheduling on "first come, first served" basis.

Church Family Cluster

A. Family Life Committee

- 1. **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.
- 2. **PRIMARY RESPONSIBILITIES:**
 - a. Encourage families to worship in the home and to participate as families in the corporate worship of the church.
 - b. Lead the entire church to recognize the Christian family as having the basic responsibility for Christian nurture and education.
 - c. Help parents to accept and fulfill the responsibility for making family living a daily experience of Christian nurture.
 - d. Meet family needs in planning the educational program of the church and encourage families to participate in the opportunities provided by the church.
 - e. Guide each person in developing and living by a concept of marriage and family consistent with the Christian way of life.
 - f. Help persons prevent or solve family problems,

whether spiritual, emotional or material.

- g. Sponsor family life enrichment opportunities throughout the year.

B. History Servant Team

1. **PURPOSE:** Promote the preservation and use of the historical records of the church. The servant team 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.
2. **PRIMARY RESPONSIBILITIES:**
 - a. 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.
 - b. 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.
 - c. Prepare appropriate materials to make the congregation and others aware of the heritage of First Baptist Church.

C. Senior Adult Servant Team

1. **PURPOSE:**
 - a. Recommend programs and activities that will be supplementary and complementary to the elements of the various Senior Adult organizational programs
 - b. 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.
2. **PRIMARY RESPONSIBILITIES:**
 - a. Coordinate and correlate the actions and activities of the basic senior adult programs and organizations of First Baptist Church.
 - b. Set in motion any new activities planned for the senior adults of the church.
 - c. Recommend leadership for and give guidance to planned events and/or activities for senior adults.
3. The servant team shall include members of the TLC Ministry and the Keenagers Ministry.

Discipleship Cluster

A. Adult Education Committee

1. **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.
2. **PRIMARY RESPONSIBILITIES**
 - a. Seek ways to support and enhance current educational programs and activities.
 - b. Explore new and creative means to strengthen adult education in the church.
 - c. Identify, collect, and assess information from the adult education leadership and the adult membership regarding education programs and activities.
 - d. Pursue means to utilize and develop training programs that will support and enhance adult education in the church.
 - e. Coordinate adult education efforts in the church.
 - f. Act as an advisory committee for church staff in planning and executing adult education activities.
 - g. Prepare recommendations for budget needs related to adult education programs and activities.

B. Nursery Committee

1. **PURPOSE:** Develop and coordinate nursery activities for infants and children within the organizational structure of the church.
2. **PRIMARY RESPONSIBILITIES**
 - a. Develop a program of activities for infants and toddlers that will provide loving care for the children, support for parents, and nurture for families.
 - b. Establish policies, goals, and objectives for the nursery.
 - c. Develop procedures for adherence to policies and attainment of goals and objectives.
 - d. Act as advisory committee for church staff in planning and executing nursery activities.
 - e. Prepare recommendations for budget needs related to nursery and toddler activities.
3. **MEMBERSHIP**
 - a. The Minister of Children and Families and the Childcare Coordinator shall be ex-officio members of the Nursery Committee.

C. Preschool and Childrens' Committee

1. **PURPOSE:** Develop and coordinate activities for children from age 3 to Grade 5 within the organizational structure of the church.
2. **PRIMARY RESPONSIBILITIES:**
 - a. Develop a program of activities outside the regular organizations of the church.

- b. Act as advisory committee for church staff in planning church activities.
- c. Establish goals and objectives for the Preschool and Children's Departments.
- d. Develop procedures for the attainment of goals.
- e. Prepare recommendations for budget needs related to children's activities.

3. MEMBERSHIP

- a. The Minister of Children and Families shall be an ex-officio member of the Preschool and Children's Committee.

D. Youth Committee

- 1. PURPOSE: This committee will implement ways whereby the needs of our youth (Grades 6 through 12) can be met in the name and spirit of Jesus Christ and His church.

2. PRIMARY RESPONSIBILITIES:

- a. Seek to coordinate the work of all programs of our church which affect our youth.
- b. Encourage the youth divisions of our various organizations to actively accept the responsibility for seeking to meet the needs of our youth.
- c. Be responsible, along with the Minister of Youth and Outreach, 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.)

