

**Committee Manual**  
**First Baptist Church of Athens**

Revised 2/12/09

## **First Baptist Church of Athens Committee and Team Manual**

### **Introduction**

The Committee Manual outlines the responsibilities, organization and membership of the Administrative Division, Mission Activity Division, Service Division and Ministry Division.

All Committees and Teams shall meet on a regular basis or at least once a quarter or as specified. All Committees and Teams must maintain appropriate minutes, records and reports.

A Divisional Liaison will be appointed to oversee the programming of each Division: Administrative, Mission Activity, Service and Ministry. The Board of Deacons will appoint all Divisional Liaisons with the exception of the Missions Activity Division, where the Chair-Elect of the Missions Committee shall serve as the Divisional Liaison.

Divisional Liaisons will attend all meetings of their respective Committees/Teams. Divisional Liaisons will prepare a report to be presented at each Deacon meeting.

Each Committee/Team will review its purpose, function and method of operation on a yearly basis. Any recommendation for appropriate changes must be in line with operational procedures.

### **Membership**

Unless where otherwise specified, the Nominating Committee shall appoint the membership of all Committees/Teams.

The Chair of the Board of Deacons will serve as a non-voting, ex-officio member of all Committees/Teams.

A designated member of staff will serve as a non-voting, ex-officio member of all Committees/Teams. Unless where otherwise specified, the Senior Minister will assign responsibilities to the appropriate minister and/or staff member.

The Board of Deacons will be responsible for establishing Ad Hoc Task Forces as needed.

Committee/Team membership composition is described within this manual. Unless otherwise stated, members will be elected to commit to three years of service, with terms arranged so one-third of the membership will be elected annually.

Members of each Team are considered a core group of planners and coordinators. Each Team is encouraged to solicit assistance and support from other congregation members to implement vision and plans.

A person shall not serve on more than two Committees or Teams simultaneously. A person shall not serve on more than one Ministry Team simultaneously.

A member who is unable, for whatever reason, to complete a term on a Committee/Team should notify, in writing, the Chair/Leader and the Chair of the Nominating Committee.

If a member does not participate nor have communication with the Committee/Team over a three-month period, the Chair/Leader will confirm whether the non-participating member wishes to remain as a member of said Committee/Team. If no response, the Chair/Leader has the authority to replace said member.

Committee/Team vacancies shall be filled as soon as possible through consultation between the Committee/Team Chair/Leader and the Nominating Committee.

### **Organization**

Committees and Teams are divided into functional divisions to facilitate cooperation and avoid unintentional omissions and unnecessary duplication of effort in their work. (See organizational chart.)

Each Committee/Team will be responsible for planning and carrying out the work assigned to it in this Manual, or requested of it by the church.

With exception to the Mission Activity Teams, each Committee/Team will submit an annual budget request to the Finance/Stewardship Committee. The Mission Activity Teams will submit annual budget requests to the Missions Committee. Each Committee/Team will be responsible for the expenditure of funds designated for that activity in the church operating budget. Budget requests should be discussed with the Division Liaison prior to submission. Expenditures in excess of this amount will require approval of the Finance/Stewardship Committee. All purchases will follow the procedures established by the Finance/Stewardship Committee.

Committees/Teams are asked to consult with the Chair of the Board of Deacons for recommendations to be made to the church. If a Committee/Team wishes to amend or change its existing purpose, function or responsibilities, it shall develop a recommendation to be submitted to the Board of Deacons for consideration. Upon approval by the Board of Deacons, the recommendation shall then be presented for approval at Church Conference.

Each Committee/Team member is personally responsible for understanding the purpose and the duties of the Committee/Team and for entering into its business with an open, positive and willing attitude.

## **Church Council**

## **Church Council**

### **Purpose**

The Church Council is responsible for evaluating the church programs, events and all Committees/Teams as well as serving as a clearinghouse for dialogue on specific issues as assigned by the Chair of the Board of Deacons.

### **Membership/Composition**

Membership consists of:

Chair-Elect, Board of Deacons

Ministerial Staff

4 Divisional Liaisons

Chair, Board of Deacons (ex-officio)

- Additional members may be designated as needed by the Chair of Board of Deacons for purposes of dialogue regarding specific issues on an Ad Hoc basis. The ad hoc members would remain in place until such time as the specific task is completed and during their duration would have voting privileges ~~as~~ with all membership on Church Council.

### **Method of Selection**

Staff and elected leadership by nature of positions

Chair of Board of Deacons designates additional members on an Ad Hoc basis

### **Terms of Service**

Staff and elected leadership for duration of service

Chair-Elect of Board of Deacons serves as Chair of Church Council

### **Function**

1. Evaluate Church programs, events and all Committee/Teams on a continuing basis
2. Clearinghouse for dialogue on specific issues assigned by Chair of Board of Deacons. For purposes of this function, Chair of Board of Deacons may designate up to three additional congregational “members-at-large” to serve for the duration of the needed dialogue on an issue.
3. Provide regular reports to the Board of Deacons of their activities and research.
4. Specific recommendations to programs, policies, committees or events that result from the work of the Church Council will be presented to the Board of Deacons and, where appropriate, to the Church in Conference for formal adoption.

