

Committee and Organization Manual



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SECTION 1: COMMITTEES, COUNCILS, AND TEAMS

OVERVIEW

The Committee and Organization Manual of First Baptist Church (COM) exists to provide direction for all Standing Administration Committees (Committees), Program Councils (Councils), and Service Teams (Teams). The specific Committees, Councils, and Teams along with their respective purpose, responsibilities, membership composition, roster requirements, and staff liaison(s) will be identified and defined herein.

OVERVIEW OF COMMITTEES, COUNCILS, AND TEAMS

1. **Administration Committees** provide a framework of support for the church to operate business in a smooth and efficient manner. These committees will coordinate, plan, and oversee their respective administrative responsibilities of the church.
2. **Program Councils** provide a framework of support for the church to operate ministries in a smooth and efficient manner. These councils will assist with coordinating, planning, and overseeing their respective ministerial responsibilities of the church alongside church staff.
3. **Service Teams** provide support to the church in their respective service ministry. These teams will assist and perform the daily, weekly, or monthly activities for their respective ministry to the church.
4. **Ad Hoc Committees** provide support to the church for a specific task. There are two (2) types of Ad Hoc Committees, Reoccurring and Appointed. Reoccurring Ad Hoc Committees will only meet when certain criteria have been established, these Reoccurring Ad Hoc committees and the criteria for meeting will be listed and detailed herein. Appointed Ad Hoc Committees will be appointed when the church sees that a need arises for a specific task. Appointed Ad Hoc Committees will only be appointed to a task that does not fall under any current committee, council, or team's respective area.

GUIDELINES

The general guidelines for all committees, councils, and teams are as follows:

1. To diligently promote and uphold the mission of First Baptist Church: KNOW Jesus personally, GROW in Jesus purposefully, SHOW Jesus publically, and GO for Jesus passionately into all the world.
2. To conduct all business and ministry in a prayerful Christ minded manner.
3. To represent the membership of the church in the respective area of the committee, council, or team.
4. To establish procedures for the effective operation of the church within the committee, council, or team's respective area.
5. To recommend policy to the church and/or within the specified committee, council, or team.
6. To monitor the performance of the church within the committee, council, or team's respective area to assure goals are being met.
7. To execute the committee, council, or team's respective responsibilities, assuring utmost cooperation and coordination between members; staff; and other committees, councils, or teams.
8. To recommend goals within each respective committee, council, or team's area to the church to be included in the overall church program.
9. To prepare budget requests according to the process outlined by the Budget Advisory Council.
10. To report to the church at Faith Family Business Meetings (business meeting) any actions needing church approval.

NOMINATION & ASSIGNMENT

The nomination and assignment of all Administrative Committees, Program Councils, and Service Teams will be defined herein.

1. Administration Committee members will be nominated and assigned by the Nominating Committee, in consultation with the church staff and liaison(s). The Nominating Committee will report the full slate of members to the church prior to the new service year.
2. Program Council directors will be nominated and assigned by the ministerial staff, in consultation with the Nominating Committee. At large members will be nominated and assigned by the respective councils' leading staff member or director, in consultation with the Nominating Committee. If the council deems it necessary, they may request the Nominating Committee assist in filling vacancies. The respective council's leading staff member will report the full slate of members to the Nominating Committee prior to the new service year.
3. Service Team members will be on a large volunteer basis. The team coordinator will be responsible for securing enough commitment to fulfil the teams' required responsibilities. If the team deems it necessary, they may request the Nominating Committee assist in filling vacancies. Team coordinators will be selected by church staff.

Throughout the service year, any vacancies or replacement members to any committee or director position will be handled in the same manner as previously stated. Replacement members will be required in the situations of death, resignation, or when the rest of the committee or council deems a member unable to fulfil their responsibilities. Until such a time that a vacancy is filled, the quorum for the respective committee or council will be adjusted accordingly. All newly assigned members will begin service immediately. The newly assigned member(s) will be reported to the church at the next business meeting.

The Senior Pastor and/or Executive Pastor will assign staff liaison(s) to all committees and teams with the approval of the Personnel Committee.

TERM / SERVICE STRUCTURE

All committee, council, and team members will be members of First Baptist Church Richmond. All committees, councils, and teams will run on a service year that begins January 1 and ends December 31. The term/service structure for all committees, councils, and teams is as follows:

1. Administration Committees will utilize various term and service structures. Some members of the committee are filled by members serving a three (3) year rotating term, in which the members that have successfully completed their third year of service will rotate out of service. Other positions on Administration Committees are filled by church officers, program directors, or Administration Committee representatives. At the start of each new committee member's three (3) year rotating term of service they will receive an agreement that will state the responsibilities of the committee and the attendance expectations set forth for the member. This agreement will be signed by the new member and a representative of the Nominating Committee. For specific Membership Composition of a committee see that specific committee's description herein.
2. Program Councils will utilize various term and service structures. Members of the council are filled by staff, chairpersons of committees, directors of program organizations, and/or at large members. The staff positions, chairpersons, and director positions will change as the staff, chairpersons, and directors' change. The at large positions will all be based on a one (1) year term with the option of repeating the following year. For specific Membership Composition of a council see that specific council's description herein.
3. Service Teams will be based on an at large volunteer basis. Each team member will be asked to serve a one (1) year term with the option of repeating the following year. For specific Membership Composition of a team see that specific team's description herein.

If a member has served all three (3) years of their rotating term, that member will not be eligible to participate on that same committee until a lapse of one (1) year. If a member has served as a replacement for two (2) or three (3) years on a committee that member will not be eligible to participate on that same committee until a lapse of one (1) year. If a member has served as a replacement for one (1) year on a committee that member will be eligible to participate on that same committee for a full three (3) year term. Such an individual will be eligible for nomination on another committee. In the event that more than one member of a family serves on the same committee concurrently, the other members of the committee will decide, prior to voting, which family member will have a vote.

MEETINGS & ORGANIZATION

At the beginning of each service year the church will host an Administrative Committee-wide meeting, in which all Administrative Committees are to be present. This meeting will act as the first official meeting of the year for each committee. Responsibilities at this meeting will be as follows:

1. Members will be introduced to one another.
2. Members will be familiarized with the responsibilities of their respective committee.
3. A yearly goal will be set for each committee.
4. The selection of a chairperson, vice chairperson, and secretary will take place. The results will be given to the Nominating Committee at the conclusion of the meeting.
5. Each committee will meet with the Executive Pastor or a designated assistant to schedule the committee's regular meeting time for the year as well as select meeting rooms and resources.

Each Administrative Committee will be organized to have a chairperson, vice chairperson, and secretary. The committee may also have other officers if the membership of the committee so deems necessary to fulfil its responsibilities. Chairpersons and vice-chairpersons shall change from year to year with the vice-chairperson becoming the chairperson the year following their vice-chairperson year. A vice-chairperson shall be serving in year one (1) or year two (2) of their three (3) year term. If for some reason a member serves as chairperson more than one (1) successive year, they may not serve more than two (2) successive years as chairperson. If for some reason a member shall serve as a chairperson without being a vice-chairperson the previous year, they must first receive approval from the Nominating Committee.

Each Program Council will have its own unique organization. Some councils will be led by ministerial staff while others will be led by ministerial staff and a director. For specific organization of a council see that specific council's description herein. Each Service Team will be organized to have a coordinator. The team may also have other officers if the membership of the team so deems necessary to fulfil its responsibilities.

