

# Committee Handbook

2011

**First Baptist Church  
204 West Calhoun Street  
Temple, Texas**

**Committee Handbook  
January 2011**

**Documentation:** Maintain a notebook with committee names and contact information, and minutes of all meetings. Keep copies of calendar forms, requests for purchase/reimbursement forms, inventories, and other such documentation. Be prepared to pass this notebook on to the next chair of your committee. Email or mail a copy of the minutes of all meetings to your staff liaison.

**Facility/Transportation Committee – Director of Operations**

**Purpose:** Under the leadership of the Director of Operations, evaluate church property conditions and church insurance needs; then make recommendations to the church concerning maintenance and major repairs and securing adequate insurance for the church and its properties. Also, under the leadership of the Director of Operations, be responsible for purchase recommendations, maintenance, and establishment of policies concerning all vehicles belonging to the church.

**Duties:** This committee will, with the aid of the church staff, periodically inspect all church property, including vehicles, and develop in consultation with the Director of Operations, policies and procedures for the church regarding building maintenance and repair, vehicle maintenance and replacement, and adequate insurance coverage.

Make recommendations to the church concerning major repairs or expenditures needed.

**Personnel Committee - Pastor**

**Purpose:** Under the leadership of the Pastor, consider all matters related to the paid personnel on the church staff and make recommendations concerning salaries and policies.

**Duties:** Continually evaluate the need for additional employees and new positions based on the program of the church and its needs.

Prepare and update, as necessary, job descriptions for all employed personnel.

Develop recommended salaries and benefits for church employees and present recommendations annually.

Develop, recommend and update, as needed, personnel policies and procedures.

Work with ad hoc committees formed especially for the purpose of obtaining a particular staff

person in determining salary and other special provisions.

Plan and execute appropriate staff recognition activities as needed for Clergy Appreciation Week, special accomplishments, anniversaries, or retirements.

Support the senior ministerial staff, as requested, in matters of performance management and coaching of all employed personnel. The committee will conduct the performance appraisal for the senior pastor and provide the feedback directly.

### **Stewardship Committee – Minister of Education and Administration**

**Purpose:** Under the leadership of the Minister of Education and Administration, develop a balanced program of stewardship which includes annual budget development and subscription, assistance in financial administration and policies, and stewardship education promotion.

**Duties:** Receive and review budget recommendations from church committees, church organizations and staff for the preparation of an annual church ministries budget.

Prepare and recommend to the church for adoption an annual ministries budget for the fiscal year January 1 to December 31 of each year.

Review account systems and controls and recommend for church approval written policies and procedures.

Provide approval when required for expenditures within the framework of the approved church budget and current financial policies.

Recommend for church approval the expenditure of funds not included in the church's budget or provided for by designated funds.

Meet at least monthly with treasurer and church administrator to review financial statements, budget compliance, disbursements, and give approval when required for the disbursement of designated and reserve funds.

Recommend needed adjustments in the budget.

Establish formal guidelines for investment of funds, bank account selection and cash management.

Recommend financing arrangements when required for expenditures such as vehicle replacement, building construction/remodeling, or other unusually large expenditures.

Evaluate material available and develop a plan of stewardship promotion to be used in annual emphasis and ongoing stewardship education.