

# Committee and Organization Manual



## First Baptist Church Richmond, Kentucky

Approved 9/21/14  
(Revisions made 05/15/2016)

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## Committees / Councils / Teams Grouped by Type

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## Section 1: Committees, Councils and Service Teams

### Overview

The general purpose of each committee, council, and service team is as follows:

1. To represent the membership of the church within the specified area.
2. To assist and support the staff with the planning and coordination of ministries of the church.
3. To establish procedures for the effective operation of the church program within the specified area.
4. To recommend policy to the church and/or within the specified committee, council, or team.
5. To monitor performance within the specified area to assure program goals are being met.
6. To coordinate with other committees where there is overlap or overlap might occur.
7. To execute the committee, council, or team's mission, assuring utmost cooperation and coordination between members, staff, and other committees.
8. To recommend goals to the church for inclusion 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 business meetings any actions taken or any actions needing church approval.

Specifically, **Administration Committees** provide a framework of support for the church: coordinating, planning, and overseeing the administrative responsibilities of the church.

**Program Councils** are advisory boards that guide the various ministries and programs supported by the church. Chairs of Administration Committees and Program Councils also serve on the administrative Church Council and Budget Advisory Council. **Service Teams** provide volunteers for ministry needs. Additional clarification of each – Committees, Councils, and Teams – will be provided below within the descriptions of structure, organization, and meetings.

## **Nomination & Assignment**

The Nominating Committee recruits and selects a slate of members to serve on each committee and council. The Nominating Committee will report the slate to the church prior to each new committee / council year. Throughout the committee year, any replacements or additions are handled in the same manner.

In situations of death or resignation, the Nominating Committee will appoint members to fill any vacancy. Until such time that the vacancy is filled, the quorum for that committee/council will be adjusted accordingly. Newly appointed members will begin immediately to serve on the committee/council. Those appointments will be reported to the church at the next appropriate business meeting.

The Nominating Committee will use various methods to canvas the church membership to recruit new committee/council members. The Nominating Committee will strive to secure enough committee members so that no one person will serve as a “member at large” on more than one standing committee/council at a time. In addition, the Nominating Committee will strive to ensure diversified talent on all committees and councils.

The Nominating Committee may assist service teams in enlisting volunteers, however, service teams are encouraged to enlist volunteers without the services of the Nominating Committee. Because the Nominating Committee is responsible for maintaining a current roster for committees, councils, and teams, service team coordinators will notify the Nominating Committee with any changes and/or adjustments to their team volunteers.

NOTE: The Senior Pastor assigns one or more staff to each committee/council with the approval of the Personnel Committee.

## **Term/Service Structure**

All administrative and program advisory committees/councils will be structured as follows:

1. Committee membership will be based on 3-year rotation, 2-year rotation, 1-year rotation and/or any combination of these three rotation cycles. Typically three individuals will serve in each rotation. In the case of a 3-year rotation, 1/3 of the membership would rotate off at the conclusion of their cycle. Some councils utilize the 3 year rotation cycle while other councils have standing members who serve in advisory roles. Other committees/councils which must include members who have specialized training or expertise may, with Nominating Committee approval, have a blended membership which includes both standing members and rotating members.
2. The service year begins January 1 of each year and ends December 31 of each year.
3. The Nominating Committee determines the rotation cycle for each committee/council.
4. A committee/council member who completes a 2 or 3-year rotation of service in a particular committee/council will not be eligible for that same committee/council until a lapse of one year. Such an individual is eligible for nomination for any other committee/council.
5. All committee members will be the members and the staff of First Baptist Church-Richmond.
6. In the event that more than one member of a family serves on a particular committee/council concurrently, the members will – prior to taking a vote, determine which family member will have a vote.

Service team volunteers will serve on a year to year basis with the option of continuing on the team the following year if that member so chooses. Each team will have a minimum number of members

with no maximum. Team officers will change year to year. Team coordinators will be responsible for reporting member additions/changes to Nominating Committee so that rosters can be updated.

## **Organization**

The Nominating Committee will instruct each committee/council to elect officers...i.e., Chair, Vice Chair, and Secretary at their first official meeting of the committee/council year and to report back to the Nominating Committee with the results.

In addition, the committee may officially petition the Nominating Committee to supplement their roster with alternates, especially in cases where full committee membership is necessary for the work of the committee (e.g., the Money Counting Committee).

Each committee and council will be organized to have a chairperson, vice chairperson, secretary, and as many other officers or sub-committees as the committee membership deems necessary to carry out its responsibilities. A member may not serve more than two (2) successive years as chair. Service teams will be organized to have a coordinator and any other officers as the team deems necessary.

NOTE: The Senior Pastor assigns one or more staff to each committee/council with the approval of the Personnel Committee.

## **Meetings**

Each committee/council is to meet as often as necessary to fulfill its responsibilities. Typically, committees/councils will meet each month; others may meet quarterly or as a need arises. Committee/council meetings will be posted in the Sunday bulletin.

A committee/council member who misses three (3) meetings without explanation to the committee/council chair will have in effect resigned and may be replaced through the Nominating Committee process.