**Meeting Schedule**

Frequency:

The Church Council meets in November, February, May and otherwise as needed.

Reports to:

Board of Deacons

**Budget Requirements**

Budget Amount:

(see current annual budget)

Budget Requests made to:

Finance/Stewardship Committee

## **Administrative Division**

## **Finance/Stewardship Committee**

### **Purpose**

The Finance/Stewardship Committee is responsible to the church for developing an annual budget, monitoring all receipts, ensuring that all expenditures are made properly within approved budget allocations and planning, implementing and conducting a continuing year-round church stewardship program.

### **Membership/Composition**

Membership consists of:

9 members, 3 elected annually

1 ex-officio member, voting (church treasurer)

2 ex-officio members, non-voting (Chair of Board of Deacons, Senior Minister)

Chair and Chair-Elect are included in the membership

Method of Selection:

Rotational members nominated by Nominating Committee

Ex-officio members by nature of office

Chair and Chair-Elect are nominated by Board of Deacons

Terms of Service:

Rotational members serve for three years

Ex-officio for duration of term in office

Chair-elect serves for one year, assuming responsibilities of Chair the following year

### **Function**

1. Develop an annual stewardship plan.
2. Provide a continuing, congregation-wide program encouraging member responsibility in the financial support of the church and its ministry.
3. Conduct a stewardship promotion emphasis for new members, encouraging a quick and continuing commitment to the stewardship responsibility of church membership. The committee is given the authority to appoint a sub-committee to execute this task if needed, but is not required to do so.
4. Prepare and recommend an annual financial budget for approval at October meeting of Board of Deacons and the following church conference. The committee is given the authority to appoint a sub-committee to execute this task if needed, but is not required to do so.

5. Develop and recommend financial policies and procedures to ensure proper accountability and efficient use of church funds.
6. Designate the depositories in which church funds will be kept.
7. Review receipts and expenses to ensure proper accountability of funds and recommend adjustments to the church budget as needed.
8. Approve monthly financial statements prepared by the church treasurer. Report statements to the Board of Deacons and to the church as requested.
9. Approve quarterly and annual financial statements as prepared by the church treasurer and report in the church newsletter.
10. Authorize an annual professional audit and report it to the church.
11. Review, jointly with the Property Management Committee, the church's insurance and bonding programs. Recommend appropriate changes to ensure adequate protection of the church's assets and minimize liability.

### **Meeting Schedule**

Frequency:

The Finance/Stewardship Committee meets monthly, and otherwise as needed.

Reports to:

Division Liaison of the Administrative Division and to the Board of Deacons

### **Budget Requirements**

Budget Amount:

(see current annual budget)

Budget Requests made to:

Finance/Stewardship Committee

## **Missions Committee**

### **Purpose**

The Missions Committee is responsible to the church for the ministry of the church in missions within the local community as well as the state and global levels. It also facilitates ministry to persons in need within the community and encourages and empowers members of the church to take part in “hands-on” ministry projects in partnership with established helping agencies in our community as well as on a direct basis.

### **Membership/Composition:**

Membership consists of:

12 members, 4 elected annually

1 ex-officio member, voting (AIM chair)

2 ex-officio members, non-voting (Chair of Board of Deacons, Senior Minister)

Chair and Chair-Elect are included in membership

Method of Selection:

Rotational members nominated by Nominating Committee

Ex-officio members by nature of office

Chair and Chair-Elect are nominated by the Board of Deacons

Terms of Service:

Rotational Members serve for three years

Chair-elect serves for one year, assuming responsibilities of Chair the following year

### **Function**

1. Design specific missions programs as part of the ministry of the church.
2. Communicate missions opportunities to the congregation for support for the local, state and global levels.
3. Cooperate with Adults in Missions in response to church wide mission objectives.
4. Recommend disbursement of funds for local, state and global missions needs, requests and projects.
5. Communicate to the church options for community service usage of our facilities and grounds.
6. Chair-Elect serves as Division Liaison for Mission Activity Division.

### **Meeting Schedule**

Frequency:

The Missions Committee meets monthly, and otherwise as needed.

Reports to:

Division Liaison of the Administrative Division and to the Board of Deacons

**Budget Requirement**

The Mission Activity Teams will submit budget requests to the Missions Committee Chair, who will in turn discuss with the Divisional Liaison and then will submit to the Finance/Stewardship Committee.

## **Nominating Committee**

### **Purpose**

The Nominating Committee shall be responsible for the annual presentation to the church in conference of a slate of church officers, standing committee nominees and congregational team nominees for election by the congregation. The Nominating Committee will name the Team Leader and Co-Leader for all the congregational teams.