Each Administrative Committee and Program Council is to meet as often as necessary to fulfil its responsibilities. It is advised that the Administrative Committees meet on a monthly basis to ensure efficient operation of church business. Any special meetings shall be called as the need for such meetings arises. Committee and council meetings will be posted in the Sunday Worship Guide.

It is not necessary for Service Teams to meet on a scheduled basis, rather, the members function as volunteers for their respective church ministry. The coordinator or staff liaison(s) may call regular or special meetings at their discretion when the need for such meeting(s) arises.

All committees and councils will keep minutes of all meetings, including documentation of any action taken. A copy of the meeting minutes is to be submitted to the Executive Pastor within forty-eight (48) hours of the closing of the meeting. The Personnel Committee (as well as Senior Pastor Search Committees) are to file a copy of their meeting minutes in the church office.

Any committee member that misses three (3) meetings without a reasonable excuse and notification to the committee chairperson will have in effect resigned and will be replaced through the Nominating Committee process. Examples of reasonable excuses are, but not limited to, sickness, death of family, traveling on mission, attending another Administrative Committee or Program Council meeting, etc.

STANDING ADMINISTRATION COMMITTEES

CONSTITUTION & BYLAWS (ADMINISTRATION)

PURPOSE:

This committee exists to maintain and oversee the Constitution and Bylaws of First Baptist Church.

RESPONSIBILITIES:

1. Maintain a thorough working knowledge of the Constitution and Bylaws of First Baptist Church.
2. Assist and/or prepare any changes or proposed amendments as needed and submit to the church for approval as outlined in the Constitution and Bylaws of First Baptist Church Article 9 Amendments.
3. Record all amendments to the Constitution and Bylaws of First Baptist Church as decided by the church in business meeting, thus keeping current the church's copy of the Constitution and Bylaws of First Baptist Church.

MEMBERSHIP COMPOSITION:

1. Parliamentarian
2. Nine (9) at large members:
 - a. Three (3) serving in year one (1) of their three (3) year rotating term.
 - b. Three (3) serving in year two (2) of their three (3) year rotating term.
 - c. Three (3) serving in year three (3) of their three (3) year rotating term.

ROSTER REQUIREMENTS:

All members of this committee will appear in the Officer and Committee Roster of First Baptist Church.

STAFF LIAISON(S):

1. Executive Pastor
2. Senior Pastor

DEACON NOMINATING (ADMINISTRATION)

PURPOSE:

This committee exists to identify and seek potential Deacons for service at First Baptist Church.

RESPONSIBILITIES:

Responsibilities are outlined in the Constitution and Bylaws of First Baptist Church Article 4 Section 4.1.2 and summarized here:

1. Identify a roster of men who are eligible and qualified to serve as Deacons.
2. Ascertain their willingness to serve.
3. Prepare and present the list of Deacon Nominees to be approved by a majority vote of the church.
4. Direct and supervise the counting of ballots after the collection after the final Sunday morning service.

MEMBERSHIP COMPOSITION:

Membership composition is outlined in the Constitution and Bylaws of First Baptist Church Article 4 Section 4.1.2 and summarized here:

1. Chairman of the Deacons
2. Vice-Chairman of the Deacons
3. Two (2) at large members from the Deacon body serving one (1) year with the option to repeat (elected by the Deacon body)
4. Four (4) at large members from the church serving one (1) year with the option to repeat.

ROSTER REQUIREMENTS:

All members of this committee will appear in the Officer and Committee Roster of First Baptist Church.

STAFF LIAISON(S):

1. Senior Pastor
2. Executive Pastor

FINANCE (ADMINISTRATION)

PURPOSE:

This committee exists to maintain and oversee the finances of First Baptist Church.

RESPONSIBILITIES:

1. Establish, maintain, and oversee financial policies of the church.
2. Oversee the Budget Advisory Council in preparing and submitting an annual operating budget to the church for approval.
3. Oversee the annual operations budget and special designated accounts of the church.
4. Approve and submit to the church a financial statement showing the income and expenditures per month.
5. Select and oversee providers for the church's banking and investment needs.
 - a. See that all checks greater than \$1,000.00 issued by the church are signed by two (2) approved check signers.
 - b. Approved check signers are the Treasurer, Assistant Treasurer, Finance Committee Chairperson, Finance Committee Vice-Chairperson, and one (1) other specified Finance Committee member.
6. Report the establishment and/or activity in designated accounts four (4) times per year.
7. Engage an independent auditor to complete an annual audit or review of the church finances each year. A report is to be made to the church at a business meeting when the audit/review is complete.
8. Have the authority at all times to control expenditures based on the budget balance on hand.
9. Implement a year-round program of stewardship education.
 - a. Assist with the planning, coordination, and execution of a stewardship program.
 - b. Recruit other church members to aid in special stewardship events.
10. Members of this committee will be required to complete a background check prior to service.

MEMBERSHIP COMPOSITION:

1. Treasurer
2. Nine (9) at large members:
 - a. Three (3) serving in year one (1) of their three (3) year rotating term.
 - b. Three (3) serving in year two (2) of their three (3) year rotating term.
 - c. Three (3) serving in year three (3) of their three (3) year rotating term.

ROSTER REQUIREMENTS:

All members of this committee will appear in the Officer and Committee Roster of First Baptist Church.

STAFF LIAISON(S):

1. Finance Director
2. Executive Pastor

LEARNING CENTER (ADMINISTRATION)

PURPOSE:

This committee exists to govern and provide oversight to the Learning Center in both advisory and decision-making roles.

RESPONSIBILITIES:

1. Oversee that the direction of the Learning Center does not veer from the beliefs and goal of the church.
2. Support the vision of the Learning Center.
3. Support and assist the director in program decisions.
4. Support the improvement plans of the Learning Center.

MEMBERSHIP COMPOSITION:

1. One (1) Teacher Representative serving one (1) year with the option to repeat (elected by the teachers of the Learning Center)
2. Two (2) Parent Representatives serving one (1) year with the option to repeat (elected by the parents of the Learning Center children)
3. Six (6) at large church members:
 - a. Two (2) serving in year one (1) of their three (3) year rotating term.
 - b. Two (2) serving in year two (2) of their three (3) year rotating term.
 - c. Two (2) serving in year three (3) of their three (3) year rotating term.

ROSTER REQUIREMENTS:

All members of this committee will appear in the Officer and Committee Roster of First Baptist Church.

STAFF LIAISON(S):

1. Learning Center Director
2. Director of Preschool & Children's Ministry

ADDITIONAL INFORMATION:

For a complete list of vision, purpose, and individual responsibilities of members see *The Learning Center Committee Alignment and Roles*. This document will be updated as the staff liaison(s) and committee deem necessary.

MISSIONS (ADMINISTRATION)

PURPOSE:

This committee exists to support the purpose and vision of the church in Going for Christ by following the Great Commission and assisting church members to engage in local (Jerusalem), state (Judea), national (Samaria), and international (remotest part of the earth) missions.

RESPONSIBILITIES:

1. Assist in planning and establishing the vision of First Baptist Church Missions.
2. Assist in the planning and promotion of First Baptist Church mission trips.
3. Review and approve mission scholarship applications.
4. Assist in leading mission trips in place of staff when needed.
5. Promote and assist with Mission Offering Emphasis'.

MEMBERSHIP COMPOSITION:

1. Missions Director
2. Nine (9) at large members:
 - a. Three (3) serving in year one (1) of their three (3) year rotating term.
 - b. Three (3) serving in year two (2) of their three (3) year rotating term.
 - c. Three (3) serving in year three (3) of their three (3) year rotating term.

ROSTER REQUIREMENTS:

All members of this committee will appear in the Officer and Committee Roster of First Baptist Church.