3. MEMBERSHIP

- a. The Minister of Youth and Outreach shall be an ex-officio member of the Youth Committee.

Service and Witness Cluster

A. Evangelism-Outreach Committee

- 1. PURPOSE: To continue the church's historic commitment to the Great Commission of Jesus, to "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you" (Matt. 28:19-20, NRSV). Encourage church members to see outreach and evangelism as a holistic part of the Christian life and the First Baptist Church of Christ.

The Committee shall be composed of a chair, plus three or more additional church members.

2. PRIMARY RESPONSIBILITIES:

- a. Promote special church outreach and evangelistic projects.
- b. Coordinate the participation of the congregation in

outreach and evangelistic projects.

- c. Assist the Minister of Youth and Outreach in making arrangements for such events.

B. Missions Committee

- 1. 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 chair shall be selected, and shall include the coordinators of established Church Standing Missions projects (i.e., the Crisis Closet, Global Women Circle of Hope, Conversational English classes, etc.). There may also be individuals selected to assist the coordinators, but they shall not serve as committee members.

- a. Keep information on all major missionary endeavors of the church or its organizations available and correlated as much as possible.
- b. Keep specific lines of communication open with all missionary organizations in the church.
- c. Correlate all missionary ministries with proper administrative processes of the church, such as the Finance Committee, the Nominating Committee, etc.
- d. 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.
- e. 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.
- f. 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.
- g. Gather information through surveys or other community sources necessary to the operating of local missionary ministries.
- h. Procure all needed equipment or facilities for the operating of church missionary ministries.
- i. Lead the church to cooperate with associational or other appropriate local mission endeavors.
- j. Recommend the amount and distribution in the Missions section of the annual church budget.

- k. Administer the funds of the Special Missions saving account.
 - l. 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.
 - m. 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, Global Women Circle of Hope, Conversational English classes, etc.) shall be approved by the Church Council and the Church in Conference.
- b. Set up and monitor proper amplification, lighting, and recording of church services and programs.
 - c. Coordinate programs to provide recorded services to the congregation and in particular, to those unable to attend.
 - d. Investigate and inquire into having church services, productions and/or programs broadcast over radio, television, and online, and make recommendations to the church regarding such broadcasts.
 - e. Coordinate transmission or recording of services for broadcast with the Senior Pastor, the Minister of Music, and media outlets.
 - f. Coordinate with the Sanctuary/Ushers Servant Team and the Minister of Music adjustments to the amplification and lighting systems to create appropriate atmosphere, acoustics and communication during services.
 - g. Make recommendations to Church Council concerning the sound, audio, video and lighting systems.

C. New Initiatives Committee

1. **PURPOSE:** The New Initiatives Committee shall make recommendations for new committees and servant teams based on requests brought before the committee. The committee shall also make recommendations relative to changes in church policies, procedures, and programs based on requests brought before the committee.
2. **PRIMARY RESPONSIBILITIES:**
 - a. The committee shall use discernment in considering proposals brought before it. Such proposals will generally have a good purpose. However, some proposals could be potentially divisive. Others could strain the financial or staffing capacities of the church.
 - b. The committee should balance the risk of division or strain on church resources against the expected benefits of each proposal.
 - c. When the committee as a group believes that a proposal is justified, the committee shall make a recommendation to Church Council.
3. **MEMBERSHIP:** The committee shall include two at-large members and one representative from each of the other cluster groups for a total of seven members. All members shall be recommended by the Nominating Committee.

Worship Cluster

A. Audio-Visual Servant Team

1. **PURPOSE:** The Audio-Visual Servant Team 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 online.
2. **PRIMARY RESPONSIBILITIES:**
 - a. Be responsible for and maintain the church's sound system and audio/video equipment.