### **Membership/Composition**

Membership consists of:

- 6 members, 2 elected annually

- 2 ex-officio members, non-voting (Chair of Board of Deacons, Senior Minister)

Chair and Chair-Elect are included in the membership

Method of Selection:

- Rotational members nominated by the Chair-Elect of the Board of Deacons and the Senior Minister

- Chair and Chair-Elect are nominated by the Board of Deacons

Terms of Service:

- Rotational members serve for three years

- Chair-elect serves for one year, assuming responsibilities of Chair the following year

### **Function**

1. The committee shall nominate the following church officers and liaisons for church election annually:

- Clerk

- Assistant Clerk

- Director of Library Services

- Sunday School Coordinator

- Moderator

- Scout Institutional Representative

- Treasurer

- Assistant Treasurer

- Vacation Bible School Director

- Vacation Bible School Director-Elect

- Church Historian

2. Additionally, the committee shall nominate all members of the standing committees of the church
3. At the same time, the committee shall present the name of a person to serve as Team Leader and Co-Leader of each of the congregational teams. The Board of Deacons shall nominate the chair and chair-elect of each of the Administrative Committees. These nominees shall then be furnished to the Nominating Committee for report in church conference.
4. The committee shall work with the Team Leaders and Co-Leaders of the appropriate teams to nominate rotational members for service.
5. All vacancies, which occur during the church year, shall be filled by the appropriate body – Nominating Committee or Board of Deacons – and such appointments are then to be approved by the church.
6. On March 1 of each year, the Nominating Committee should start planning for the presentation of a slate of church committee and congregational team nominees for election by the church at the June church conference.

### **Meeting Schedule**

Frequency:

The Nominating Committee meets as needed.

Reports to:

Division Liaison of the Administrative Division and to the Board of Deacons

### **Budget Requirements**

Budget Amount:

(see current annual budget)

Budget Requests made to:

Finance/Stewardship Committee

## **Personnel Committee**

### **Purpose**

The Personnel Committee provides assistance to the Senior Minister and the church in matters relating to personnel policy, administration and management.

### **Membership/Composition**

Membership consists of:

- 6 members, 2 elected annually
- 2 ex-officio members, non-voting (Chair of Board of Deacons, Senior Minister)
- Chair and Chair-Elect are included in the membership

Method of Selection:

- Rotational members nominated by the Nominating Committee
- Chair and Chair-Elect are nominated by the Board of Deacons

Terms of Service:

- Rotational members serve for three years
- Chair-elect serves for one year, assuming responsibilities of Chair the following year

### **Function**

1. Function in consultation with the Senior Minister in all matters pertaining to personnel, administration and management.
2. Generate and recommend personnel policies of the church for approval as needed.
3. Assist the church in interpreting and implementation of personnel policy and management procedures.
4. Provide coordination and study to examine church staffing needs on a regular basis.
5. Update and revise job descriptions for church employees as needed.
6. Provide leadership to recruit, interview and recommend the employment of all church personnel excluding the Senior Minister. The committee shall consult with the respective ministry team regarding the choice of a future minister.
7. Annually review the salaries and staff benefit programs and make recommendations to the Finance/Stewardship Committee.
8. Coordinate all matters relating to personnel requests and grievances or policy interpretation.

9. The committee shall follow the guidelines laid out in church policy with regard to conducting evaluations of staff.

10. Secure pulpit replacement as needed in the event the church is without the services of a Senior Minister. The committee is given the authority to appoint a sub-committee to execute this task if needed, but is not required to do so.

### **Meeting Schedule**

Frequency:

The Personnel Committee meets quarterly, and otherwise as needed.

Reports to:

Division Liaison of the Administrative Division and to the Board of Deacons

### **Budget Requirements**

Budget Amount:

(see current annual budget)

Budget Requests made to:

Finance/Stewardship Committee

## **Property Management Committee**

### **Purpose**

The Property Management Committee is responsible to the church for overseeing the maintenance of the physical facilities and grounds.

### **Membership/Composition**

Membership consists of:

9 members, 3 elected annually

2 ex-officio members, non-voting (Chair of Board of Deacons, Senior Minister)

Chair and Chair-Elect are included in the membership

In addition:

8 members to serve as Hostess Sub-Committee

Coordinator to serve in addition to the eight members

Method of Selection:

Rotational members nominated by the Nominating Committee

Chair and Chair-Elect are nominated by the Board of Deacons

Hostess Sub-Committee:

Coordinator is named by the Property Management Committee

Sub-Committee members are named by the Coordinator

Terms of Service:

Rotational members serve for three years

Chair-elect serves for one year, assuming responsibilities of Chair the following year

Hostess Sub-Committee:

Length of commitment is decided between member and Coordinator.