STAFF LIAISON(S):

1. Senior Pastor
2. Executive Pastor

ADDITIONAL INFORMATION:

Other Committees, Councils, and Teams may send a representative as needed in a non-voting capacity for the purpose of maintaining information, giving mission advice and seeking mission scholarships.

NOMINATING (ADMINISTRATION)

PURPOSE:

This committee exists to recruit and assign members to serve in positions within the church as well as maintain and oversee the Committee and Organization Manual of First Baptist Church.

RESPONSIBILITIES:

1. In consultation with the staff, select and assign church officers, committee members, and representatives to local organizations.
2. Approve the staff selection of Church Program Organization Directors.
3. Use various methods to canvas the church membership, including periodically studying the church roster, to nominate and assign qualified persons to fill leadership and committee vacancies.
4. Strive to nominate and assign members that are up-to-date with the mission, vision, and heartbeat of the church by being actively engaged in worship services, Grow Groups, and/or the ministries of First Baptist Church.
5. Strive to secure enough committee members so that no one person will have to serve as an “at large member” on more than one standing committee at a time.
6. Strive to ensure there is diversified talent on all committees.
7. Report to the church the Officer and Committee Roster of First Baptist Church prior to each new service year.
8. Present a slate of members for Ad Hoc Committees when such a committee is requested by the church.
9. Establish, maintain, and oversee the Committee and Organization Manual of First Baptist Church.

MEMBERSHIP COMPOSITION:

1. Nine (9) at large members:
 - a. Three (3) serving in year one (1) of their three (3) year rotating term.
 - b. Three (3) serving in year two (2) of their three (3) year rotating term.
 - c. Three (3) serving in year three (3) of their three (3) year rotating term.

ROSTER REQUIREMENTS:

All members of this committee will appear in the Officer and Committee Roster of First Baptist Church.

STAFF LIAISON(S):

1. Executive Pastor
2. Senior Pastor

PERSONNEL (ADMINISTRATION)

PURPOSE:

This committee exists to provide oversight of the church's human resources.

RESPONSIBILITIES:

1. Establish, maintain, oversee, and revise the employee policies and the employee benefits schedule as documented in the Employee Handbook of First Baptist Church.
2. Establish, maintain, oversee, and revise an employee pay range and salary schedule for all staff positions.
3. Establish, maintain, oversee, and revise a job description for all staff positions.
4. Assist with recruiting, interviewing, and recommending to the church new ministerial staff.
5. Recruit, interview, and hire new program and support staff.
6. Provide research assistance in determining the need for increasing/decreasing staff positions.
7. Assure that annual employee evaluations are completed each year.
8. When needed, will provide one member to assist with the work for a Senior Pastor Search Committee.

MEMBERSHIP COMPOSITION:

1. Chairman of the Deacons (non-voting member)
2. Nine (9) at large members:
 - a. Three (3) serving in year one (1) of their three (3) year rotating term.
 - b. Three (3) serving in year two (2) of their three (3) year rotating term.
 - c. Three (3) serving in year three (3) of their three (3) year rotating term.

ROSTER REQUIREMENTS:

All members of this committee will appear in the Officer and Committee Roster of First Baptist Church.

STAFF LIAISON(S):

1. Executive Pastor
2. Senior Pastor

PROPERTY (ADMINISTRATION)

PURPOSE:

This committee exists to provide assistance to the Facilities Manager for the oversight, maintenance, and management of all the church's properties and grounds. Properties include, but are not limited to, the church building and grounds, the Magnolia property, equipment, and vehicles.

RESPONSIBILITIES:

1. Perform periodic reviews of facility equipment and property maintenance plans.
2. Perform periodic reviews of facility operations plan.
3. Assist with the development of church-wide property workdays.
4. Perform periodic spot checks of church property inventory.
5. Perform periodic inspections of the grounds to verify the overall appearance of the church is maintained.
6. Develop and recommend policies and procedures for the maintenance of the church grounds.
7. See that all details regarding the maintenance of the church grounds are taken care of properly and in an efficient manner and timeline.
8. Recommend the church equipment and improvements needed for the church grounds.
9. Project needs for any ground's renovations.
10. Oversee matters relating to the grass, shrubbery, and flowers on the church grounds.
11. Assist with routine and emergency maintenance of church vehicles.
12. Review appropriate records regarding the operation and maintenance of church vehicles.
13. Recommend to the church when vehicles are in need of replacement as well as the naming of any newly acquired vehicles.

MEMBERSHIP COMPOSITION:

1. Nine (9) at large members:
 - a. Three (3) serving in year one (1) of their three (3) year rotating term.
 - b. Three (3) serving in year two (2) of their three (3) year rotating term.
 - c. Three (3) serving in year three (3) of their three (3) year rotating term.

ROSTER REQUIREMENTS:

All members of this committee will appear in the Officer and Committee Roster of First Baptist Church.

STAFF LIAISON(S):

1. Facilities Manager
2. Executive Pastor

VISION PLANNING (ADMINISTRATION)

PURPOSE:

This committee exists to coordinate, plan, oversee, and revise the future direction and vision of the church.

RESPONSIBILITIES:

1. Actively seeking Christ through prayer and meditation of scripture.
2. Facilitate future goals and vision for the further growth of First Baptist Church.
3. Work in cooperation with the church vision, mission, and purpose to assist in future vision planning.
4. Facilitate studies and surveys for church growth.

MEMBERSHIP COMPOSITION:

1. Six (6) at large members:
 - a. Two (2) serving in year one (1) of their three (3) year rotating term.
 - b. Two (2) serving in year two (2) of their three (3) year rotating term.
 - c. Two (2) serving in year three (3) of their three (3) year rotating term.
2. One (1) Finance Committee Representative serving one (1) year with the option to repeat (elected within the Finance Committee)
3. One (1) Personnel Committee Representative serving one (1) year with the option to repeat (elected within the Personnel Committee)
4. One (1) Property Committee Representative serving one (1) year with the option to repeat (elected within the Property Committee)

ROSTER REQUIREMENTS:

All members of this committee will appear in the Officer and Committee Roster of First Baptist Church.

STAFF LIAISON(S):

1. Senior Pastor
2. Executive Pastor

STANDING PROGRAM COUNCILS

BUDGET ADVISORY COUNCIL (PROGRAM)

PURPOSE:

This council exists to set the guidelines for each year's church budget and determine the percentage increase or decrease of the budget.

RESPONSIBILITIES:

1. Set the guidelines for each year's budget.
2. Determine the percentage increase or decrease of each year's budget.
3. Negotiate and determine any budget adjustments to be recommended to the Finance Committee prior to presenting the budget to the church for approval.

MEMBERSHIP COMPOSITION:

1. Chairpersons and staff liaisons of Administrative Committees with budget responsibilities
2. Staff Liaisons representing Church Program Councils and Service Teams with budget responsibilities (will have prior budget discussions with the Program Council and/or Service Team)
3. Other members the Finance Committee deems necessary (must have Nominating Committee approval)

ROSTER REQUIREMENTS:

Members of this council will not appear in the Officer and Committee Roster of First Baptist Church.

ADDITIONAL INFORMATION:

The Budget Advisory Council is activated by the Finance Committee when the committee has reviewed the initial draft of the budget for the new year.

CHURCH COUNCIL (PROGRAM)

PURPOSE:

This council exists to be the lead in planning, coordinating, conducting, and evaluating the ministries and program of the church and its organizations.

