

First Baptist Church Port Neches

2023 Committee/Team Manual

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BASIC FUNCTIONS OF COMMITTEES AND TEAMS FIRST BAPTIST CHURCH, PORT NECHES

The committee/team strategy of First Baptist Church is designed to involve a large number of members in the various ministry functions. Committees consist of members elected by the church for 3 -year terms and include an annual rotation where one-third of each committee retires each calendar year (January 1). The teams consist of members elected by the church with a demonstrated experience and background for which they are being nominated annually.

QUALIFICATIONS FOR PROSPECTIVE COMMITTEE/TEAM MEMBERS

1. Be a member of the church for at least six months before serving on a committee/team.
2. Attend church regularly and support the entire program of the church.
3. Committee members should demonstrate a faithful stewardship giving pattern. The Chairman of the Committee on Committees and Teams will work with the Financial Ministry Assistant to confirm a faithful stewardship-giving pattern of prospective Committee members. Candidates for Teams be a Church member for six (6) months or more and attend church regularly.

GUIDELINES FOR MEMBERSHIP

1. A husband and wife should not serve on the same committee/team unless it is the Bereavement, Family Life/Outreach Team, Hospitality Team, or Welcome Team.
2. Employees of the church, their spouses, child, sibling, parent, or in-law shall not serve on any committee or team that gives oversight, instruction, review, or evaluation to the related employee (i.e. Personnel or Finance Committees)
3. Church members are not eligible to serve on a committee or team on which the member has a parent, spouse, child, sibling or in-law who are also on the committee. The Committee on Committees and Teams will seek to apply this same practice to any appropriate Team (i.e. where spousal couples or family members may or may not be most appropriate).
4. A committee member or team member will recuse themselves from discussion, consideration, deliberation, and decision regarding any matter that bears an effect upon the member or their family member(s).
5. Former employees of the church shall not serve on the Personnel or Finance committees for a period of 3 years after employment has ended.
6. An immediate family member of an office staff worker shall not serve on the Teller Team.
7. A person may serve concurrently on two teams or one committee and one team.
8. When service is completed on a committee or team they may serve on a different committee or team or wait a period of at least 3 years before being reenlisted to return to the committee or team previously served. In the event a member is elected to fill an unexpired term, conditions listed above apply only if the period exceeds one full year.

COMMITTEE/TEAM REQUIREMENTS

1. Members who miss more than 50% of meetings or functions during a twelve-month period, without adequate reasons, can be removed from a committee/team.
2. The Committee on Committees and Teams will select, enlist and recommend committee/team members to the church for election.
3. Committees may request through the Committee on Committees and Teams to form sub-teams in order to perform the duties of the Committee.

A sub-team will:

- Be approved by the Committee on Committees and Teams before activation
 - Be composed according to the same guidelines as any other Team
 - Accept assignments within the stated duties of the Committee it serves
 - Perform to the satisfaction of the Committee it serves
 - Have no official standing independent of the Committee it serves
 - Dissolve within 12 months of its formation. Committees will keep Committee on Committees and Teams advised of progress of sub-team.
4. Committee/Team Leaders of each committee/team shall be selected by the committee or team. Leaders to be elected are committee/team leader, associate leader, and secretary. A staff representative and the committee/team leader are responsible for the proper functioning of the team and for reporting its activity to the church. The associate committee/team leader is to function in the absence of the committee/team leader. The secretary is to record minutes of meetings and complete and turn in to the church office a Committee/Team report (page 15) or email to t_cutrer@fbcpn.org a summary sheet that will be filed in the church office.

DUTIES OF A COMMITTEE AND TEAM MEMBER

1. Maintain active attendance and participation in the ministry and worship of the church.
2. Know the purpose, duties, and members of the committee or team.
3. Be present and on time for meetings.
4. Participate in discussions.
5. Contribute to the planning and achievement of activities/projects.
6. Complete assignments as agreed upon.
7. Keep the committee chairperson informed about progress on assignments.
8. Report on assignments at committee meetings.

DUTIES OF COMMITTEE CHAIRPERSON AND TEAM LEADER

1. Maintain active attendance and participation in the ministry and worship of the church.
2. Know the purpose, duties, and members of the committee.
3. Each meeting the chairperson shall ensure that a majority of the committee/team members are present in order to conduct business.
4. Request and administer committee budgeting.
5. Plan the agenda for each meeting of the committee.
6. Conduct meeting.
 - a) Each meeting should have a purpose.

