

## ***Section 3 – Church Committees/Ministry Teams***

First Baptist Church, Lolita

### ***Section 3a - Permanent Personnel***

**Principle Function:** Work with the pastor in overseeing the needs of our church in the area of support staff.

**Duties:**

1. Meet as needed to ensure the principle function is fulfilled.
2. Meet with support staff at least once a year to evaluate and encourage.

### **Nominating**

**Principle Function:** Assist the church in finding and enlisting volunteer leadership.

**Duties:**

1. To lead the church in staffing of all church-elected leadership positions filled by volunteers.
2. To approve all volunteer workers before they are enlisted to serve in church-related positions.
3. Recommend all church-elected leadership for Sunday School, Discipleship Training, Music Ministry, Coordination Groups, Special Ministries, Service Programs, Church Committees, and Church Officers.

### **Stewardship**

**Principle Function:** Assist the church in management of its financial resources.

**Duties:**

1. Meet monthly to review church budget, receipts and expenditures.
2. Plan and promote stewardship education in all areas of church life.
3. Lead the church in planning, promoting, and administering the annual budget.
4. Recommend financial policies and procedures to be practiced by the church.
5. Make recommendations concerning proposed expenditures not included in the current budget.

### **Buildings & Grounds**

**Principle Function:** Maintain current facilities and provide leadership in future planning and improvements to the church's facilities.

**Duties:**

1. Meet as needed.
2. Work with the church organizations in implementing strategies to meet the current and ongoing needs of our church
3. Secure the help of church members to implement plans and create goals for the future of our church and facilities.
4. Work closely with the pastor, church leadership and other ministry teams to develop plans and strategies to meet the growing needs of our church family.

## Missions and Outreach

**Principle Function:** Work with the pastor, church leadership, appropriate ministry teams and church members to plan, organize, and promote Missions opportunities, Evangelism strategies, and Outreach.

**Duties:**

1. Meet as needed.
2. Schedule a special event, activity or project at least every quarter to encourage Missions, Evangelism or Outreach.
3. Secure the help of others in our church family to implement and organize activities.
4. Work with the Sunday School, Women on Mission, Men's Ministry, Youth Ministry, and the Children's Ministry in implementing strategies to promote Missions and Outreach.
5. Establish and maintain communications with the associational missions committee and other appropriate groups outside the church.

## Nursery

**Principle Function:** Assist the church by coordinating the use of space, equipment, workers, and supplies needed by church organizations for preschool age groups. Ensure that families feel safe and secure with the care that our church provides for their children and grandchildren.

**Duties:**

1. Meet as needed.
2. Hire nursery workers as needed.
3. Schedule nursery workers as needed for various church functions.
4. Make sure toys are sanitized and age appropriate.
5. Secure the help of others in our church family in ministering to the children.
6. Be responsible for every aspect of the nursery ministry of our church.
7. Recommend the nursery budget and supervise the purchase of nursery equipment, supplies and furnishings.

## Fellowship/Kitchen

**Principle Function:** Work with church leadership and other ministry leaders to plan, organize and promote church fellowships during the year.

**Duties:**

1. Meet as needed
2. Work with church leadership and organizations to have a special event, activity or project at least quarterly to encourage church unity and fellowship
3. Secure the help of others in our church family to implement and organize activities.
4. Work with the Sunday School, Women on Mission, Men's Ministry, Youth Ministry, and the Children's Ministry in implementing strategies to promote fellowship.
5. Secure kitchen supplies as needed

## Usher

**Principle Function:** Assure that the worship services are carried out in a Godly and orderly way.

**Duties:**

1. Greet people as they enter and leave the church.
2. Seat people if necessary.
3. Provide bulletins and/or other materials at the time people enter the auditorium.
4. Be attentive to the needs of the congregation and the pastor.
5. Be available throughout the service.
6. Monitor unattended children and take corrective action.
7. Present visitor's cards to the visitors.
8. Recruit responsible persons to collect offering.

## Weekday Education

**Principle Function:** Represent the church in administering the program of weekday education.

**Duties:**

1. Determine policies and procedures for operating and administering the program.
2. Enlist personnel to direct and teach the program.
3. See that the program abides with legal and licensing requirements.
4. Organize efforts to involve church members and parents.
5. Direct a public relations effort to inform and educate members about program activities.
6. Review reports and records to the church for approval and awareness.
7. Make regular reports to the church for approval and awareness.
8. Work with director and teacher(s) in budget preparations, granting scholarships, and purchasing equipment.
9. Coordinate the work with other committees and groups in managing the activities and affairs of the weekday program.

**Responsibilities:**

1. To meet at least twice a year.
2. Be creative
3. Be willing to thing BIG!

## Children's Ministry

**Principle Function:** Bring clarity and uniformity to our children's ministries.

**Duties:**

1. Work closely with the pastor and other children's leaders to help our church effectively minister to the young families of our church and community.
2. Have a special event, activity or project every quarter to reach out and cultivate unity and excitement for children in our church and community.
3. Secure the help of others in our church family to implement and organize activities and programs.
4. Work with Sunday School, Missions organizations, and Discipleship classes in implementing strategies to promote Children's ministries

**Responsibilities:**

1. Meet as needed to fulfill the duties of the Children's Ministry.
2. Be creative.

## Youth

**Principle Function:** Actively support and encourage the Youth Pastor to build an excellent program that will reach out to students across our area.