Each committee/council will keep minutes of all meetings, including documentation of any actions taken by the committee. A copy of the minutes is to be submitted to the Director of Administrative Services. The Personnel Committee or a Ministerial Search Committee files a copy of their minutes in the church office.

Unlike the committees/councils, service teams will not necessarily meet to discuss team business. Rather, the team members function as volunteers for distinct church ministries. While the team coordinator may call a meeting of service members, monthly or regular meetings are to be called at the discretion of the coordinator and as a result of service needs.

## **Standing Committees, Councils and Teams**

A Standing Committee, Council, or Team is one which the Church has established to fulfill the Administration, Program, and Service ministries of the church.

The specific committees, councils and teams are identified and defined in alphabetical order on the following pages.

### **BAPTISM (Service)**

**Purpose:** This team is responsible for assisting with the ordinance of baptism as outlined below.

1. Making necessary arrangements relative to the ordinance of baptism, assuring that the baptistery, robes, towels, and other articles are in a ready-to-use condition.
2. Giving such assistance as the Senior Pastor and candidates may need.
3. Recommending at the time the annual budget is prepared the purchase of robes, towels, and other articles that are or will be needed.

**Composition:** Minimum 6 members with the option to repeat

**Staff Liaison(s):** Senior Pastor, Minister of Music

### **The BRIDGE (Program)**

**Purpose:** This council assists and supports the planning and coordinating of activities for college students as outlined below.

1. Shows active concern for individual students living at home, on the ECU campus, and for the FBC students attending other campuses.
2. Provides opportunity to interact with mainstream members of First Baptist Church.
3. Works with the church ministerial staff in planning and conducting special activities such as retreats, Bible studies, recreational events, mission tours, etc.
4. Acquaints the college students of the church and others from the ECU community with existing opportunity for spiritual growth and development (ex. Sunday School, Baptist Young Women, Choir, etc.) and to encourage them to participate.
5. Provides counsel, encouragement, and support for the student.

**Composition:** Six members at large (3 serving 1-year and 3 serving 2-year)

**Staff Liaison(s):** Minister of Education/Discipleship, Senior Pastor

### **BUDGET ADVISORY COUNCIL**

The Budget Advisory Council (BAC) is activated by the Finance Committee when the committee has reviewed the initial draft of the budget for the new year. The BAC is responsible for determining the percentage increase or decrease and sets the guidelines for each year's budget. The BAC has the authority to negotiate and determine any budget adjustments to be recommended to the Finance Committee prior to presenting the budget to the church each year for approval.

### **BUS DRIVER (Service)**

**Purpose:** This team is responsible for assisting persons needing transportation to and from First Baptist Church.

**Composition:**

**Staff Liaison(s):**

## **CHURCH COUNCIL**

The Church Council will serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and program of the church and its organizations.

The primary functions of the Church Council will be to recommend to the church suggested objectives and church goals; to review and coordinate ministry and program plans recommended by church officers, organizations, and committees; to recommend to the church the use of leadership; calendar time, and other resources according to program priorities; and to evaluate achievements in terms of church objectives and goals.

All matters agreed upon by the Council which call for action not already approved will be referred to the church for approval or disapproval.

This council will be composed of the church ministerial staff, the chairman of the deacon, and the heads of church program organizations. Meetings will be held at least once a quarter at the call of the Senior Pastor or person designated by the Senior Pastor or by the church in business session.

## **CONSTITUTION AND BYLAWS (Administration)**

**Purpose:** This committee oversees the constitution and bylaws of the church as outlined below.

1. Maintain a thorough working knowledge of the church's constitution and bylaws.
2. Assist and/or prepare any change or proposed amendment as needed and submit to the church as outlined in the Constitution and Bylaws.
3. Record all amendments to the Constitution and Bylaws as decided by the church in business session, thus keeping current the church's copy of the Constitution and Bylaws.

**Composition:** Nine members at large (3 serving 1-year, 3 serving 2-year and 3 serving 3-year), and Parliamentary

**Staff Liaison(s):** Senior Pastor, Minister of Education/Discipleship

## **DEACON NOMINATING AND ELECTION (Administration)**

See ARTICLE 4: CHURCH OFFICERS of the Constitution & Bylaws.

**Staff Liaison(s):** Senior Pastor, Minister to Youth and Families

## **DECORATING (Service)**

**Purpose:** This team works in conjunction with the church office to decorate the sanctuary for Christmas and Easter and other special events that may arise.

**Composition:** Minimum 4 members, 1-year term, with the option to repeat

**Staff Liaison(s):** Minister of Music, Music Assistant, Senior Pastor



### **DISASTER RELIEF (Program)**

**Purpose:** This council will assist the church in preparing for disaster by developing strategies to minister to the local, state, and national communities during crisis through preparing facilities, training members, securing equipment and supplies, and developing protocols that will activate the disaster plan and response teams.

#### **Composition:**

Disaster Relief Coordinator (Phase 1 disaster relief trained)

Resource Coordinator (Phase 1 disaster relief trained)

Volunteer Coordinator (Phase 1 disaster relief trained)

Six members at large (2 serving 3-year, 2 serving 2-year, and 2 serving 1 year)

**Staff Liaison(s):** Facilities Manager, Senior Pastor

### **DISCIPLESHIP (Program)**

**Purpose:** The Discipleship Council will serve the church by recommending goals and objectives; reviewing and coordinating teaching and Bible study; recruiting leadership and submitting nominees to the Nominating Committee; and coordinating the use of facilities, resources, and the calendar.