B. Baptism Servant Team

1. **PURPOSE:** The responsibility of the Baptism Servant Team is to prepare the candidates and the baptistery for the Ordinance of Baptism.
2. **PRIMARY RESPONSIBILITIES:**
 - a. Examine the baptism facilities and recommend needed improvements.
 - b. 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.
 - c. Arrange for cleaning and storage of baptismal robes and towels.
 - d. Arrange for the baptistery to be filled to the proper level and see that the water is of the proper temperature.
 - e. Assist in preparing the candidates for baptism.
 - f. Assist the ministers during the service of baptism.
 - g. Assist the candidates after baptismal service.
 - h. Work with the ministerial staff to help make the baptismal service a meaningful experience of worship to both candidate and congregation.
 - i. Requisition any materials needed to make the ordinance of baptism more effective in our church.

C. Flower Servant Team

1. **PURPOSE:** Provide floral arrangements for the worship services and other church-wide functions.
2. **PRIMARY RESPONSIBILITIES:**
 - a. Secure and arrange flowers for use in the church sanctuary.
 - b. Provide flowers for special church functions.
 - c. Dispose of flowers and clean and care for floral equipment and supplies.
 - d. Supervise care of permanent plants in church

- buildings.
- e. Handle requests for floral arrangements given as memorials and maintain calendar.
- f. Provide information on memorials to the Church Secretary.
- g. Select additional assistants needed to carry out the functions of the committee.

D. Lord's Supper Servant Team

1. **PURPOSE:** The Lord's Supper Servant Team 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.
2. **PRIMARY RESPONSIBILITIES:**
 - a. Inventory the equipment and recommend the purchase of the needed service equipment.
 - b. Obtain and prepare the elements used during the Lord's Supper.
 - c. Prepare the table for the Lord's Supper observance.
 - d. Arrange for the service equipment and linen to be cleaned and stored after the service.
 - e. Assist the church in any way possible to make the ordinance of the Lord's Supper more meaningful.

E. Music Servant Team

1. **PURPOSE:** The Music Committee is to promote a program of church music throughout the church.
2. **PRIMARY RESPONSIBILITIES:**
 - a. The Music Committee should help determine methods of selecting and maintaining choir membership.
 - b. It should make the policies concerning the use of and lending of instruments or other property, e.g., organ and choir robes.
 - c. It should be responsible for the maintenance of and adequate inventory of musical instruments, hymn books and other musical supplies.
 - d. 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.
3. **MEMBERSHIP**
 - a. The Minister of Music shall be an ex-officio member of the Music Committee.

F. Pulpit Supply Servant Team

1. **PURPOSE:** The Pulpit Supply Servant Team 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.

2. PRIMARY RESPONSIBILITIES:

- a. Confer with the Senior Pastor regarding probable dates of his absence.
- b. Make arrangements as far in advance as possible for guest ministers or other speakers.
- c. Act as official host on behalf of the church for any person invited by the Pulpit Supply Servant Team.
- d. Review annually the amount paid by the church to guest ministers.
- e. Recommend an appropriate amount to be budgeted for honoraria, entertainment of guests, and travel expenses for the year.

G. Sanctuary/Ushers Servant Team

1. **PURPOSE:** The Sanctuary/Ushers Servant Team will help create and maintain an atmosphere in which those who come to worship may find that which they seek.
2. **PRIMARY RESPONSIBILITIES:**
 - a. Welcome the worshippers cordially.
 - b. Check the sanctuary and take any necessary corrective actions regarding temperature, ventilation, lighting and orderliness.
 - c. Give Orders of Service to worshippers.
 - d. Be especially alert to the needs of visitors - whether for a friendly face and handshake or for directions to the nursery or restrooms.
 - e. Seat worshippers only at appropriate times.
 - f. Receive the offering and otherwise assist during worship services.
 - g. Seek to train themselves to do the greatest possible service in assisting in worship.
 - h. Coordinate with the Audio Visual Servant Team and the Minister of Music adjustments to the amplification and lighting to create appropriate atmosphere, acoustics and communication during services.
 - i. Post themselves during services so they may be of greatest service in the case of special needs.
 - j. Be available when needed on every occasion for which the sanctuary is used.