RESPONSIBILITIES:

1. Recommend to the church suggested objectives and church goals.
2. Review and coordinate ministry and program plans recommended by the church officers, organizations, committees, councils, and teams.
3. Recommend to the church the use of leadership, calendar time, and other resources according to program priorities.
4. Evaluate achievements in terms of church objectives and goals.
5. Review the business meeting agenda for the church prior to the business meeting.

MEMBERSHIP COMPOSITION:

1. Church Constitutional Officers
2. Church Ministerial Staff
3. Church Program Staff
4. Chairman of the Deacons
5. Chairpersons of all Administrative Committees

ROSTER REQUIREMENTS:

Members of this council will not appear in the Officer and Committee Roster of First Baptist Church.

ADDITIONAL INFORMATION:

1. All matters agreed upon by this council which call for action not already approved will be referred to the church for approval or disapproval at the next business meeting.
2. Meetings will be held at least once per quarter at the call of the staff liaison(s) or by the church at a business meeting.

DISCIPLESHIP COUNCIL (PROGRAM)

PURPOSE:

This council exists to establish, maintain, and oversee the Discipleship Program of the church.

RESPONSIBILITIES:

1. Recommend goals and objectives to the church pertaining to discipleship.
2. Review and coordinate the Bible Study and teachings of discipleship.
3. Recruit leadership for discipleship.

MEMBERSHIP COMPOSITION:

1. Ministerial staff
2. Program staff
3. Grow Group Director
4. Marriage & Family Director
5. Men's Ministry Director
6. Single Adult Director
7. Women's Ministry Director

ROSTER REQUIREMENTS:

Members of this council will not appear in the Officer and Committee Roster of First Baptist Church.

SUB-COUNCILS OF THE DISCIPLESHIP COUNCIL:

The Discipleship Council will assist in oversight and direction for the following sub-councils which will be identified and defined herein.

1. College Ministry Council
2. Grow Group Council
3. Marriage & Family Ministry Council
4. Men's Ministry Council
5. Preschool & Children's Ministry Council
6. Senior Adult Ministry Council
7. Single Adult Ministry Council
8. Women's Ministry Council
9. Youth Ministry Council

COLLEGE MINISTRY COUNCIL (DISCIPLESHIP SUB-PROGRAM)

PURPOSE:

This council exists to provide assistance to the Associate Youth & College Pastor for the planning and coordinating of activities for college students.

RESPONSIBILITIES:

1. Show active concern for First Baptist Church college students attending college campuses whether living at home or on a college campus.
2. Provide opportunities for college students to interact with, worship with, and minister with other members of First Baptist Church.
3. Work with the ministerial staff to plan and conduct special activities for college students such as retreats, Bible studies, recreational events, mission opportunities, etc.
4. Assist, acquaint, and encourage the participation of college students in spiritual growth and development opportunities at church (Grow Groups, Choir, Discipleship, etc.).
5. Provide counsel, encouragement, advice, and support for the college students and staff.
6. Work in cooperation with other church ministries to meet the spiritual, emotional, and physical needs of the college students of the church.

MEMBERSHIP COMPOSITION:

1. Associate Youth & College Pastor
2. Youth & Families Pastor
3. Five (5) at large members serving one (1) year with the option to repeat. (Selected by the designated ministerial staff member(s))

ROSTER REQUIREMENTS:

At large members of this council will appear in the Officer and Committee Roster of First Baptist Church.

GROW GROUP COUNCIL (DISCIPLESHIP SUB-PROGRAM)

PURPOSE:

This council exists to provide assistance to the Executive Pastor in planning, coordinating, conducting, and evaluating the ministries and program of the church that are specifically designed for Grow Groups of the church.

RESPONSIBILITIES:

1. Plan, coordinate, conduct, and evaluate the program for Grow Groups.
2. Recommend goals and objectives to the church pertaining to Grow Groups.
3. Review and coordinate teachings and Bible Study.
4. Recruit leadership for Grow Groups.
5. Focus and emphasize developing a Christ Centered Church through Grow Groups.

MEMBERSHIP COMPOSITION:

1. Executive Pastor
2. Connections and Discipleship Assistant
3. Grow Group Director
4. Five (5) Grow Group teachers serving one (1) year with the option to repeat. (Selected by the designated ministerial staff member and/or council director)

ROSTER REQUIREMENTS:

At large members of this council will appear in the Officer and Committee Roster of First Baptist Church.

MARRIAGE & FAMILY MINISTRY COUNCIL (DISCIPLESHIP SUB-PROGRAM)

PURPOSE:

This council exists to provide assistance to the Executive Pastor in planning, coordinating, conducting, and evaluating the ministries and program of the church that are specifically designed for the marriages and families of the church.

RESPONSIBILITIES:

1. Plan, coordinate, conduct, and evaluate the program and activities for marriages and families.
2. Work in cooperation with other church ministries to meet the spiritual, emotional, and physical needs of the marriages and families of the church.
3. Focus and emphasize developing a Christ Centered Marriage and Families Ministry.

MEMBERSHIP COMPOSITION:

1. Executive Pastor
2. Marriage & Families Council Director
3. Five (5) at large members serving one (1) year with the option to repeat. (Selected by the designated ministerial staff member and/or council director)

ROSTER REQUIREMENTS:

At large members of this council will appear in the Officer and Committee Roster of First Baptist Church.

MEN'S MINISTRY COUNCIL (DISCIPLESHIP SUB-PROGRAM)

PURPOSE:

This council exists to be the lead in planning, coordinating, conducting, and evaluating the ministries and program of the church that are specifically designed for the men of the church.

RESPONSIBILITIES:

1. Plan, coordinate, and conduct activities for men.
2. Encourage participation of men in discipleship.
3. Encourage participation of men in mission opportunities.
4. Work in cooperation with other church ministries to meet the spiritual, emotional, and physical needs of the men of the church.

MEMBERSHIP COMPOSITION:

1. Executive Pastor
2. Men's Ministry Council Director
3. Vice-Chairman of the Deacons
4. Five (5) at large male members serving one (1) year with the option to repeat. (Selected by the designated ministerial staff member and/or council director)

ROSTER REQUIREMENTS:

At large members of this council will appear in the Officer and Committee Roster of First Baptist Church.

PRESCHOOL & CHILDREN'S MINISTRY COUNCIL (DISCIPLESHIP SUB-PROGRAM)

PURPOSE:

This council exists to provide assistance to the Director of Preschool & Children's Ministry for the planning and coordinating of activities and ministries for the preschoolers and children.

RESPONSIBILITIES:

1. Identify, prioritize, and Provide opportunities for preschoolers and children to interact with, worship with, and minister with other members of First Baptist Church.
2. Work with the ministerial staff to plan and conduct special activities for preschoolers and children such as service opportunities, outreach opportunities, Bible studies, recreational events, mission opportunities, summer camps, fund raising, etc.
3. Assist, acquaint, and encourage the participation of preschoolers and children in spiritual growth and development opportunities at church (Bible Studies, Grow Groups, Choir, Discipleship, etc.).
4. Meet regularly with the Director of Preschool & Children's Ministry and report significant plans to the congregation in business meetings.
5. Assist in the recruitment of leaders and chaperones for preschool and children's activities.
6. Work in cooperation with other church ministries to meet the spiritual, emotional, and physical needs of the preschoolers and children of the church.
7. Assist with the planning, evaluating, and vision planning for Preschool & children's Ministry as follows:
 - a. Calendar Events
 - b. Budget Requests
8. Provide parent support and trainings such as seminars or studies for Baby Dedication, Learning Children to Christ, and other studies that educate parents and support them as preschoolers and children experience milestones from birth through fifth grade.