The Discipleship Council will be composed of:

- a. Staff: Minister of Education/Discipleship, Senior Pastor, Minister of Youth, Director of Preschool & Children's Ministries, and Director of Sr. Adults.
- b. Lay Leaders: Discipleship Director, Preschool Committee Liaison(s), Children's Committee Liaison(s), Youth Committee Liaison(s), College Ministry Liaison(s), Senior Adult Council Liaison(s), Women's Ministry Liaison(s), Men's Ministry Liaison(s), Single Adult Leader, Marriage & Family Ministry Leader, Recovery Ministry Leader, Stewardship Liaison(s).

### **ESTATE PLANNING (Administration)**

**Purpose:** This committee assists efforts of encouraging members of this congregation to complete estate planning which includes the church and/or denomination entities as a beneficiary.

Responsibilities of the committee are as follows:

1. Establish and maintain a resource guide for all members to use in efforts of estate planning
2. Provide information to the congregation on federal/state estate rules as they become known.
3. On a scheduled basis, host public forums to aid in the dissemination of estate planning for the congregation.

**Composition:** Up to five members at large serving a 1-year term with the option to repeat

**Staff Liaison(s):** Finance Manager

## **FINANCE (Administration)**

**Purpose:** This committee is responsible for the church's finances as outlined below.

1. Establish 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. Sees that all checks greater than \$1,000.00 issued by the church is signed by two approved check signers.
  - b. Approved check signers are the Treasurer, Assistant Treasurer and Finance Committee members.
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 of church finances each year. Make a report to the church at a business meeting when the audit is completed.
8. Have the authority at all times to control expenditures based on the budget balance on hand.

**Composition:** Nine members at large (3 serving 1-year, 3 serving 2-year, 3 serving 3-year), Treasurer, and the Money Counting Chair.

**Staff Liaison(s):** Director of Administrative Services, Finance Manager

## **GREETERS (Service)**

**Purpose:** This team will assist members and guests and helps establish an atmosphere of friendliness and warmth. Greeters are scheduled each month and their schedule will be provided to them at least one month in advance. Duties of a greeter are outlined below:

1. Be friendly, warm and helpful. Take the initiative; don't wait for guests to seek out the greeter.
2. Be sensitive to the needs of the elderly and of parents with preschoolers.
3. Ask specific questions, get to know guests and escort those who need assistance.
4. Wear a name tag and greeter badge when on duty.
5. Be on time and find a replacement when necessary.
6. Serve with a humble and willing spirit.

**Composition:** Minimum 8 members, 1-year term, with the option to repeat.

**Staff Liaison(s):** Minister of Education/Discipleship

### **GROUNDS (Service)**

**Purpose:** This team is responsible for assisting with the grounds management of the church as outlined below.

1. Inspect all church grounds periodically and see that the overall appearance is maintained.
2. Develop and recommend policies and procedures about the maintenance and use of the grounds.
3. Recommend to the church the purchase of equipment and improvements for the grounds.
4. See that all details regarding the maintenance of the grounds are taken care of immediately and properly.
5. Project needs for any grounds renovation.
6. Oversee matters relative to the grass, shrubbery, and flowers on the church lawn.

**Composition:** Minimum 9 members, 1-year term, with the option to repeat

**Staff Liaison(s):** Facility Manager

### **HISTORY (Service)**

**Purpose:** This team will gather and preserve all appropriate historical records of the church, which will remain the property of the church as outlined below.

1. Assist in recording in a permanent way articles and events of historical significance and developing procedures for their use.
2. Use historical facts and documents to challenge the church to accomplish its mission.
3. Include historical facts and documents to challenge the church to accomplish its mission.

**Composition:** Minimum 6 members, 1-year term, with the option to repeat

**Staff Liaison(s):** Minister of Education/Discipleship, Senior Pastor

### **IN TIME OF NEED (Service)**

**Purpose:** This team will assist with a family meal for the survivors of a church member immediate family following the funeral.

**Composition:** Minimum 18 members, serving 1-year term, with option to repeat

**Staff Liaison(s):** Senior Pastor, Director of Administrative Services

### **LEARNING CENTER (Program)**

**Purpose:** This council will serve the church by assisting and supporting the Learning Center Director and staff in planning, coordinating, implementing and evaluating the ministries designed specifically for the children and their families in their care.

**Composition:** Six members at large (2 serving 3 years, 2 serving 2 years, 2 serving 1 year); 2 parent representatives, elected by Learning Center parents; 1 teacher, elected by Learning Center teachers.

**Staff Liaison(s):** Learning Center Director, Minister of Education/Discipleship

### **LONG-RANGE PLANNING (Administration)**

**Purpose:** This committee will work in harmony with the staff members, who serve as ex-officio and voting members, in studying needs and making surveys. At the proper time the committee will present plans of a long-range nature in any area to the church for approval and follow through with these plans.