- b) Each meeting should have an agenda.
 - c) Each meeting needs resources.
 - d) Each meeting should plan for follow-up.e) Each meeting should be reported in the form of minutes and presented at the next meeting for approval. This shall be provided to absent members and the staff advisor as requested.
 - f) Provide a copy of meeting minutes to the church office in electronic form if possible.
 - g) Supervise the work of the committee/team secretary.
7. Assign responsibility to committee/team members for follow-through actions.
 8. Report committee/team action(s), as appropriate, to the church council, and/or the church business meeting.
 9. Collaborate as necessary with church staff members, church officers, church council, program directors, and other committees.
 10. Lead the committee/team to:
 - a) Identify and schedule meaningful activities/projects.
 - b) Develop a sequence of actions.
 - c) Prepare a timetable.
 - d) Determine the resources needed.
 - e) Complete activities/projects.
 11. Recommend successors for the chair position to the Committee on Committees and Teams two months prior to annual rotation.
 12. Notify Committee on Committees and Teams of inactive members.

Ministerial staff members will give guidance to committees and teams in helping them carry out their responsibilities.

HOW TO CONNECT TO CHURCH

1. SET A TIME AND PLACE FOR A COMMITTEE/TEAM MEETING: (EVEN IF THE MEETING IS AWAY FROM CHURCH)

When a day, hour, and place has been arranged by or for the committee/team, please assure your assigned staff member is fully aware of your needs. You or the assigned staff member will then contact the church office (Tracy Cutrer t_cutrer@fbcpn.org) with these points:

1. Availability of your chosen day, hour, and place as per the church calendar.
2. Provide contact information so as to have your request confirmed.
3. Confirmation is subject to a full staff review and will be aided best by at least a week's notice before the desired date of your meeting.
4. Confirmation will be provided as swiftly as possible to encourage your efforts to coordinate your need.

2. REQUEST AN EVENT BE POSTED ON THE CHURCH CALENDAR:

The service your committee/team provides to the church is invaluable. There may be times an event or activity proposed by your committee/team contributes to the many church opportunities at hand.

1. In order to assure your committee/team-hosted event catches the attention of the church, you can post the information to the church calendar through your assigned staff member or by contacting the church office: (Tracy Cutrer t_cutrer@fbcpn.org) with these points:
 - a. Your name and contact information
 - b. Name of the Event
 - c. Intended audience/participants
 - d. Description of event as to specific experiences
 - e. Any costs
 - f. Any deadlines or registration
 - g. Time duration
2. Confirmation is subject to a full staff review and will be aided best by at least a week's notice before the desired date of your meeting.
3. Confirmation will be provided as swiftly as possible.
4. To view a church calendar go to Church Google Calendar <http://fbcpn.org/calendar>.

3. REQUEST FUNDING

Some committee/teams have ready-made church budget line items dedicated to their service for the church. Other committee/teams have designated funds that may be dedicated to their service for the church or there may be such funds at the discretionary assistance by the Finance Committee.

When a need is identified, the Committee/Team should register a formal request. The request should provide the following:

Committee/Team name, contact, date, formal name of the request, specific amount, potential source (line item, etc), payout if not in total, explanation of the need, the specific plan to meet the need, and any time constraints or deadlines related to the request.

1. Compose the request in writing.
2. Secure the assigned staff member's counsel and assistance.

3. Provide the request to the church office, the Chair of Finance Committee, and a copy to the assigned staff member.

Special note: The Finance Committee meets the second or third Sunday of the month and at additional times as required. Timing your request in anticipation of these meetings will provide greater opportunity for your request to be given prompt attention.

4. REQUEST PROMOTION/PUBLICITY

Our church has many activities and events. We like it that way. We want every opportunity possible for our membership to enjoy one another and serving the Lord together in multiple ways.

We all want the information we receive about our church to be accurate and timely. Please help us to keep everything fresh and clear by following these simple steps:

- To be included in the internal church activities and building use calendar:

All requests need to be provided to Tracy Cutrer (409-722-8334 or t_cutrer@fbcpn.org) by 8:00 a.m. MONDAY of the week prior to the need. All such requests require a full staff approval. Our staff meets every Monday @ 9:30 a.m.