MEMBERSHIP COMPOSITION:

1. Director of Preschool & Children's Ministry
2. Five (5) at large members serving one (1) year with the option to repeat. (Selected by the designated ministerial staff member)

ROSTER REQUIREMENTS:

At large members of this council will appear in the Officer and Committee Roster of First Baptist Church.

SENIOR ADULT MINISTRY COUNCIL (DISCIPLESHIP SUB-PROGRAM)

PURPOSE:

This council exists to provide assistance to the Director of Senior Adults in the planning and coordinating activities for senior adults.

RESPONSIBILITIES:

1. Identify and prioritize the needs of senior adults.
2. Establish, maintain, and oversee a shared vision for Senior Adult Ministry.
3. Provide opportunities for senior adults to interact with, worship with, and minister with other members of First Baptist Church.
4. Work with the ministerial staff to plan and conduct special activities for senior adults such as retreats, Bible studies, recreational events, mission opportunities, etc.
5. Provide counsel, encouragement, advice, and support for the senior adults and staff.
6. Assess and promote the availability of senior adult services within the community.
7. Work in cooperation with other church ministries to meet the spiritual, emotional, and physical needs of the senior adults of the church.

MEMBERSHIP COMPOSITION:

1. Director of Senior Adults
2. Five (5) at large members serving one (1) year with the option to repeat. (Selected by the designated ministerial staff member)

ROSTER REQUIREMENTS:

At large members of this council will appear in the Officer and Committee Roster of First Baptist Church.

SINGLE ADULT MINISTRY COUNCIL (DISCIPLESHIP SUB-PROGRAM)

PURPOSE:

This council exists to be the lead in planning, coordinating, conducting, and evaluating the ministries and program of the church that are specifically designed for the single adults of the church.

RESPONSIBILITIES:

1. Identify and prioritize the needs of single adults.
2. Establish, maintain, and oversee a shared vision for Single Adult Ministry that supports a Christ centered lifestyle.
3. Provide opportunities for single adults to interact with, worship with, and minister with other members of First Baptist Church.
4. Work with the ministerial staff to plan and conduct special activities for single adults such as retreats, Bible studies, recreational events, mission opportunities, etc.
5. Provide counsel, encouragement, advice, and support for single adults and staff.
6. Work in cooperation with other church ministries to meet the spiritual, emotional, and physical needs of the single adults of the church.

MEMBERSHIP COMPOSITION:

1. Executive Pastor
2. Single Adult Council Director
3. Five (5) at large members serving one (1) year with the option to repeat. (Selected by the designated ministerial staff member and/or council director)

ROSTER REQUIREMENTS:

At large members of this council will appear in the Officer and Committee Roster of First Baptist Church.

WOMEN'S MINISTRY COUNCIL (DISCIPLESHIP SUB-PROGRAM)

PURPOSE:

This council exists to be the lead in planning, coordinating, conducting, and evaluating the ministries and program of the church that are specifically designed for the women of the church.

RESPONSIBILITIES:

1. Plan, coordinate, and conduct activities for women.
2. Encourage participation of women in discipleship.
3. Encourage participation of women in mission opportunities.
4. Work in cooperation with other church ministries to meet the spiritual, emotional, and physical needs of the women of the church.

MEMBERSHIP COMPOSITION:

1. Executive Pastor
2. Connections and Discipleship Assistant
3. Women's Ministry Council Director
4. Five (5) at large female members serving one (1) year with the option to repeat. (Selected by the designated ministerial staff member and/or council director)

ROSTER REQUIREMENTS:

At large members of this council will appear in the Officer and Committee Roster of First Baptist Church.

YOUTH MINISTRY COUNCIL (DISCIPLESHIP SUB-PROGRAM)

PURPOSE:

This council exists to provide assistance to the Youth & Families Pastor for the planning and coordinating of activities and ministries for the youth.

RESPONSIBILITIES:

1. Identify and prioritize the needs of the youth of the church and community.
2. Provide opportunities for youth to interact with, worship with, and minister with other members of First Baptist Church.
3. Work with the ministerial staff to plan and conduct special activities for youth such as retreats, Bible studies, recreational events, mission opportunities, summer camps, etc.
4. Assist, acquaint, and encourage the participation of youth in spiritual growth and development opportunities at church (Bible Studies, Grow Groups, Choir, Discipleship, etc.).
5. Provide counsel, encouragement, advice, and support for the youth and staff.
6. Provide opportunity for youth to make suggestions regarding the youth program.
7. Assist in the recruitment of leaders and chaperones for youth activities.
8. Work in cooperation with other church ministries to meet the spiritual, emotional, and physical needs of the youth of the church.

MEMBERSHIP COMPOSITION:

1. Youth & Families Pastor
2. Associate Youth & College Pastor
3. Five (5) at large members serving one (1) year with the option to repeat. (Selected by the designated ministerial staff member and/or council director)

ROSTER REQUIREMENTS:

At large members of this council will appear in the Officer and Committee Roster of First Baptist Church.

MUSIC & WORSHIP MINISTRY COUNCIL (PROGRAM)

PURPOSE:

This council exists to provide assistance to the Worship Pastor for the planning and coordinating of music and worship activities and ministries for the church.

RESPONSIBILITIES:

1. Assist with teaching music and training people to lead, sing, and play music.
2. Assist with the recruitment of workers and leaders for the various music training groups, song leaders, and accompanists for various organizations.
3. Assist with the planning and organization of special music and worship events.
4. Provides and maintains instruments related to the Music Ministry.

MEMBERSHIP COMPOSITION:

1. Worship Pastor
2. Media & Production Director
3. Five (5) at large members serving one (1) year with the option to repeat. (Selected by the designated ministerial staff member)

ROSTER REQUIREMENTS:

At large members of this council will appear in the Officer and Committee Roster of First Baptist Church.

STANDING SERVICE TEAMS

BAPTISM (SERVICE)

PURPOSE:

This team exists to assist with all aspects of the ordinance of baptism.

RESPONSIBILITIES:

1. Make necessary arrangements relative to the ordinance of Baptism.
2. Assure the baptistery, T-shirts, towels, and other articles are in ready-to-use condition.
3. Give assistance to staff and candidates as needed.
4. Recommend purchases needed or that will be needed at the time the annual budget is being prepared.

MEMBERSHIP COMPOSITION:

1. Baptism Team Coordinator
2. At Large Volunteer(s) (as determined by the coordinator or staff liaison(s))

ROSTER REQUIREMENTS:

Only the coordinator of this team will appear in the Officer and Committee Roster of First Baptist Church. The coordinator will be responsible for keeping a current list of volunteers.

STAFF LIAISON(S):

1. Senior Pastor
2. Worship Pastor

DECORATING (SERVICE)

PURPOSE:

This team exists to decorate the Worship Center for Christmas, Easter, and any other special events that may arise.

RESPONSIBILITIES:

1. Coordinate with the church office and staff to decorate, as necessary.
2. Assure decorations are appropriate for the celebration.
3. Assure decorations are not a distraction to the worship of Jesus Christ.
4. Recommend purchases needed or that will be needed at the time the annual budget is being prepared.

MEMBERSHIP COMPOSITION:

1. Decorating Team Coordinator
2. At Large Volunteer(s) (as determined by the coordinator or staff liaison(s))

ROSTER REQUIREMENTS:

Only the coordinator of this team will appear in the Officer and Committee Roster of First Baptist Church. The coordinator will be responsible for keeping a current list of volunteers.