**Composition:** Nine members at large (3 serving 1-year, 3 serving 2-year, and 3 serving 3-year)

**Staff Liaison(s):** Minister of Education/Discipleship, Senior Pastor

### **LORD'S SUPPER (Service)**

**Purpose:** This team is responsible for assisting with the ordinance of the Lord's Suppers as outlined below.

The committee is responsible for the following:

1. Making advance preparation for serving the Lord's Supper, including a check-up of supplies, linens, and equipment.
2. Collecting, washing, storing trays and glasses at the conclusion of the service.
3. Caring for the communion silver.

**Composition:** Minimum 6 members, 1-year term, with the option to repeat

**Staff Liaison(s):** Senior Pastor, Minister of Music

### **MARRIAGE & FAMILY (Program)**

**Purpose:** This council will work with the Minister of Education/Discipleship and be composed of the following ministry areas and leadership: Marriage and Family Director, CoupleTime Leaders, F.O.C.C.U.S. Premarital Counseling Leaders, Couples in Crisis Leaders, Family Values Leaders, and Marriage and Family Events Leaders.

The Marriage and Family Council will serve the church by planning, coordinating, implementing and evaluating the ministries designed specifically for the marriages and families of First Baptist Church.

This Council will focus on developing a Marriage and Family Ministry that is ALIVE in the Power of God.

**Staff Liaison(s):** Minister of Education/Discipleship

### **MEDIA CENTER (Service)**

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

**Composition:** Minimum 5 members including the Media Center Director/Librarian.

**Staff Liaison(s):** Minister of Education/Discipleship

### **MEN'S MINISTRY (Program)**

**Purpose:** The Men's Ministry Council will serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and program designed specifically for the men of First Baptist Church.

**Composition:** This council will be composed of one staff representative and 7-9 men as noted below:

- a. Staff: Minister of Education/Discipleship
- b. Men's Ministry Director, Deacon Vice Chair, RA Director, Hands of Faith Director, and five other men who are members of First Baptist Church.

This Council will focus on developing men who are ALIVE in the Power of God.

**Staff Liaison(s):** Minister of Education/Discipleship

### **MISSIONS (Program)**

**Purpose:** This council exists to support the church in becoming fully ALIVE in the power of God through accomplishing the Great Commission by assisting its people to engage in local (Jerusalem), state (Judea), national (Samaria), and international (ends of the earth) missions.

**Composition:** Six members at large (2 serving 1-year, 2 serving 2-year, 2 serving 3-year), Men's Ministry Director, Women's Ministry Director, Sunday School Director, Missions Director, and the local, state, national and international mission Directors within First Baptist Church.

**Staff Liaison(s):** Minister of Education/Discipleship, Senior Pastor

### **MONEY COUNTING (Administration)**

**Purpose:** This committee completes the counting and depositing of church funds to the local bank as outlined below.

1. Meet at a designated time in a secure location each week and complete assignments.
2. Be familiar with the church budget and special accounts.
3. Be available for special projects such as contribution statement distribution and offering envelope distribution.

**Composition:** Six members at large (2 serving 1-year, 2 serving 2-year, 2 serving 3-year). Also, four alternates serving one year as unofficial members who may be called to fill in.

**Staff Liaison(s):** Finance Manager, Director of Administrative Services

### **MUSIC (Program)**

**Purpose:** This council assists and supports the music ministry in the planning and administering of a program of music ministry as outlined below.

1. Assists with teaching music, training persons to lead, sing, and play music.
2. Assists with the recruitment of directors and workers for the various music training groups, song leaders, and accompanists for various organizations.
3. Provides and maintains instruments related to the music ministry.

**Composition:** Six members at large (3 choir members & 3 non-choir members) each serving 3-year term.

**Staff Liaison(s):** Minister of Music, Music & Worship Assistant

## **NOMINATING (Administration)**

**Purpose:** This committee recruits and selects a slate of members to serve on each committee as outlined below.

1. In consultation with the staff, selects/enlists church officers, church program organization leaders, committee members, council members, and representatives to any group outside the church organization.
2. Studies the church roll periodically to assist with enlistment of qualified persons to fill leadership vacancies.
3. Uses various methods to canvas the church membership to recruit committee members.
4. Reports to the church the Officer and Committee Roster prior to each new committee, council, service team year.
5. Strives to secure enough committee members so that no one person will serve as “member at large” on more than one standing committee at a time.
6. Presents a slate of members for special committees when such committees are requested by the church.
7. Establishes, oversees, maintains the FBC Committee & Organizations Manual.

**Composition:** At least six members at large (3 serving 1-year and 3 serving 2-year)

**Staff Liaison(s):** Minister of Education/Discipleship, Senior Pastor

## **PRESCHOOL & CHILDREN’S MINISTRY (Program)**

**Purpose:** This council is to assist and support the director of preschool and children’s ministry and other staff members in planning and coordinating the church’s program of Bible study, worship experience, music training, missions study, acts of service, outreach, social activities, and parent support and training for the preschoolers and children.