- To be included in the Sunday morning Sunday School news:

All requests need to be provided to Keyla Poss (409-722-8334 or k_poss@fbcpn.org) by 8:00 a.m. MONDAY of the week prior to the Sunday on which the information is to be included. All such requests require a full staff approval. All such requests require a full staff approval. Our staff meets every Monday @ 9:30 a.m.

- To be included in the Sunday morning worship bulletin:

All requests need to be provided to Tracy Cutrer (409-722-8334 or t_cutrer@fbcpn.org) by 8:00 a.m. MONDAY of the week prior to the Sunday on which the information is to be included. All such requests require a full staff approval. All such requests require a full staff approval. Our staff meets every Monday @ 9:30 a.m.

- To be included in the Sunday morning slide presentations:

All requests need to be provided to Tracy Cutrer (409-722-8334 or t_cutrer@fbcpn.org) by 8:00 a.m. MONDAY of the week prior to the Sunday on which the information is to be included. All such requests require a full staff approval. All such requests require a full staff approval. Our staff meets every Monday @ 9:30 a.m.

- To be included in a church call-out message or church e-mail message:

Information must be presented via email to Tracy Cutrer (t_cutrer@fbcpn.org) by 8:00 a.m. on MONDAY. Please include the call-out verbatim, word for word to be read aloud. This submission should include an approximate date and time for call-out to be sent. All such requests require a full staff approval. All such requests require a full staff approval. Our staff meets every Monday @ 9:30 a.m.. You will receive confirmation via e-mail as quickly as possible.

- To be included in prospective news releases to the public (the Saturday edition of *The Beaumont Enterprise* or *Port Arthur News*):

All requests need to be provided to Tracy Cutrer (409-722-8334 or t_cutrer@fbcpn.org) by 8:00 a.m. MONDAY of the week prior to the Saturday on which the information is to be included. All such requests require a full staff approval. All such requests require a full staff approval. Our staff meets every Monday @ 9:30 a.m.

HOW TO DO COMMITTEE/TEAM WORK

1. HOW TO COMPOSE A COMMITTEE/TEAM AGENDA

Prior to each committee/team meeting, a proposed agenda should be used in calling the committee/team members together.

The Chair/Leader will be responsible for the formation of each Committee/Team Agenda.

Members may suggest agenda items for inclusion.

Suggested agenda items should provide the following facts:

1. Member requesting item to be included in the agenda.
2. Name for suggested item
3. Approximate time needed to introduce, adequately discuss, and take action on the item.
4. Essential matters of the item:
 - a) contextual description (including presenting need, possible solution, substantiation as to why this solution should be chosen over any others.)
 - b) anticipated benefit (necessary cost saving, preferred condition/situation, furtherance of our calling, etc.)
 - c) from start to finish: time, cost, congregational/staff/committee/team involvement (require outside help)
 - d) within the scope of our described service
 - e) need to engage/involve other committees/teams (e.g. Finance Committee, or Property and Maintenance Committee, or staff)

The Chair/Leader will provide the meeting agenda prior to the meeting and set the order of agenda items to be covered.

Any member having offered adequate notice and noted essential facts with their request for an agenda item prior to the meeting, may make mention of the request if the item has not been included in the agenda. The Chair/Leader will provide explanation to the satisfaction of the committee/team and agenda items not having been provided in this meeting's agenda may be taken up by committee/team vote or a time set for the agenda item to be thoroughly reviewed and set for inclusion in a prescribed meeting agenda.

2. HOW TO REACH A RECOGNIZED COMMITTEE/TEAM DECISION

The most current copy of Robert's Rules of Order shall be the authorized rules of conduct in committee/team meetings.

A simple majority vote achieves a recognized committee/team decision.

Committee/Teams have the advantage of small numbers and adequate discussion time. Some items can easily be discussed, only to be postponed for further evaluation and discussion at the next committee/team meeting.

Given the need for extended decision making, many committees/teams find it amenable to achieve consensus strength toward acceptance of a committee/team decision. In such cases, it may be an advantage to make use of a "fist to five" style of consensus building.