STAFF LIAISON(S):

1. Worship Pastor
2. Media & Production Director
3. Connections and Discipleship Assistant

DISASTER RELIEF (SERVICE)

PURPOSE:

This team exists to establish, maintain, and oversee the Disaster Relief efforts of the church.

RESPONSIBILITIES:

1. Develop strategies to minister to the local, state, and national communities during crisis.
2. Prepare facilities for disaster plans and response teams.
3. Train individuals and members in disaster plans and response teams.
4. Secure equipment and supplies for disaster plans and response teams.
5. Develop protocols that will activate the disaster plans and response teams.

MEMBERSHIP COMPOSITION:

1. Disaster Relief Coordinator (Phase 1 Disaster Relief trained)
2. At Large Volunteer(s) (as determined by the coordinator or staff liaison(s))

ROSTER REQUIREMENTS:

Only the coordinator of this team will appear in the Officer and Committee Roster of First Baptist Church. The coordinator will be responsible for keeping a current list of volunteers.

STAFF LIAISON(S):

1. Facilities Manager
2. Executive Pastor

ENGAGE (SERVICE)

PURPOSE:

This team exists to provide a warm, friendly, and welcoming environment to all people that enter the church, be it guests or members, so they feel at home and comfortable in worship.

RESPONSIBILITIES:

1. General Responsibilities for all team members:
 - a. Be friendly, warm, welcoming, and attentive to the needs of everyone you come in contact with.
 - b. Serve with a humble and willing spirit.
 - c. Wear a name tag when serving.
 - d. Ensure a replacement for your service when you are unable to serve.
2. Greeter:
 - a. Take the initiative to seek out people as they enter the church to welcome them with a greeting, a smile, and a personal touch.
 - b. Be encouraging as you are welcoming people into the church.
 - c. Record the number of people attending each service.
3. Connection Center Attendant:
 - a. Answer questions guests have as they come to the connection center.
 - b. Ask questions to guests to get to know them and their needs better.
 - c. Facilitate information to guests on the church's current events, ministry opportunities, services, Grow Groups, Growth Track, and Discover First.
 - d. Give a tour of the church building.
4. Worship Guide Facilitator:
 - a. Welcome guests and members into the Worship Center with a greeting, a smile, and a Worship Guide (and any other materials for the sermon).
 - b. Assist guests and members as needed to a seat without distraction.
 - c. Help maintain a welcoming and distraction-free environment during the service.
5. Café Attendant:
 - a. Connect with guests by offering a hot cup of coffee and a warm welcome.
 - b. Ensure the coffee station is clean and stocked.
6. Parking Lot Attendant:
 - a. Manage the flow of the parking lot for services making parking easy and efficient.

MEMBERSHIP COMPOSITION:

1. Engage Team Coordinator
2. At Large Volunteer(s) (as determined by the coordinator or staff liaison(s))

ROSTER REQUIREMENTS:

Only the coordinator of this team will appear in the Officer and Committee Roster of First Baptist Church. The coordinator will be responsible for keeping a current list of volunteers.

STAFF LIAISON(S):

1. Connections and Discipleship Assistant

HISTORY (SERVICE)

PURPOSE:

This team exists to gather and preserve all appropriate historical records of the church, which will remain property of the church.

RESPONSIBILITIES:

1. Assist in recording, in a permanent way, articles and events of historical significance.
2. Develop a procedure for the use of articles and events of historical significance.
3. Challenge the church to accomplish its mission by using historical facts and documents.

MEMBERSHIP COMPOSITION:

1. History Team Coordinator
2. At Large Volunteer(s) (as determined by the coordinator or staff liaison(s))

ROSTER REQUIREMENTS:

Only the coordinator of this team will appear in the Officer and Committee Roster of First Baptist Church. The coordinator will be responsible for keeping a current list of volunteers.

STAFF LIAISON(S):

1. Executive Pastor

IN TIME OF NEED (SERVICE)

PURPOSE:

This team exists to provide a meal to the immediate family of a church member following their funeral.

RESPONSIBILITIES:

1. Develop and prepare a meal for the immediate family and friends of a deceased church member after their funeral.

MEMBERSHIP COMPOSITION:

1. In Time of Need Team Coordinator
2. At Large Volunteer(s) (as determined by the coordinator or staff liaison(s))

ROSTER REQUIREMENTS:

Only the coordinator of this team will appear in the Officer and Committee Roster of First Baptist Church. The coordinator will be responsible for keeping a current list of volunteers.

STAFF LIAISON(S):

1. Director of Senior Adults
2. Executive Pastor

LORD'S SUPPER (SERVICE)

PURPOSE:

This team exists to assist with all aspects of the ordinance of the Lord's Supper.

RESPONSIBILITIES:

1. Make preparations for serving the Lord's Supper, including a check-up of supplies, linens, and equipment.
2. Collect, wash, and store trays at the conclusion of service.
3. Care for and maintain the Lord's Supper silver.

MEMBERSHIP COMPOSITION:

1. Lord's Supper Team Coordinator
2. At Large Volunteer(s) (as determined by the coordinator or staff liaison(s))

ROSTER REQUIREMENTS:

Only the coordinator of this team will appear in the Officer and Committee Roster of First Baptist Church. The coordinator will be responsible for keeping a current list of volunteers.

STAFF LIAISON(S):

1. Senior Pastor
2. Worship Pastor

MEDIA CENTER (SERVICE)

PURPOSE:

This team exists to provide resources to entertain and support the people and ministries of First Baptist Church.

RESPONSIBILITIES:

1. Manages and maintains the church library.
2. Ensures books and other materials are returned on time.
3. Annually reviews materials to donate, replace, and restore the library collection.

MEMBERSHIP COMPOSITION:

1. Media Center Coordinator
2. At Large Volunteer(s) (as determined by the coordinator or staff liaison(s))

ROSTER REQUIREMENTS:

Only the coordinator of this team will appear in the Officer and Committee Roster of First Baptist Church. The coordinator will be responsible for keeping a current list of volunteers.

STAFF LIAISON(S):

1. Executive Pastor
2. Connections and Discipleship Assistant

MONEY COUNTING (SERVICE)

PURPOSE:

This team exists to count the church funds and deposit the church funds to the local bank.

RESPONSIBILITIES:

1. Meet at a designated time in a secure location each week to count money given to the church.
2. Be familiar with and understand the church budget and the church's special accounts.
3. Be available for special projects such as contribution statements and offering envelope distributions.
4. Members of this committee will be required to complete a background check prior to service.

MEMBERSHIP COMPOSITION:

1. Money Counting Team Coordinator
2. At Large Volunteer(s) (as determined by the coordinator or staff liaison(s))

ROSTER REQUIREMENTS:

Only the coordinator of this team will appear in the Officer and Committee Roster of First Baptist Church. The coordinator will be responsible for keeping a current list of volunteers.

STAFF LIAISON(S):

1. Executive Pastor
2. Finance Director

PRAYER (SERVICE)

PURPOSE:

This team exists to be intercessory prayers over the church services and leadership.

RESPONSIBILITIES:

1. Prepare the way of the Lord for our church services by covering the service and Worship Center in prayer.
2. Diligently pray for our church and its leadership throughout the week.
3. Be willing and able to be intercessory prayers for prayer concerns within the church.

MEMBERSHIP COMPOSITION:

1. Prayer Team Coordinator
2. At Large Volunteer(s) (as determined by the coordinator or staff liaison(s))

ROSTER REQUIREMENTS:

Only the coordinator of this team will appear in the Officer and Committee Roster of First Baptist Church. The coordinator will be responsible for keeping a current list of volunteers.