### **Function**

1. Provide a continuing maintenance schedule for the building and grounds.
2. Implement all facets of the building use policies and provide revisions as necessary.
3. Recommend budgetary needs for maintenance of property annually to the Financial Stewardship Committee
4. Approve the inventory of all equipment annually.
5. Determine jointly with the Finance/Stewardship Committee, annually, the adequacy of the church's insurance in concurrence with the Facilities Manager.

6. Oversee the management of accrual funds for building maintenance, repair and replacement.

Hostess Sub-Committee:

For any special event, especially Weddings ---

- Ensure that the couple to be married has received a copy of the church's wedding policies and to explain and interpret the policies;
- Ensure that Director of any special event has received a copy of the church's policies for facility use and interpret the policies;
- To acquaint the wedding party with the church's facilities;
- To assist Wedding Director at rehearsal and at wedding;
- To ensure that the church is cleaned and readied for its next use after special functions;
- To verify that all of the church's wedding accessories and or special event accessories are returned in good condition to their proper location and that the facilities have not been damaged or abused in any way.
- To maintain an inventory of wedding equipment and supplies.

### **Meeting Schedule**

Frequency:

The Property Management Committee meets monthly, and otherwise as needed.

Reports to:

Division Liaison of the Administrative Division, and to the Board of Deacons

### **Budget Requirements**

Budget Amount:

(see current annual budget)

Budget Requests made to:

Finance/Stewardship Committee

**Mission Activity Division**

## **Interfaith Hospitality Network of Athens**

### **Purpose**

The Interfaith Hospitality Network of Athens Mission Activity Team is responsible for identifying and managing volunteers during the church's host week, delegating tasks and responsibilities during the host week, recruiting and training prospective volunteers and communicating the activities of IHN of Athens to the congregation.

### **Membership/Composition**

Membership consists of:

- Rotational Volunteers
- Church Coordinator

Method of selection:

- Volunteers identified by Church Coordinator
- Church Coordinator identified by IHN of Athens

Terms of Service:

- Members serve on an indefinite and volunteer basis

### **Function**

1. Identify, recruit and manage volunteers to assist the church during its rotational host weeks
2. Adequately train volunteers according to current IHN of Athens guidelines and policy
3. Schedule volunteers to handle the various responsibilities during the host weeks
4. Communicate to congregation the need for volunteers and the assignments for the host weeks
5. Disseminate information from IHN of Athens to volunteers and to congregation at large

### **Meeting Schedule**

Frequency:

- Meets as necessary

Reports to:

- Missions Activity Division Liaison

### **Budget Requirements**

Requests made to Missions Committee to be submitted to Finance/Stewardship Committee

## **Community Outreach Team**

### **Purpose**

The Community Outreach Team is responsible for communicating the various programs of the church to the congregation and the community at large, including, but not limited to, development and planning of promotional strategies, management of the church's web site and ambassadorial services in the community.

### **Membership/Composition**

Membership consists of:

6 members, 2 elected annually

1 ex-officio member, voting (Church Historian)

2 ex-officio members, non-voting (Scout Institutional Representative, Designated Staff Representative)

Team Leader and Co-Leader are included in the membership

Method of Selection:

Rotational members nominated by Nominating Committee

Team Leader and Co-Leader nominated by Nominating Committee

Terms of Service:

Rotational members serve for three years

### **Function**

1. Work with church staff as an advisory group that provides support and guidance in the publication of church newsletter and church bulletin
2. Develop comprehensive promotional strategy designed to promote the church in the community and serve as a means of reaching out to prospective members in the community
3. Coordinate ways of utilizing the newspaper, radio and other public means of communication
4. Develop ways of updating, recording and preserving data of historical value in the life of the church
5. Evaluate the publications and other forms of media used to communicate the program and ministry of the church
6. Work with church staff to develop effective strategy for utilizing web site and other avenues of New Media to promote the church's activities to the congregation and community at large

### **Meeting Schedule**

Frequency:

Community Outreach Team meets every other month and otherwise as necessary

Reports to:

Divisional Liaison

**Budget Requirements**

Requests made to Missions Committee to be submitted to Finance/Stewardship Committee

## **Stephen Ministry Team**

### **Purpose**

Stephen Leaders exercise Spirit-given gifts to administer, teach, supervise, encourage, and lead. The Stephen Ministry Team serves to plan, support, find, and train Stephen Ministers for service in Stephen Ministry; and make Stephen Ministry function well with the congregation's other ministries.

### **Membership/Composition**

#### **Membership consists of:**

Active Stephen Leaders. Stephen Leaders are pastors on church staff and/or lay persons who have completed a seven day Stephen Series Leader's Training Course and are commissioned to lead the Stephen Ministry of our congregation.

#### **Methods of Selection**

By issue of invitation to the entire congregation through letters, newsletters articles, sermons, informational meetings, and /or announcements. Prospective Leaders fill out applications. Stephen Leaders review applications and interview applicants.