1. Meet regularly with the director of preschool and children’s ministry and report significant plans to the congregation in business meeting.
2. Show active concern for the spiritual growth and development of preschoolers (Birth-Kindergarten) and children (First – Fifth grades).
3. Acquaint the children of the church and un-churched children of the community with existing opportunities for spiritual growth and development and to encourage them to participate.
4. Assist with the planning, evaluating, and vision planning for preschool and children’s ministry:
  - a. Calendar events
  - b. Develop Preschool and Children’s budget requests
  - c. Develop Preschool and Children’s mission statement
  - d. Preschool and Children’s space utilization
5. Work with the director of preschool and children’s ministry in planning and conducting special activities such as mission projects, service opportunities, outreach events, summer camps, social activities, fund raising, and recreational events.
6. Provide counsel, encouragement, and support for preschoolers and children.
7. Provide opportunity for parents to make suggestions concerning Preschool and Children’s Ministry.
8. Help obtain leadership and chaperons for activities.
9. Assure that activities are provided in a safe and secure environment.
10. Provide parent support and training (For example, seminars and/or studies for Baby Dedication, Leading Children to Christ, and other studies that educate parents and support them as preschoolers and children experience milestones from birth through fifth grade.)

**Composition:** 2 Kidtricity Reps, 2 God's Garden Reps, Children's Music Rep, Preschool Music Rep, RA Rep, GA Rep, Mission Friends Rep, Learning Center Rep, 3 Parent Reps

**Staff Liaison(s):** Director of Preschool & Children's Ministries

### **PERSONNEL (Administration)**

**Purpose:** This committee provides oversight of the church's human resources as outlined below.

1. Establishes, maintains, and revises employee polices and the employee benefits schedule as documented in the FBC Employee Handbook.
2. Establishes, maintains, and revises an employee pay range and salary schedule for all positions.
3. Establishes, maintains, and revises a job description for all positions.
4. Assists with recruiting, interviewing, and recommending to the church new personnel.
5. Provides research assistance in determining the need for increasing/decreasing staff.
6. Provides one member from the committee to assist the work of any search committee for ordained staff.
7. Assures that annual employee evaluations are completed each year.

**Composition:** Nine members at large (3 serving 1-year, 3 serving 2-year, 3 serving 3-year), and the Deacon Chair.

**Staff Liaison(s):** Director of Administrative Services, Senior Pastor

### **PROPERTY (Administration)**

**Purpose:** This committee assists the Facility Manager in the oversight of the church's properties (including the apartments and Magnolia property), facilities, and equipment as outlined below.

1. Periodic review of housekeeping program.
2. Periodic review of facility equipment and property maintenance plans.
3. Periodic review of facility operations plan.
4. Assists with the development of church-wide property workdays.
5. Reviews safety and security inspection plans.
6. Performs periodic spot check of church property inventory.
7. Assists with the preparation of the annual budget.

**Composition:** At least nine members at large (3 serving 1-year, 3 serving 2-year, 3 serving 3-year)

**Staff Liaison(s):** Facility Manager, Director of Administrative Services

### **RECREATION (Service)**

**Purpose:** This committee oversees church recreation as outlined below.

1. Assists with recruiting and organizing teams for basketball, recreational activities/leagues.
2. Assists with the planning and purchasing of equipment and uniforms for teams.
3. Formulates rules relative to conduct, requirements, and purpose of all teams.
4. Submits to the church office a schedule of games so that the membership may be informed.
5. Oversees that equipment is stored properly when not in use.

**Composition:** Minimum 8 members, 1-year term, with the option to repeat

**Staff Liaison(s):** Senior Pastor, Minister of Education/Discipleship

### **SAFETY & SECURITY (Service)**

**Purpose:** This team will oversee the safety and security of church members, visitors, grounds and buildings.

1. Schedule volunteer security team members to provide walk through checks of parking lots, church hallways and grounds during church services.
2. Monitor video surveillance systems during church services.
3. Follow security team shift procedures.
4. Maintain relationship with Richmond Police Department and Madison County Emergency Management Services.
5. Establish Standard Operating Procedures for contacting Richmond PD and Madison County EMS.
6. Conduct building security inspections annually with FBC Facilities Manager.
7. Assist members and visitors with parking their vehicles on church property.
8. Enforce/monitor policies related to the parking lot.
9. Advise church staff immediately of any safety issues or concerns.

**Composition:** Six members at large minimum.

**Staff Liaison(s):** Facilities Manager, Senior Pastor

### **SCHOLARSHIP (Administration)**

**Purpose:** This committee will serve to assist First Baptist Church members in their college and/or seminary education.

The following standards have been established for the applicant by the committee:

1. Will be a member of the First Baptist Church.
2. Will agree that any financial support will be sent directly to the institution and not the individual.
3. Will attend an accredited college or seminary.
4. Will make a semi-annual progress report to the Scholarship Committee.
5. Will be expected to exercise diligence in the pursuit of their educational goal and will have and maintain a minimum 3.0 GPA out of 4.0.
6. Will submit a First Baptist Church scholarship application form that includes a statement of faith and two references by March 15 each year.