The “fist to five” exercise allows each member to vote on a scale of:

- 0 fingers extended (thus a fist) = lack of acceptance of an identified matter
- 1 finger extended = an openness to discuss further, but not likely to change opinion
- 2 fingers extended = an openness to discuss further, but lacking enough info at hand
- 3 fingers extended = willing to go with the prevailing position of the committee/team
- 4 fingers extended = definitely in favor of accepting the identified matter and ready to help gain favor
- 5 fingers extended = enthusiastically in favor of the identified matter and ready to encourage it to pass

Using this method, each committee/team member can demonstrate the more complex position of accepting or rejecting a particular matter at hand. You can quickly learn how to isolate and discuss the points of a matter that seem most definitive to your committee/team.

3. HOW TO BRING A COMMITTEE/TEAM DECISION TO CHURCH ACTION

Our church encourages the participation of all of our members in the discussion and decision of all church actions. It is our desire to make decisions, which honor God and are the expressed service of His will as identified by our church body.

Preparation:

Please take the time to write the specific action proposed by your committee/team decision. Though any member may raise any question at our regularly scheduled business meetings, it is most helpful for all concerned that the Moderator anticipates your questions.

If expenditure of funds will be necessary to accomplish your proposed action, then anticipate this discussion by a formal visit with Finance Committee to gain its counsel and possible endorsement of your request.

If your proposal suggests coordinated efforts on the part of our membership or other committee/teams/program organizations, then anticipate this discussion by a formal visit with the deacon body or elected leadership of the committee/team/program organization.

It is very helpful to seek the counsel of our ministerial staff in almost any matter you anticipate bringing to the attention during the church business meetings.

Please make arrangements to be included in the agenda of the business meeting by speaking with the Moderator in advance of the business meeting in order to be included in the written agenda.

PROCEDURE IN BUSINESS MEETING:

Prior to the start of the business meeting, verify your committee/team report and call for action has been included in the written agenda. Please speak to the Moderator to alert him as to where you will be located in the audience and confirm when he will be calling on you.

If the item is not included in the written agenda, prior to the meeting, visit with the Moderator to gain understanding and due process. If there is no agreement with the Moderator’s plans, simply alert the Moderator to your intent to bring a proposal from the committee/team to the business floor during New Business.

At the appropriate time, when no other person is addressing the Moderator and the Moderator is available, gain the attention of the Moderator by rising to your feet in the audience and with uplifted hand seek the attention of the Moderator.

Rise and address the Moderator by saying, “Mr. Moderator”

Wait until the Moderator recognizes you.

MAKE YOUR MOTION

Speak in a clear and concise manner, stating that you are the Chairperson/Team Leader of your committee/team and want to bring a motion for action.

Always state a motion affirmatively. Say, “On behalf of _____ Committee/Team I move that we...” rather than, “I move that we do not...”.

Because this is a motion from a committee/team, it does not require a second.

THE MODERATOR STATES YOUR MOTION

The Moderator will say, “it has been moved and seconded by the action of _____ Committee/Team that we...”

This places your motion before the membership for consideration and action.

The membership then either debates your motion, or may move directly to a vote.

Once your motion is presented to the membership by the Moderator it becomes “assembly property” and cannot be changed by you without the consent of the members.

EXPANDING ON YOUR MOTION

The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.

The one who places the motion before the assembly (you are this person) is always allowed to speak first. Simply provide a succinct representation of the Committee/Team’s proposal of action.

All comments and debate must be directed to the Moderator.

The one who places the motion may speak again only after other speakers are finished, and must be called upon by the Moderator.

PUTTING THE QUESTION TO THE MEMBERSHIP

The Moderator asks, “Are you ready to vote on the question?” If there is no more discussion, a vote is taken.

Sometimes, particularly when there is not enough information or time to decide a proposal of action from a Committee/Team, the church will decide to Table the Motion or to Refer the Motion.

To Table the Motion – This motion is often used in the attempt to provide more time or information regarding the proposed action. The option is always present, however, to “take from the table”, for reconsideration by the membership.

To Refer the Motion – This is often used to seek additional counsel that is pertinent to the proposed action, i.e. Finance Committee to see if we have the money.