#### **Terms of service:**

A minimum of a 2 year commitment is required to serve as a Stephen Leader. Leaders may serve for more than 2 years by mutual agreement with the Team Coordinator.

#### **Functions**

1. Coordinate the Stephen Leader Team
2. Build awareness, maintain ownership and provide education for Stephen Ministry within the Congregation
3. Recruit, Select, and Train Stephen Ministers

4. Coordinate and support the Active Stephen Ministers
5. Coordinate Referrals by identifying potential care receivers, preparing them to receive Stephen Ministry, and assigning Stephen Ministers to them
6. Provide small Group Peer Supervision for Stephen Ministers
7. Provide continuing education for Stephen Ministers

**Meeting Schedule**

Frequency:

Meets as necessary

Reports to:

Missions Activity Division Liaison

Budget Amount

(see annual budget)

**Budget Requirements**

Requests made to Missions Committee to be submitted to Finance/Stewardship Committee

## **Parkview Play School, Inc.**

### **History**

Parkview Play School was incorporated under the laws of the State of Georgia on November 18, 1971 by Mrs. Joseph Hester, Mr. Upshaw Bentley, and Mrs. Glenn Gerrett. In addition to the Articles of Incorporation, the Play School is governed by By-Laws. Both of these documents are filed in the FBC Library. The actual location of the Play School has been and is, of this date, 157 Parkview Homes of the Athens Housing Authority on the corner of Broad Street and Newton Street.

### **Purpose**

To provide quality, comprehensive day care services and to provide a well-planned program of early childhood development, including exposure to art and music humanities and pre-school educational instruction. To provide and maintain safe and sanitary facilities to effectuate the goals of the corporation. To own, buy, lease, rent, transfer, sell and convey all types of real estate and improvements on real estate.

### **Membership/Composition**

Determined by board. No action required by First Baptist Church of Athens.

### **Function:**

1. Employ a Director
2. Be available to counsel the Director
3. Advise Director on allocation of funds for organization
4. Approve a yearly budget
5. Submit an annual report to the Board of Deacons and a copy to Missions Committee

### **Meeting Schedule**

Frequency: The Board of Directors meets each month or as necessary. The By-Laws require an annual meeting.

### **Budget Requirements**

Any necessary requests made to Missions Committee to be submitted to Finance/Stewardship Committee.

## **Adults In Missions**

### **Purpose**

To identify, encourage church-wide participation, and carry out mission activities within our community, state and world. This is done through three circles with each one choosing their own leadership and individual missions.

### **Membership/Composition**

Membership consists of:

- 12 board members, 2 elected annually

- 1 ex-officio member, non-voting (Designated Staff Representative)

- President is included in the membership

Method of Selection:

- Three chairs of the circles are chosen by their respective circles

- Membership nominated by President

- President is nominated by Nominating Committee

Terms of Service:

- Rotational members serve for two years

- President serves a two-year term and two additional years as Past President

### **Budget Requirements**

Budget Amount:

- (see current annual budget)

Budget Requests made to:

- Requests made to Missions Committee to be submitted to Finance/Stewardship Committee

## **Service Division**

## **Flower/Decorations**

### **Purpose**

The Flower Committee shall provide floral arrangements for the services and decorations for special occasions.

### **Membership/Composition**

Membership consists of:

12 members, 4 selected annually

1 ex-officio member, non-voting (Designated Staff Representative)

Team Leader and Co-Leader are included in the membership

Method of Selection:

Rotational members nominated by Nominating Committee

Additional members can be selected from congregation at large on as needed basis

Team Leader and Co-Leader nominated by Nominating Committee

Terms of Service:

Rotational members serve for three years

### **Function**

1. Prepare calendar to assure floral arrangements for Sunday services. Distribute flowers according to the wishes of the donor.
2. Christmas decorations should try to include the following: nursery foyer, youth area landing, children's area, office foyer, fellowship foyer, to include the fellowship hall during the Christmas season and the sanctuary vestibule.
3. Easter decorations should try to include the following: nursery foyer, office foyer, fellowship foyer and the sanctuary vestibule.
4. Christmas Banquet –Flower/Decorations Team, Food Services Team, and Recreation Team will work in collaboration. The Food Service Team Leader will chair the meetings.
5. Upkeep and maintenance of flower pots in storage.

### **Meeting Schedule**

Frequency:

The Flower/Decorations Team meets as needed.

Reports to:

Divisional Liaison

**Budget Requirements**

Budget Amount:

(see current annual budget)

Budget Requests made to:

Finance/Stewardship Committee

## **Food Service Team**

### **Purpose**

The Food Service Team shall be responsible for the food service operations, including any associated monetary collections, relative to the various programs and organizations of the church.