**Composition:** 3 members at large, serving 1-year term, with the option to repeat; Missions representative (elected by Missions committee) & a Trustees Representative (elected by Trustees)

**Staff Liaison(s):** Senior Pastor, Director of Administrative Services



### **SHUT-IN MINISTRY (Service)**

**Purpose:** This team assists with the shut-in ministry programs as outlined below.

1. Assists when shut-in members are to be remembered in a special way.
2. Assists with special assignment as needed.

**Composition:** Minimum 5 members, 1-year term, with the option to repeat

**Staff Liaison(s):** Director of Sr. Adult Ministries, Senior Pastor

### **SENIOR ADULT (Program)**

**Purpose:** This council is composed of twelve church members (where senior adults compose the majority of the council). The members will serve on a three-year rotation basis with four members rotating off at the beginning of a new committee year. The council meets with the Director of Senior Adult Ministry to assist with the following:

1. Identify the needs senior adults and prioritize those needs so that the senior adults are represented.
2. Establish and promote a shared vision for senior-adult ministry.
3. Evaluate effectiveness of current senior-adult programming and/or develop new ones. Assess availability of senior-adult services within the community.

**Staff Liaison(s):** Director of Senior Adult Ministries, Senior Pastor

### **SINGLE ADULT (Program)**

**Purpose:** This council will serve the church by planning, coordinating, implementing and evaluating the ministries designed specifically for single adults of First Baptist Church. The Council will focus on developing a Single's Ministry that supports our mission of being ALIVE! in the power of God.

**Composition:** Minimum 5 members including the Single Adult Director

**Staff Liaison(s):** Minister of Education/Discipleship, Senior Pastor

### **SOCIALS (Service)**

**Purpose:** This team coordinates church-wide social activities/events.

**Composition:** Minimum 14 members, serving 1-year term, with the option to repeat

**Staff Liaison(s):** Director of Administrative Services, Minister of Music

### **STEWARDSHIP (Service)**

**Purpose:** This team implements a year-round program of stewardship education as outlined below.

1. Assists with the planning, coordination, and execution of a stewardship program.
2. Recruits other church members to aid in special stewardship events.
3. Provides a committee representative to the Finance Committee and Budget Advisory Council.

**Composition:** Minimum 5 members, serving 1-year term, with the option to repeat

**Staff Liaison(s):** Senior Pastor, Finance Manager, Director of Administrative Services

## **SUNDAY SCHOOL COUNCIL**

### **Purpose:**

- Recommend objectives and goals.
- Review and coordinate teaching and Bible study
- Recruit leadership and submit nominees to the Nominating Committee.
- Coordinate room utilization, equipment resources, and calendar events.

**Composition:** The Sunday School Council is composed of the Sunday School Director, Adult Division Director, Minister of Education/Discipleship, Minister of Youth, Director of Preschool & Children's Ministries, Greeter Ministry Director, Youth Division Director, Children's Division Director, GROW Outreach Director, ALIVE Representatives, and Preschool Division Director.

**Staff Liaison(s):** Minister of Education/Discipleship, Minister to Youth & Families, Director of Preschool & Children's Ministries

## **TECHNOLOGY (Service)**

**Purpose:** This team assists with information technology as outlined below.

1. Assists with the research and selection of software and hardware for church computer network.
2. Assists with technology projects when available.
3. Assists with volunteer and staff training when available.

**Composition:** Minimum 6 members, serving 1-year term, with option to repeat

**Staff Liaison(s):** Technology & Communications Manager, Director of Administrative Services

## **TRANSPORTATION (Service)**

**Purpose:** This team oversees the transportation ministries of the church as outlined below.

1. Establishes and maintains policies for the use of church vehicles.
2. Assists with the routine and emergency vehicle maintenance.
3. Reviews appropriate records regarding vehicle operation and maintenance.
4. Reviews the list of qualified drivers.
5. Helps secure drivers for church events when needed.
6. Recommends when church vehicles need replaced and also what to name new vehicles.
7. Oversees driver training programs for church vehicles.
8. Recommends vehicle insurance needs to the trustees.

**Composition:** Minimum 4 members, serving 1-year term, with option to repeat

**Staff Liaison(s):** Facility Manager, Director of Administrative Services

## **USHERS (Service)**

**Purpose:** This team will assist members and visitors of the church as outlined below.

1. Seats the congregation without distractions or interruptions.
2. Distributes worship bulletins and other materials to the congregation.
3. Conducts training sessions for new ushers.
4. Records the number attending each worship service.
5. Assists with emergencies during services.
6. Provides a weekly list of those serving each service.

**Composition:** Minimum 16 members, serving 1-year term, with option to repeat

**Staff Liaison(s):** Minister of Music, Senior Pastor

### **WEDDING (Service)**

**Purpose:** This team assists with the ordinance of holy matrimony as outlined below.

1. Assists with reviewing/updating the policies and fees for weddings which include wedding rehearsal, rehearsal dinner (if at the church), the wedding day, and the wedding reception (if at the church).
2. Assists with making the wedding policies and fees available in a brochure.
3. Assists the Wedding Coordinator when possible.
4. Fill-in for the Wedding Coordinator when possible.
5. Presents a budget request to the Budget Advisory Council for each program year.