**Duties:**

1. Meet at least once monthly.
2. Schedule a special event, activity or project at least once a quarter to reach out and cultivate unity and excitement for youth in our church and community.
3. Secure the help of others in our church family to organize, implement, and sponsor activities and programs.
4. Work with the church organizations to promote the youth ministry.

## Church Van

(approved during 2-14-10 business meeting)

**Principal Function:** Oversee the maintenance and use of the church vehicle.

**Duties:**

1. Committee will meet as needed
2. Insure regular maintenance is performed on the church van
3. Coordinate any repairs/mechanical work on the church van
4. Develop, update and coordinate any policies concerning the use of the church van and present those policies to the church body for consideration and/or approval.

## ***Section 3b – Temporary/As Needed***

### **Pastoral Search Committee**

Procedures for filling a full-time pastoral staff position  
(Senior Pastor, Associate Pastor, Youth Pastor)

#### **Election of a Search Committee:**

- The election process will take place during a regular or special called business meeting of the church body.
- The church body shall elect a minimum of five active church members to serve as the Search Committee in finding the person God has prepared to fill the vacant pastoral staff position.
- In the event the church is searching to fill the Youth Pastor position, the Search Committee may consist of no more than seven active church members with two of the positions being filled by youth who are church members and actively involved in the youth ministry.
- The election process will be done through secret ballot by church members present at the meeting.
  - Each church member at the meeting will have the opportunity to nominate no more than five church members to serve on the Search Committee by writing their nominees on a secret ballot. If the search is for a new Youth Pastor, church members can nominate no more than seven church member with two of them being qualified youth.
  - Deacons will then collect the secret ballots and count the votes for each individual nominated for the Search Committee.
  - Deacons will examine the nominees to ensure they are qualified to serve on the Search Committee (i.e. are active church members).
  - The Deacon Chairman, or a designated representative, will contact the top ten (or fourteen in the event of a Youth Pastor Search Committee) nominees and invite them to serve on the Search Committee.
  - If any of the top ten (or fourteen) nominees decline the position, the next nominee in line will be invited to serve. This will process will continue until the required number of nominees agree to serve on the Search Committee.
  - These ten (or fourteen) nominees will then be presented to the church during the next regularly scheduled or special called business meeting as the final nominations to serve on the Search Committee.
  - From the final ten (or fourteen) nominees, each church member present at the meeting will have the opportunity to vote for no more than five (or seven if a Youth Pastor) nominees by writing their names on a secret ballot.
  - Deacons will then collect the secret ballots, count the votes and present the nominees to the church for election on the Search Committee.
- The elected Search Committee will serve until the vacant position is filled

#### **Objective of the Search Committee:**

- Find and recommend to the church body a qualified person whom the Committee believes is the one God has prepared to fill the designated position.

**Duties of the Search Committee:**

- Elect a committee chairperson and a committee member to serve as secretary.
- Determine the qualifications needed for the prospective pastoral staff member.
- Gather information about candidates who appear to be qualified for the position.
- Narrow the list of qualified candidates to a single person and verify availability.
- Recommend the candidate to the church.
- Notify the prospective candidate of the church's decision.

**Responsibilities of the Search Committee:**

- When searching for a Senior Pastor, the Search Committee chairperson will report to the Deacon Body monthly on the progress of the Search Committee.
- When searching for an Associate Pastor or Youth Pastor, the Search Committee chairperson will report to the Senior Pastor or Deacon Chairman on the progress of the Search Committee who will in turn report to the Deacon Body on a monthly basis.
- Work with the Stewardship Committee and Deacon Body concerning salary and benefits to be offered to the candidate.
- Report expenses incurred during the pastoral staff selection process to the Stewardship Committee.
- Committee chairperson will make monthly reports on the progress being made in selecting a new pastoral staff member during the church business meeting.
- Committee chairperson gives the Church Clerk a copy of any report made during the business meeting.
- Keep any and all church staff members informed of prospects, communications and developments in the selection process.
- Consult with appropriate staff member(s) about information received on prospective pastoral staff candidates.

## Long-range Planning

**Principle Function:** Discover and analyze long-range church and community needs; recommend long-range goals and long-range strategies to the congregation; evaluate the long-range effectiveness of church programs; to interpret long-range goals and strategies to appropriate groups.

**Duties:**

1. Study long-range planning process.
2. Involve church members in surveys and studies.
3. Maintain communications within the congregation.
4. Discover needs of the church and community.
5. Analyze present and future needs of the church and community.

6. Set church goals.
7. Plan church strategies.
8. Coordinate studies, goals, and strategies in a booklet.
9. Present written long-range plans to the church.

## *Section 3c - Special*

### Pastor Advisory Team (P.A.T.)

Listen to counsel and accept discipline, that you may be wise the rest of your days. (Prov. 19:20)

**Principle Function:** To serve as counsel/advisor to the pastoral team in areas relating to ministry growth and development.

**Duties:**

- Members of the P.A.T. will be selected by the senior pastor.
- This is not a committee or a decision making body.
- The team enables the pastoral staff to sense the heartbeat of the church body while remaining sensitive to God's guidance through the Holy Spirit.
- The team will meet as need at the discretion of the pastor.