STAFF LIAISON(S):

1. Senior Pastor
2. Worship Pastor
3. Executive Pastor

PRODUCTION (SERVICE)

PURPOSE:

This team exists to use creativity and technology to deliver the message and worship through cameras, lighting, and other production elements.

RESPONSIBILITIES:

1. Assist with running cameras, controlling audio, controlling lighting, video projecting, and other production methods to help deliver the message and worship to the congregation in person, on radio, or online.
2. Assist in running ProPresenter to assist with the message and worship visually.
3. Assist in other various needs of the normal running of Sunday Worship Services.
4. Assists at special events such as weddings, funerals, concerts, etc.

MEMBERSHIP COMPOSITION:

1. Media & Production Director
2. At Large Volunteer(s) (as determined by the coordinator or staff liaison(s))

ROSTER REQUIREMENTS:

Only the coordinator of this team will appear in the Officer and Committee Roster of First Baptist Church. The coordinator will be responsible for keeping a current list of volunteers.

STAFF LIAISON(S):

1. Media & Production Director
2. Worship Pastor

RECREATION (SERVICE)

PURPOSE:

This team exists to oversee the church's recreational activities.

RESPONSIBILITIES:

1. Recruit and organize teams for basketball, volleyball, softball, or any other recreational leagues or activities.
2. Assist with the planning and purchasing of any equipment or uniforms for teams.
3. Establish, oversee, and maintain rules relative to the conduct, requirements, and purpose of all teams.
4. Submit a schedule of games to the church office so that membership may be informed.
5. Oversee the storage and maintenance of any equipment.

MEMBERSHIP COMPOSITION:

1. Recreation Team Coordinator
2. At Large Volunteer(s) (as determined by the coordinator or staff liaison(s))

ROSTER REQUIREMENTS:

Only the coordinator of this team will appear in the Officer and Committee Roster of First Baptist Church. The coordinator will be responsible for keeping a current list of volunteers.

STAFF LIAISON(S):

1. Connections and Discipleship Assistant
2. Executive Pastor

SAFETY & SECURITY (SERVICE)

PURPOSE:

This team exists to oversee the safety and security of the church attendees, grounds, and building.

RESPONSIBILITIES:

1. Provide walk through checks of the parking lots, hallways, classrooms, Worship Center, and grounds during church services.
2. Monitor video surveillance systems during church services.
3. Follow any other safety and security team procedures for church services.
4. Enforce and monitor policies related to the parking lot.
5. Assist with emergencies during church services.
6. Maintain relationship with the Richmond Police Department (RPD) and Madison County Emergency Management Services (MC EMS).
7. Establish standard operating procedure for contacting RPD and MC EMS when necessary.
8. Conduct building security inspections annually with the Facilities Manager.
9. Advise the church staff immediately of any safety or security issues or concerns.
10. Members of this committee will be required to complete a background check prior to service.

MEMBERSHIP COMPOSITION:

1. Safety & Security Team Coordinator
2. At Large Volunteer(s) (as determined by the coordinator or staff liaison(s))

ROSTER REQUIREMENTS:

Only the coordinator of this team will appear in the Officer and Committee Roster of First Baptist Church. The coordinator will be responsible for keeping a current list of volunteers.

STAFF LIAISON(S):

1. Facilities Manager
2. Executive Pastor

SHUT-IN MINISTRY (SERVICE)

PURPOSE:

This team exists to assist shut-ins with various needs.

RESPONSIBILITIES:

1. Assist shut-ins with their various needs.
2. Provide updates on the health and well-being of shut-ins to the staff and deacons.

MEMBERSHIP COMPOSITION:

1. Shut-In Ministry Team Coordinator
2. At Large Volunteer(s) (as determined by the coordinator or staff liaison(s))

ROSTER REQUIREMENTS:

Only the coordinator of this team will appear in the Officer and Committee Roster of First Baptist Church. The coordinator will be responsible for keeping a current list of volunteers.

STAFF LIAISON(S):

1. Director of Senior Adults
2. Senior Pastor

WEDDING (SERVICE)

PURPOSE:

This team exists to assist with all aspects of the ordinance of holy matrimony.

RESPONSIBILITIES:

1. Establish, oversee, maintain, and revise the policies and fees for weddings and wedding activities held the church (wedding rehearsal, rehearsal dinner, the wedding day, and reception)
2. Assist in making a brochure for the wedding policies and fees.
3. Assist the Wedding Coordinator when possible.
4. Fill-in for the Wedding Coordinator when possible.
5. Assist with the preparation of the annual budget for the committee.

MEMBERSHIP COMPOSITION:

1. Wedding Team Coordinator
2. At Large Volunteer(s) (as determined by the coordinator or staff liaison(s))

ROSTER REQUIREMENTS:

Only the coordinator of this team will appear in the Officer and Committee Roster of First Baptist Church. The coordinator will be responsible for keeping a current list of volunteers.

STAFF LIAISON(S):

1. Executive Pastor
2. Worship Pastor
3. Media & Production Director

REOCCURRING AD HOC COMMITTEES

SCHOLARSHIP (AD HOC)

PURPOSE:

This committee exists to provide scholarship assistance to members of First Baptist Church in pursuit of their college and/or seminary education.

CRITERIA FOR MEETING:

1. There are available funds in the budget to offer scholarship assistance.
2. First Baptist Church scholarship applications are received no later than March 15th.

ESTABLISHED STANDARDS FOR APPLICATION:

1. The applicant will be a member of First Baptist Church.
2. The applicant will agree that any scholarship assistance will be sent directly to the institution and not the applicant.
3. The applicant will attend an accredited college or seminary.
4. The applicant will be expected to exercise diligence in the pursuit of their educational goals and will have and maintain a minimum 3.0 GPA out of 4.0 GPA.
5. The applicant will submit a First Baptist Church scholarship application form that includes their statement of faith and two (2) references by the March 15th deadline.

RESPONSIBILITIES:

1. Have an understanding of the budget allotment for scholarship resources.
2. Review First Baptist Church scholarship applications.
3. Determine if scholarship assistance will be provided to the applicant(s).
4. Determine the amount of scholarship assistance to be provided to the applicant(s).
5. Present scholarship recipients to a Business Meeting.

MEMBERSHIP COMPOSITION:

1. Finance Committee Chairperson
2. Missions Director
3. Trustee Representative (elected by the Trustees)
4. Youth & Families Pastor
5. Associate Youth & College Pastor

ROSTER REQUIREMENTS:

Members of this committee will not appear in the Officer and Committee Roster of First Baptist Church.

STAFF LIAISON(S):

1. Senior Pastor
2. Executive Pastor

SECTION 2: REPRESENTATIVES

Representatives are those members selected to serve and represent First Baptist Church in non-paid leadership and advisory roles in local community organizations. The specific organizations will be identified and defined herein.

SAINT ANDREWS RETIREMENT COMMUNITY BOARD

The church will select three (3) representatives to the Saint Andrews Retirement Community Board. The church has no control over this Board and only recommends these representatives to represent our church. These representatives will serve for a term of three (3) years and will be eligible for re-selection.

ROSTER REQUIREMENTS:

These representatives will appear in the Officer and Committee Roster of First Baptist Church.

STAFF LIAISON(S):

1. Executive Pastor
2. Senior Pastor

TATES CREEK BAPTIST ASSOCIATION EXECUTIVE BOARD

The church will select two (2) representatives along with one ministerial staff member to the Tates Creek Baptist Association Executive Board. The church has no control over this Board and only recommends these representatives to represent our church. These representatives will serve for a term of one (1) year and will be eligible for re-selection.

