

# Committee Handbook

2010

**First Baptist Church  
102 W Barton Ave  
Temple, Texas**

**Committee Handbook  
January 2010**

**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.

**Baptism Committee – Pastor’s Assistant**

**Purpose:** Under the leadership of the Pastor’s Assistant, assist the pastor in preparing for and administering the ordinance of baptism.

**Duties:** Assist the pastor and candidates for baptism in preparation for the ordinance.

Have complete charge of the care and cleaning of baptismal garments and towels and secure replacements as needed.

**Fellowship/Recreation Committee – Minister of Students**

**Purpose:** Under the leadership of the Minister of Students, plan, coordinate, and develop a program of fellowship and recreation opportunities for the entire church.

**Duties:** Work with the church organizations in planning and guiding a total recreation program for the church which will endeavor to advance the cause of Christ by developing within the church constituency a spirit of unity through leisure time activities.

Know the recreational resources of the church and community, notifying the church of any organized city or area league plan which may involve them.

Plan, promote and conduct all-church fellowships from time to time.

## **Flower Committee – Pastor’s Assistant**

**Purpose:** Under the leadership of the Pastor’s Assistant, oversee the securing and placing of appropriate floral arrangements/decorations in the church.

**Duties:** The chairperson, or committee member designated by the chairperson, will work with the Pastor’s Assistant in enlisting and contacting persons who volunteer to provide floral arrangements in the sanctuary on Sundays. Information about making arrangements with the florist will be given to the volunteer when committee/secretary contact is made.

Check on Sunday morning to make sure that the floral arrangements have been received and appropriately placed in the sanctuary. (Floral arrangements are no longer being placed in the baptistery.)

Order Easter lilies and Christmas poinsettias as requested; place the seasonal plants in the sanctuary.

Prepare Christmas decoration items and flowers that are to be placed in the church. Maintain inventory of Christmas items. Be responsible for storage of Christmas items.

Water the lilies and poinsettias that are in the church sanctuary during their season.

Purchase and place in the sanctuary an appropriate fresh rosebud for each new baby born into a family of FBC membership.

Submit budget recommendations for appropriate floral and decorations as needed.

## **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.

### **Hospitality Committee – Pastor’s Assistant**

**Purpose:** Under the leadership of the Pastor’s Assistant, provide hospitality needs (food, etc.) for families within the church and/or guests as needed.

**Duties:** Make arrangements for a meal for the family in the event of a death. Work with and through the appropriate Bible Fellowship class. If no appropriate organization exists, be responsible for arrangements.

Coordinate with church office regarding facilities for the meal.

Assist the pastor and staff in providing for guests in times of special conferences, receptions, etc.

Work with Food Services Director in the use of church kitchen facilities.

### **Lord’s Supper Committee – Pastor’s Assistant**

**Purpose:** Under the leadership of the Pastor’s Assistant, prepare for the ordinance of the Lord’s Supper.

**Duties:** Obtain and prepare elements of the supper.

See that the table is properly and adequately prepared.

Clean and store all Lord’s Supper equipment.

Maintain an inventory of all Lord’s Supper equipment.

Recommend purchase of additional supplies for the Lord’s Supper as needed.

### **Missions Committee – Missions Associate**

**Purpose:** Under the leadership of the Missions Associate, be aware of mission opportunities locally, nationally and internationally and make recommendations to the church concerning those opportunities.

**Duties:** Make recommendations endorsing mission projects.

Review and make budget requests for the Direct Missions portion of our church budget.

Maintain communication with the churches, missions, and/or individuals receiving missions funding.

Work with the Bell Baptist Association to meet mission needs in our community.

### **Missionary Home Committee – Missions Associate**

**Purpose:** Under the leadership of the Missions Associate, provide housing for a missionary family during their furlough.

**Duties:** Provide suitable housing.

Provide furnishings for the home, including furniture, kitchen utensils and appliances, linens, home decorations, etc. While on furlough, missionary families bring only personal belongings. Therefore, complete furnishings for the home are needed.

Work with family in securing transportation.

Work with pastor in inviting and scheduling missionaries to occupy the home.

Submit budget recommendations.

### **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.

## **Scholarship Committee – Minister of Students**

**Purpose:** Under the leadership of the Minister of Students, supervise and administer the Scholarship Fund established by First Baptist Church. The Scholarship Fund is intended to provide financial assistance for college students within the First Baptist Family.

**Duties:** Develop guidelines for the distribution of scholarship funds.

Review applications from students.

Determine the recipients for scholarships and the scholarship amounts.

## **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.