**Composition:** Minimum 6 members, serving 1-year term, with option to repeat; Wedding Coordinator(s)

**Staff Liaison(s):** Senior Pastor, Minister of Music

### **WOMEN'S MINISTRY (Program)**

**Purpose:** This council will serve the church by planning, coordinating, implementing and evaluating the ministries designed specifically for the women of First Baptist Church. The Council will focus on developing a Single's Ministry that supports our mission of being ALIVE! in the power of God.

**Composition:** Minimum 5 members including the Women's Ministry Director

**Staff Liaison(s):** Minister of Education/Discipleship, Senior Pastor

### **WORSHIP MEDIA (Service)**

**Purpose:** This team assists with all aspects of technology related to worship audio, video projection and lighting requirements.

**Composition:** Minimum 6 members, serving 1-year term, with option to repeat

**Staff Liaison(s):** Minister of Music, Technical Coordinator, Music & Worship Asst.

### **YOUTH (Program)**

**Purpose:** This council assists and supports the youth ministries with planning and coordinating as outlined below.

1. Assists with Bible study, music training, mission study, and recreational and social activities.
2. Meets regularly with the Minister of Youth and reports significant plans to the congregation in business meetings.
3. Shows active concern for the spiritual growth and development of persons in the youth age group.
4. Acquaints the youth of the church and unchurched youth of the community with existing opportunities for spiritual growth and development and to encourage them to participate.
5. Assists with the planning and conducting special activities such as retreats, mission tours, summer camps, and recreational events.
6. Provides counsel, encouragement, and support for the youth.
7. Provides opportunity for the youth to make suggestions concerning the youth program.
8. Assists with recruitment of leadership and chaperons for youth activities.

**Composition:** Six members at large (3 serving 2-year, 3 serving 1-year)

**Staff Liaison(s):** Minister to Youth & Families

## **Section 2: Representatives**

Representatives are those members selected to represent First Baptist in the community and local organizations. The specific organizations are identified and defined below.

### **BLUEGRASS HISPANIC MINISTRY**

The church will elect two representatives to the Bluegrass Hispanic Ministry as part of our partnership with the Tates Creek Baptist Association.

### **BAPTIST HEALTH RICHMOND HOSPITAL**

The church will elect a representative to the Pattie A. Clay Association. The church has no control over this Association and only recommends a member to represent our church. This person will serve for a term of three years and will be eligible for re-election.

### **SAINT ANDREWS RETIREMENT COMMUNITY**

The church will elect a representative to the Saint Andrews Retirement Community Board. The church has no control over this Board and only recommends a member to represent our church. This person will serve for a term of three years and will be eligible for re-election.

### **TATES CREEK BAPTIST ASSOCIATION**

The church will elect the number of representatives permitted by the Constitution and Bylaws of the Tates Creek Baptist Association to serve on the Executive Board of this Association. These representatives will serve for a three-year period.

### **VOLUNTEER ORGANIZATIONS ACTIVE IN DISASTERS (VOAD)**

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

### **Section 3: Messengers**

Messengers are those members elected or selected to represent First Baptist in the denominational organizations. The specific organizations are identified and defined below.

Messengers will be elected from the membership in business session to represent our church at the annual meeting or special meetings of the Tates Creek Association, Kentucky Baptist Convention, Southern Baptist Convention, or other meetings requiring official representation. This election will be done at least one month in advance of these meetings.

### **Section 4: Ad Hoc Committees**

The Senior Pastor or moderator may request the creation of an ad hoc committee at any regularly scheduled business meeting of the church. The Ad Hoc Committee must be approved at that same meeting by a simple majority. The Nominating Committee will oversee the appointment of members on each Ad Hoc Committee.

An Ad Hoc Committee is dissolved by the church when its services are no longer needed.

### **Section 5: Church Program Organizations**

The church will maintain a variety of program organizations in order to carry out its mission. In coordination with program organizations the Nominating Committee will recommend church members to serve as leaders and teachers. For more information see the Constitution and Bylaws, Article 6, Section 6.4: Church Program Organizations.

The following church program organizations are active.

- Discipleship
- Media Center
- Men's Ministry
- Missions
- Single Adults
- Sunday School
- Women's Ministries

The following is a description of lay leadership for the church program organizations.

#### **DISCIPLESHIP DIRECTOR**

The Discipleship Director will be selected by the Minister of Education / Discipleship in agreement with the Senior Pastor and Nominating Committee for reporting to the church on a yearly basis. The director will work with the Senior Pastor, Minister of Education/Discipleship, and other staff members in promoting, perfecting, staffing, and achieving the tasks assigned to the discipleship department. All areas of responsibility have oversight by the Minister of Education/Discipleship. Those roles and responsibilities of the Discipleship Director include, but are not limited to:

- Creating a master schedule of discipleship classes offered at First Baptist Church, and acting as a consultant for other churches who are starting a program of their own;
- Work with the Minister of Education/Discipleship on spacing considerations for the discipleship offerings;
- Creating a core curriculum for Sunday School teachers that would equip them to teach God's Word knowledgeably and effectively, and ensuring the expectation that every teacher successfully completes the program;
- Creating a curriculum for the congregation that would challenge them and help them grow in the power of the Holy Spirit (sanctification);
- Ensuring that each class has a teacher gifted by the Holy Spirit to teach God's Word and lead a class effectively;
- Developing a communication plan that would inform each ministry area and keep every ministry leader and teacher apprised of opportunities (locally and nationally) for training and development;
- Effectively manage the Discipleship Council meetings and ALIVE Celebrations that promote the mission of our church through the discipleship and Sunday School areas;
- Coordinating January Bible Study;
- Coordinating March Doctrinal Study;
- Lead by example, being ALIVE in the power of God, and by living a life worthy of the calling of being a Christian.