ROSTER REQUIREMENTS:

These representatives will appear in the Officer and Committee Roster of First Baptist Church.

STAFF LIAISON(S):

1. Executive Pastor
2. Senior Pastor

VOLUNTEER ORGANIZATIONS ACTIVE IN DISASTERS (VOAD)

First Baptist Church is a member of the Madison County Chapter of Volunteer Organizations Active in Disasters (VOAD) and will be represented by the Disaster Relief Coordinator of First Baptist Church or his/her designee.

ROSTER REQUIREMENTS:

These representatives will appear in the Officer and Committee Roster of First Baptist Church.

STAFF LIAISON(S):

1. Executive Pastor
2. Facilities Manager

SECTION 3: MESSENGERS

Messengers are those members selected to serve and represent First Baptist Church in non-paid roles in denominational organizations. The specific denominational organizations will be identified and defined herein.

KENTUCKY BAPTIST CONVENTION

The church will select messengers to the Kentucky Baptist Convention. The church has no control over this Convention and only recommends these messengers to represent our church at the annual meeting or special meeting(s) of the convention. The convention will determine the number of messengers First Baptist Church will be allowed. These messengers will be selected by the church in a business meeting at least one (1) month prior to the convention's meeting. Priority for the first two (2) messenger positions will be given to the Senior Pastor and Executive Pastor.

SOUTHERN BAPTIST CONVENTION

The church will messengers to the Southern Baptist Convention. The church has no control over this Convention and only recommends these messengers to represent our church at the annual meeting or special meeting(s) of the convention. The convention will determine the number of messengers First Baptist Church will be allowed. These messengers will be selected by the church in a business meeting at least one (1) month prior to the convention's meeting. Priority for the first two (2) messenger positions will be given to the Senior Pastor and Executive Pastor.

TATES CREEK BAPTIST ASSOCIATION

The church will select messengers for the Tates Creek Association. The church has no control over this Association and only recommends these messengers to represent our church at the annual meeting or special meeting(s) of the association. The association will determine the number of messengers First Baptist Church will be allowed. These messengers will be selected by the church in a business meeting at least one (1) month prior to the association's meeting. Priority for the first two (2) messenger positions will be given to the Senior Pastor and Executive Pastor.

SECTION 4: APPOINTED AD HOC COMMITTEES

The request for appointment of an Appointed Ad Hoc Committee will be made by the Senior Pastor or Moderator at a business meeting when the church sees that a need arises for a specific task. The Appointed Ad Hoc Committee must be approved by a simple majority vote at that same business meeting where the request for appointment is made. Appointed Ad Hoc Committees will only be appointed to a task that does not fall under any current committee, council, or team's respective area. The task and purpose of the Appointed Ad Hoc Committee will be established at that same business meeting. The Nominating Committee will oversee setting the appointment and term length for membership of the Appointed Ad Hoc Committee.

Appointed Ad Hoc Committee(s) will be dissolved by the church when the appointed task is complete, and the services of the committee are no longer needed.

SECTION 5: DIRECTORS OF CHURCH PROGRAMS AND MINISTRIES

The church will have various lay leaders for certain programs and ministries of the church. Those lay leaders will be identified and described herein.

GROW GROUP DIRECTOR

The Grow Group Director will be selected by the Executive Pastor in consultation with the Nominating Committee for reporting to the church on a yearly basis. The director will work with the Senior Pastor, Executive Pastor, and other staff members in promoting, perfecting, staffing, and achieving the tasks assigned to Grow Groups.

MARRIAGE & FAMILY DIRECTOR

The Marriage & Family Director will be selected by the Executive Pastor in consultation with the Nominating Committee for reporting to the church on a yearly basis. The director will work with the Marriage & Family Council and staff members in planning activities for couples and families and to encourage participation in the discipleship and mission opportunities of the church. The director and the council will also work in cooperation with other church ministries to meet the spiritual, emotional, and physical needs of the marriages and families of the church.

MEDIA CENTER DIRECTOR

The Media Center Director will be selected by the Executive Pastor in consultation with the Nominating Committee for reporting to the church on a yearly basis. The primary responsibilities of the director include the following:

1. Recruiting and training media center volunteers.
2. Representing the Media Center officially in all areas of church life:
 - a. Enlisting Media Center volunteers.
 - b. Interpreting the Media Center Ministry to church membership.
 - c. Cataloging all Media Center materials and making updated lists available to organizational membership.
3. Coordinate the rental of all audio-visual materials.
4. Coordinate the deleting and replacing of all media books, films, filmstrips, pictures, pamphlets, etc. in consultation with church staff.
5. Request the purchase of any Media Center materials, equipment, or supplies according to church policy.

MEN'S MINISTRY DIRECTOR

The Men's Ministry Director will be selected by the Executive Pastor in consultation with the Nominating Committee for reporting to the church on a yearly basis. The director will work with the Men's Ministry Council and staff members in planning activities for men and to encourage participation in the discipleship and mission opportunities of the church. The director and the council will also work in cooperation with other church ministries to meet the spiritual, emotional, and physical needs of the men of the church.

MISSIONS DIRECTOR

The Missions Director will be selected by the Executive Pastor in consultation with the Senior Pastor and Nominating Committee for reporting to the church on a yearly basis. The director will lead the Missions Committee in their purpose and scope as they provide leadership in the church. He/she will be responsible, through the Missions Committee, directly or indirectly for all missions' activities of the church.

SINGLE ADULT DIRECTOR

The Single Adult Director will be selected by the Executive Pastor and Single Adult Council in consultation with the Nominating Committee for reporting to the church on a yearly basis. The director will work with the Single Adult Council and staff members in planning activities for single adults and to encourage participation in the discipleship and mission opportunities of the church. The director and the council will also work in cooperation with other church ministries to meet the spiritual, emotional, and physical needs of the single adults of the church.

WOMEN'S MINISTRY DIRECTOR

The Women's Ministries Director will be selected by the Executive Pastor in consultation with the Nominating Committee for reporting to the church on a yearly basis. The director will collaborate with the Women's Ministry Council and staff members in planning activities for women and to encourage participation in the discipleship and mission opportunities of the church. The director and the council will also work in cooperation with other church ministries to meet the spiritual, emotional, and physical needs of the women of the church.

SAMPLE



SAMPLE

Committee Member Commitment Form

Church Member's Name: _____

Responsibilities

I understand my responsibilities as a committee member on the _____ Committee as
(Committee Name)
outlined in the Committee Organizational Manual and attached to this document.

Length

Your term length will be _____ year(s)

The term of service will begin on _____, _____ through _____, _____
(Month) (Day) (Year) (Month) (Day) (Year)

Terms

1. At the beginning of the year, you will be required to attend a church wide committee meeting to receive training and meet with your committee for the first time.
2. You must be a member of First Baptist Church Richmond. If membership is moved, you will have in effect resigned and will be replaced through the Nominating Committee process.
3. Each committee is to meet as often as necessary to fulfill its responsibilities. It is advised that the Administrative Committees meet on a monthly basis to ensure efficient operation of church business. Any special meetings shall be called as the need for such meetings arises. Committee and council meetings will be posted in the Sunday Worship Guide.
4. A committee member who misses three (3) meetings without reasonable excuse to the committee chair will have in effect resigned and will be replaced through the Nominating Committee process.

Examples of reasonable excuses are but not limited to; sickness, death of family, traveling on a mission trip, attending another administrative committee, etc.

I accept the above commitment as an understanding of my role and responsibilities as a member of
the _____ Committee.
(Committee Name)

(Committee Member's Name)

(Representative of Nominating Committee)

Date

Date

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