### **Membership/Composition**

Membership consists of:

12 members, 12 selected annually

1 ex-officio member, non-voting (Designated Staff Representative)

Team Leader and Co-Leader are included in the membership

Sub-committee members for monetary collections

Method of Selection:

Rotational members nominated by the Nominating Committee

Additional members can be selected from congregation at large on as needed basis

Team Leader and Co-Leader nominated by Nominating Committee

Rotational members of sub-committee nominated by Co-Leader

Terms of Service

Rotational members serve on an annual basis and may serve consecutive years

Team Leader serves for one year

Co-Leader serves for two years

### **Functions**

Team Members:

1. Work in planning, preparing and serving of the family night supper and other food serving occasions of a church-wide nature.
2. Sub-committee is responsible for the collection and crediting of charges to the membership who have a reservation for family night supper.
3. Christmas Banquet – Flower/Decorations Team, Food Services Team and Recreation Team will work in collaboration. The Food Service Team Leader will chair the meetings.

Team Leader:

1. Prepare a yearly serving schedule for family night suppers

2. Provide input to the Personnel Committee in the event there is a need for the employment of kitchen staff or evaluation of current kitchen staff
3. Provide input to the Finance/Stewardship Committee regarding annual budgetary needs for the food service committee
4. Work in conjunction with the Property Management Committee on the annual inventory of food service equipment
5. Report any pertinent information to the Property Management Committee regarding any repair maintenance issues should they arise during the year

Co-Leader:

1. Provide assistance to the Team Leader as needed with the above responsibilities
2. Select the members of, and monitor the activities of the sub-committee responsible for the collection and crediting of charges to the membership who have a reservation for family night supper
3. Schedule sub-committee members as needed to fulfill this function

### **Meeting Schedule**

Frequency:

The Food Service Team holds a yearly orientation/training meeting as determined by Team Leader prior to new church year, and otherwise as needed.

Reports to:

Divisional Liaison

### **Budget Requirements**

Budget Amount:

(see current annual budget)

Budget Requests made to:

Finance/Stewardship Committee

## Sanctuary Preparation

### Purpose

The Sanctuary Preparation Team shall be responsible for keeping the sanctuary ready for any services held in the sanctuary of First Baptist Church to include the preparation for the services of Communion and Baptism.

### Membership/Composition

Membership consists of:

12 members, 4 selected annually

1 ex-officio member, non-voting (Designated Staff Representative)

Team Leader and Co-Leader are included in the membership

Method of Selection:

Rotational members nominated by Nominating Committee

Additional members can be selected from congregation at large on as needed basis

Team Leader and Co-Leader nominated by Nominating Committee

Terms of Service:

Rotational members serve for three years

### Function

Weekly

1. Check pews very carefully to be sure nothing is left on them.
2. Be sure there is a visitor's booklet at each pew and an offering envelope in each holder.
3. Be sure there is a special offering envelope when one is needed and that it is taken up when is not needed.
4. Check to be sure there are hymnals in place.

In preparation for the Baptism of Individuals

1. Meet with the candidates at least one week in advance to discuss Baptism, where to meet, proper clothing, and address the candidate's questions.
2. Ensure there are sufficient gowns and towels.
3. Pick up gowns and towels and take to dressing room.
4. Prepare the dressing rooms.
5. Meet the candidates in the Senior Minister's office, escort them to the dressing room and assist when needed.

6. Sort the wet clothing, makes arrangements for proper cleaning, and return garments and towels so as to be ready for next use.

In preparation for Communion

1. Ensure that the trays, plates and cups are clean.
2. Prepare sufficient number of trays and plates according to expected attendance. Be available to prepare more if attendance is greater than expected.
3. Set the Communion Table.
4. Collect all cups, trays and plates following the service and return to the kitchen so they may be cleaned by the janitorial staff.

### **Meeting Schedule**

Frequency:

The Sanctuary Prep Team meets as needed.

Reports to:

Divisional Liaison

### **Budget Requirements**

Budget Amount:

(see current annual budget)

Budget Requests made to:

Finance/Stewardship Committee

## **Senior Adult Team**

### **Purpose**

Provide Christian nature and fellowship for and with senior adults.

### **Membership/Composition**

Membership consists of:

- 12 members and spouses, 4 elected annually
- 1 ex-officio member, non-voting (Designated Staff Representative)

Method of selections:

The current chair of the Senior Adult Team will advise the Nominating Committee Chair each year regarding the selections of the four new members and Chair/Chair Elect positions  
Team Leader, Co-Leader and three rotational members are elected each year at the May Senior Adult Luncheon.

Terms of service:

Rotational members serve for three years

### **Functions**

1. Plan and promote activities/programs involving church members.
2. Study needs of older members that meet their needs for Christian growth and fellowship.
3. Show concern for ailing members that are home, in hospitals, and nursing homes.
4. Show concern for inactive members.
5. Plan recreational programs that promote physical fitness and mental alertness.
6. Promote spirit of volunteerism in community needs.