### **INVOLVEMENT MINISTRIES DIRECTOR**

The Involvement Ministries Director will be selected by the Minister of Education / Discipleship in agreement with the Nominating Committee for reporting to the church on a yearly basis. The director will work with the Minister of Education & Discipleship and other staff members in promoting, perfecting, staffing and achieving the tasks assigned to this ministry such as: assisting our membership in discovering their spiritual gifts and shape for ministry, putting together an assimilation process that seeks to intentionally help our people get connected to an area of ministry service that matches their unique giftedness and enlisting coaches to help interview and connect people with ministry opportunities both inside and outside the church using their personal profile information.

The director will serve as a non-voting, lay liaison to the Nominating Committee throughout the year as requested, partnering with them in filling the variety of positions to be presented annually and on occasion to the church. The director will also partner with the staff in identifying and enlisting people to assist with their ministries in all areas.

### **MEDIA CENTER DIRECTOR**

The Media Center Director will be selected by the Minister of Education / Discipleship in agreement with the Nominating Committee for reporting to the church on a yearly basis. The director will aid the Nominating Committee in selecting a staff. There will be a training session at least once a year, with a qualified person leading.

A Selection Committee composed of ministerial staff, divisional directors of Sunday School, directors of organizations other than Sunday School, and the chairman of deacons will meet once a quarter to plan for purchasing books and audio visual materials for the media center for a three-month period. Units of study will be taken into consideration. At these quarterly meetings policies will be set relative to purchases by anyone on this committee.

The primary responsibilities of the media center director include:

- 1) Supervising and making assignments to media center personnel
- 2) Recruiting new media center personnel, following church policy.
- 3) Planning and conducting a training program for the media center personnel.
- 4) Planning for and presiding over media center personnel meetings.
- 5) Representing the media center officially in all areas of church life.
  - a. Meeting with the Church Council.
  - b. Enlisting media center staff members through the church Nominating Committee.
  - c. Preparing and submitting media center budget requests to the Budget Advisory Council.
  - d. Making regular reports to the church.
  - e. Interpreting the media center ministry to the church membership.
  - f. Working with the church Property Committee in improving or enlarging media center space and furnishings.
- 6) Being responsible for the selection of all materials in consultation with the church staff and Church Council.
- 7) Coordinating the rental of all audio-visual materials.
- 8) Coordinating the deleting and replacing of all media books, films, filmstrips, pictures, pamphlets, etc. in consultation with the church staff.
- 9) Requesting purchase of media center materials, equipment, and supplies according to church policy.

Cataloging all media center materials, making updated lists available to organizational membership.

### **MEN'S MINISTRY DIRECTOR**

The Men's Ministry Director will be selected by the Minister of Education / Discipleship and the Men's Ministry Council in agreement 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 men in our church.

### **MISSIONS DIRECTOR**

The Missions Director will be selected by the Minister of Education / Discipleship in agreement 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 at the church.

After consultation with the Minister of Education/Discipleship, the Director will make recommendations for directors of the local, state, national, and international sub-committees. These subcommittee directors will also be elected by the church with the Nominating committee's recommendation on an annual basis.

### **SINGLE ADULT DIRECTOR**

The Single Adult Director will be selected by the Minister of Education / Discipleship and Single Adult Council in agreement 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 single adults. The director will also help promote the guiding principles as identified in the STORM (Singles Taking On Real Ministry) brochure.

### **SUNDAY SCHOOL DIRECTOR**

The Sunday School Director will be selected by the Minister of Education / Discipleship in agreement with the Senior Pastor and Nominating Committee for reporting to the church on a yearly basis. The director will work with the Senior Pastor, Minister of Education/Discipleship, and other staff members in promoting, perfecting, staffing, and achieving the tasks assigned to Sunday School.

Divisional directors will be recommended by the Sunday School director and Minister of Education/Discipleship (often after consultation with the Senior Pastor). The departmental director, divisional director, Sunday School director, Minister of Education/Discipleship, and in some instances, the Senior Pastor, will suggest workers for departments. All Sunday School leadership will be recommended by the Nominating Committee and elected by the church at the September business meeting. Names of additional workers will be presented during the year as needs arise.

Workers in Sunday School will be encouraged to follow a commitment which will be included in a service of dedication each year.

### **WOMEN'S MINISTRIES DIRECTOR**

The Women's Ministries Director will be selected by the Women's Ministries Council and provided to the Nominating Committee for reporting to the church on a yearly basis.

After consultation with the Women's Ministries Council, the chairperson of this council will present names of the leadership for this organization to the Nominating Committee for reporting to the church. The director will work with the Nominating Committee to select and report to the church the officers for Women's Ministries Council.