5. Search Committees*

A. Senior Pastor

1. **PURPOSE:** Upon the vacancy of the position of Senior Pastor, it shall be the duty of the Chair of Church Council to convene a Church Conference within thirty 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.

To perform properly and expeditiously all the responsibilities of the Search Committee, there will be a sub-committee called the Executive Committee. The Executive Committee will be composed of the following persons by virtue of office: Chair of Church Council, Chair of Deacons, Chair of the Personnel

Committee, Chair of the Finance Committee, Director of Global Women, and the Sunday School Director. As soon as possible after the election of the Pastor Search Committee, the Chair of Church Council shall convene a meeting of the Executive Committee. At this meeting, the Executive Committee will be charged with nominating two at-large members from the Pastor Search Committee as additional members of the Executive Committee. The Executive Committee will also nominate a person to serve as Chair of both the Pastor Search Committee and the Executive Committee. This person could be one of the current members of the Executive Committee or a third at-large member taken from the Pastor Search Committee.

After the nominations have been made, and the nominees have accepted, the Chair of Church Council shall convene a meeting of the Pastor Search Committee for the purpose of approving the report of the Executive Committee.

After the report is approved, the Executive Committee shall consist of the six members by virtue of office and the two or three at-large members as approved by the Pastor Search Committee. After such approval, the Chair of Church Council shall yield control of the Pastor Search Committee and Executive Committee to the newly-elected Chair of the Pastor Search Committee.

2. PRIMARY DUTIES

- a. 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/she will not be considered as a candidate for permanent pastor.
 - b. Be responsible for and control all visits, contacts and communications with prospective pastors.
 - c. Assure that the committee negotiates with only one prospective pastor at a time.
3. 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 chair of any committee or leadership of any organization from the person serving on the Executive Committee, then the new chair or leader will be added to the Executive Committee and both he/she and the outgoing chair or leader will serve until a person has been recommended to the church for the position of Senior Pastor.

B. Minister Of Children and Families

1. PURPOSE: The purpose of the Search Committee for a Minister of Children and Families is to recommend to the church a person to fill this position when there is a vacancy on the staff for a Minister of Children and Families.
2. SELECTION AND COMPOSITION OF COMMITTEE:

Upon vacancy of the position of Minister of Children and Families, it shall be the duty of the Chair of Church Council to appoint a committee by the first meeting of the Church in Conference after resignation of the minister. Members to be included on this committee will be the Chair of the Personnel Committee, the Chair of the Finance Committee, Chair of the Preschool and Childrens' Committee, the Sunday School Director, one other committee or servant team chair, and four members from the church at large. The Chair of the Personnel Committee will chair this Search Committee.

C. Minister Of Music

1. 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.
2. SELECTION AND COMPOSITION OF COMMITTEE: Upon vacancy of the position of Minister of Music, it shall be the duty of the Chair of Church Council to appoint a committee by the first meeting of the Church in Conference after resignation of the minister. Members to be included on this committee will be the Chair of the Personnel Committee, the Chair of the Music Servant Team, one other committee or servant team chair, and four members from the church at large. The Chair of the Personnel Committee will chair this Search Committee.

D. Minister Of Youth And Outreach

1. PURPOSE: The purpose of the Search Committee for a Minister of Youth and Outreach 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 Outreach.
2. SELECTION AND COMPOSITION OF COMMITTEE: Upon vacancy of the position of Minister of Youth and Outreach, it shall be the duty of the Chair of Church Council to appoint a committee by the first meeting of the Church in Conference after resignation of the minister. Members to be included on this committee will be the Chair of the Personnel Committee, the Chair of the Youth Committee, one other committee or servant team Chair, and four members from the church at large. The Chair of the Personnel Committee will chair this Search Committee.

* *The church shall have wide latitude in the establishment of search committees. Text included herein shall be taken as a guide only. In all vacancies other than Senior Pastor, the Chair of Church Council may elect to appoint a committee that would do a needs assessment prior to the convening of any search committee.*

The needs assessment would assist the church in establishing a job description for any new staff member. The needs assessment might also suggest changes in the responsibilities of current staff members.