### **Meeting Schedule**

Frequency:

The Senior Adult Team meets once every two months or as needed.

Reports to:

Division Liaison

### **Budget Requirements**

Budget Amount:

(see current annual budget)

Budget Requests made to:

Finance/Stewardship Committee

## **WELCOME/HOSPITALITY TEAM**

**Purpose:** The Welcome/Hospitality Team will establish and sustain a feeling of warmth and welcome to persons attending the services and programs of the church by greeting and assisting all individuals.

### **Membership/Composition:**

- The Welcome/Hospitality Team will be comprised of (3) three Sub -Teams each being led by a Coordinator.:

1. Sanctuary Sub-Team = 10 Ushers
2. Special Services Sub-Team = 6 members
3. Welcome Center Sub-Team = 24 members
  - 2 Designated Co-Leaders (may or may not be a member of one of the Sub-Teams)
  - 1 ex-officio member, non-voting Designated Staff Representative

### **Method of Selection:**

Both Co-Leaders will be appointed by the Nominating Committee.

Each Sub-Team will have a Coordinator designated by the Co-Leaders (in collaboration with Nominating Committee)

Each member of each Sub-Team will be designated by Coordinator and both Co-Leaders (in collaboration with Nominating Committee.)

### **Terms of Service:**

Members serve on an annual basis and may serve consecutive years.

### **Function:**

The following functions apply to each of the three teams.

1. Service schedules for each team will be developed and prepared by the respective Sub-Team Coordinator and Co-Leaders. All Team Members will be notified of and agree with schedules.
2. If conflicts arise that prevent the member from serving during the scheduled time, the member is responsible for securing a substitute from that team. Sub-Team Coordinator should be notified of the substitution. If Coordinator is not available, Either Co-Leader should be notified.
3. Team members should arrive early enough to fulfill their assigned duties at the times designated by the schedule.

4. Team Members should greet and assist all persons attending the services, open doors, distribute programs, seat individuals, assist elderly and handicapped, and respond to emergencies as needed.
5. Team members will make sure that all visitors names and contact information is recorded appropriately
6. Team Members should acquaint themselves with the location of the emergency telephone, fire extinguishers, first-aid kit, stretcher, wheelchair, and be alert to any physical needs of those in attendance. Designated member of team should be responsible for making sure that the emergency phone is in place during each service. Team Members should acquaint themselves with the light controls in the area.
7. Co-Leaders should coordinate activities with the Property Management/Hostess Sub-Committee – and relay necessary information to Coordinators.
8. Team Members should be willing to serve as greeters at other church activities as called upon.
9. Team Members should be willing to participate in scheduled training meetings. These meetings should include CPR, use of the AED, and the operation of the handicap lifts located throughout the church.
10. Co-Leaders should stay in communication with the Visitation Team to assure that greeting and follow-up of all visitors has been handled appropriately.

### **Special Functions of Sub-Teams:**

#### **Sanctuary Sub-Team**

- Ushers are responsible arranging the Sanctuary to receive members and guests. Ushers will also greet members and visitors as they enter.

#### **Special Services Sub-Team**

- The members of this Team volunteer to be available on an “on call” basis. If Special Services are needed, the Church Office will notify one (or both) Team Leader and/or the Sub-Team Coordinator – who will then notify members.
- The members of this team will be responsible for greeting and assisting at other services that are held at the church. These services include but are not limited to the Christmas Eve Service, Lenten Services, and funerals, which are held in the sanctuary.

#### **Welcome Center Sub-Team**

- There will be 4 members of this Team that serve every Sunday. Members commit to serving for 2 months out of the year on a scheduled rotational basis.
- Two members will be stationed at the designated “Welcome Center” base. One member will be stationed outside the Fanning Foyer. One member will be stationed outside the Branyon Foyer.
- Members of this Team will commit to being present at their stations from 8:30am – 11:00am.

**Meeting Schedule**

Frequency:

The Welcome/Hospitality Team holds a yearly orientation/training meeting as determined by Team Leader prior to new church year, and otherwise as needed.

**Reports to:**

Divisional Liaison

**Budget Requirements**

Budget Amount:

(see current annual budget)

**Budget Requests made to:**

Finance/Stewardship Committee

## **Recreation Team**

### **Purpose**

To provide recreational, social and cultural opportunities which encourage fun and fellowship that nurtures the church family as a result of evaluating and identifying entertainment needs for the congregation.

### **Membership/Composition**

Membership consists of :

5 members, 1 elected annually

1 ex-officio member, non-voting (Designated Staff Representative)

Leader and Co-Leader are included in the membership

Method of Selection:

Rotational members nominated by the Nominating Committee

Additional members can be selected from congregation at large on as needed basis

Team Leader and Co-Leader are nominated by the Nominating Committee

Terms of Service:

Rotational members serve for three years

Team Leader serves for one year

### **Function**

1. Seek out and be aware of recreation interests of the membership.
2. Plan, discuss, present and evaluate recreational and social activities for church and community events, including the annual Church Picnic.
3. Stay in contact with Ministry Teams to provide recreation and social activities as appropriate.
4. Coordinate opportunities for members to participate in community sports leagues.
5. Christmas Banquet – Flower/Decorations Team, Food Services Team and Recreation Team will work in collaboration. The Food Service Team Leader will chair the meetings.
6. Responsible for the coordination and delivery of meals from the Christmas Banquet to shut-in members.

### **Meeting Schedule**

Frequency:

The Recreation Team meets quarterly, and otherwise as needed.

Reports to:

Divisional Liaison

**Budget Requirements:**

Budget Amount:

(see current annual budget)

Budget Requests made to:

Finance/Stewardship Committee

## Visitation Team

### Purpose

The Visitation Team represents the congregation by providing initial contact with visitors, working in conjunction with a member of the Ministerial Staff designated by the Senior Minister.

### Membership/Composition

Membership consists of:

- 4 members, 4 selected once every three years
- 1 ex-officio member, non-voting (Senior Minister)
- Team Leader is included in the membership

Method of Selection:

- Members nominated by Nominating Committee
- Team Leader nominated by Nominating Committee

Terms of Service

- Members serve for three years

### Function

1. It is important for the growth and future of this church that the Visitation Service Team, the Ministerial Staff and the Board of Deacons take spiritual responsibility for increasing a spirit of prayerful concern for each visitor, of any age, who comes into this church for any event - -- Sunday School, the 9 a.m. Worship Service, the 11 a.m. Worship Service, Wednesday Fellowship Dinner, any relevant church activity, etc.
2. A Visitation Service Team member via email, telephone or personal written note makes initial contact to visitors. Other creative means of communication with visitors is encouraged.
3. Information packets about the Church, which have been created by the Deacon New Member Orientation Team will be displayed in each of the three foyers. At the time of contact with a visitor, the person making the contact will make an information packet available.

Maps showing the location of each Sunday School class will be readily available in each foyer in order that the Welcome/Hospitality Team may offer meaningful assistance to a visitor. The Sunday School Coordinator shall coordinate the printing and distribution of maps showing the location of each Sunday School class.

4. The Visitation Service Team will organize a means for contact with each Sunday School class covering all age groups – ranging from Preschool/Children through our Senior Adult Ministry

- in order both inform the classes of new prospects and to gain knowledge of visitors not previously identified.

5. The designated Ministerial Staff will make contact with the visitor by whatever means are appropriate as soon as possible.
6. Both a member of the Visitation Team and designated Minister will give an oral and written report to the Board of Deacons on a monthly basis. This reporting will raise awareness and accountability for the necessity to communicate with visitors and bring attention to prospective members.
7. At the end of the membership's three-year term, they will conduct an evaluation of their methods of outreach and visitation and submit their findings to the Board of Deacons.

### **Meeting Schedule**

Frequency:

The Visitation Team meets as needed.

Reports to:

Divisional Liaison

### **Budget Requirements**

Budget Amount:

(see current annual budget)

Budget Requests made to:

Finance/Stewardship Committee

**Ministry Division**

## **Ministry Teams**

### **Purpose**

The four Ministry Teams serve as an advisory and support group to each respective Minister:

Discipleship (Minister of Education)

Music (Minister of Music)

Youth/College (Youth Director or Minister of Youth)

Children (Children's Director or Minister of Children)

### **Membership/Composition**

Membership consists of:

6 members, 2 selected annually

1 ex-officio member, non-voting (Respective Minister)

Chair and Chair-Elect are included in the six members

Method of Selection:

Rotational members are nominated by Nominating Committee after consultation with respective Minister.

Team Leader and Co-Leader are named by Nominating Committee after consultation with respective Minister.

Members are chosen because of their vision, passion and respect of the respective Team's ministry.

Terms of Service:

Rotational members serve for three years.

Members can be named to Chair for their last year of service.

Members may serve on only one Ministry Team at a time.

### **Functions**

1. Supports and encourages the respective Minister – acts as a “sounding board” to the respective Minister.

2. Assists in the logistics of the particular ministry. Promotes and educates others as to the goals and objectives of the particular ministry.

3. With consultation with respective Minister, each Team establishes any policies for the use of facilities, equipment and materials that is considered to belong to that ministry.

4. Should a Minister position become vacant, the respective Team consults with the Personnel Committee regarding the choice of a future Minister.

**Meeting Schedule**

Frequency:

The Ministry Teams meet as needed.

Reports to:

Divisional Liaison

**Budget Requirements**

Budget Amount:

(see current annual budget)

Reports to:

Finance/Stewardship Committee