Follow-up:

If the proposed action has been approved by the church, then please assist in whatever manner appropriate so that the church's decision is upheld.

ORIENTATION MEETING FOR COMMITTEE/TEAMS

FIRST BAPTIST CHURCH PORT NECHES

Agenda:

1. Welcome and Prayer
2. General Orientation
3. Questions
4. Committee/Team Meeting Agenda:
When you meet with your committee/team today
 1. Select officers, Chair/Leader*, Vice-Chair/Associate Leader and secretary (have secretary from previous year start taking minutes).
 2. Go over duties.
 3. Clarify responsibilities.
 4. Conduct your monthly meeting. (This Orientation will count as the first monthly meeting.)
 5. Close in prayer.

*The Committee Chair / Team Leader should see that the minutes of the meeting are turned into the church office immediately following the meeting (make a copy for your records and information.) You may record minutes of meetings and complete and turn in to the church office a Committee/Team report (page 15) or email to t_cutrer@fbcpn.org a summary sheet that will be filed in the church office.

COMMITTEE/TEAM REPORT

FIRST BAPTIST CHURCH PORT NECHES

Name of Committee/Team _____

Date of Meeting _____

Committee/Team Chair _____

Person Presiding _____

(If Chair/Leader not presiding)

Members Present:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

Briefly summarize what was discussed and any action taken by the committee/team. Be sure to include any motion(s) made, the person making motion and the one seconding it, as well as the results.

THE DIFFERENCE BETWEEN COMMITTEES AND TEAMS

Committees are understood to address matters routine and continual from year to year. The members rotate in 3-year service terms, 1/3 rotating off each year.

Committees can arrange their assigned work performance to include sub-teams in order to fulfill the Committees assigned duties. The formation of a sub-team must be submitted to the Committee on Committees and Teams for review and approval before the sub-team is activated. A sub-team will conclude its assigned work within 12 months of its formation. Sub-teams will demonstrate similar characteristics as Teams.

Teams are understood to address matters much more technical or operational in nature, requiring expertise and tasks performed with accumulated knowledge and assigned operations. These members do not rotate, but are replaced as attrition or demand occurs.

Key Factor	Committees	Teams
Leadership	Chairman Directed	Shared Leadership
Service Terms	In most cases, 1/3 Rotated by annual church vote as assisted by Team on Committees & Teams	Elected annually by Church, without rotation
Accountability	As Assigned	As Skilled/By Service
Name	Derived from Broad organizational goals	Derived from specific task or service to be performed
Focus	Stays on Broader organization-assigned tasks and outcomes	Stays on Immediate Team task (technical, skilled, delivered)
How Meetings Are Conducted	Clear agenda driven meetings	Open-ended discussion and active problem-solving meetings regarding specific fulfillment of Team tasks
Measurement of Success	Measure effectiveness indirectly by its influence on others	Measure performance directly by assessing collective work product(s) or production
Style of Communication And Action	Discuss, decide, and delegate	Discuss, decide, and conduct work together that fulfills Team assignment

COMMITTEE ROSTERS

Committee On Committees and Teams

2023	2024	2025
Mickie Emmett Chuck Williams	Beverly Cavender Brandy Ott	Cathy Esquivel Hayden White

Constitution and Bylaws Committee

2023	2024	2025
J. D. Walker (1 yr)	Mary Ann Carrier	Joe D Kemble

Finance Committee

2023	2024	2025
Scott Bartlett Mike Gouthier	Don Harper Pam Kitchell	Katrina Harper Susan Youngblood

Missions Committee

2023	2024	2025
Cheryl Hernandez Peyton Jones (1 yr)	Keeley Fairchild Larry Hinson	Donna Smith Danny Woodall

Personnel Committee

2023	2024	2025
Jeanifer Bartlett Brenda Farris	Lou Evans Don Rudd	Mark Bivens Eric Luke

Property & Maintenance Committee

2023	2024	2025
Lane Emmett Glenn Farris Jim Ivie	Shane Brown Ryan Dews Darin Ford	Larry Conkle Cecil Ott

COMMITTEE ON COMMITTEES AND TEAMS

6 MEMBERS

Staff Advisor: Senior Pastor and/or Designee

Purpose: Enlist, review, and recommend to the church for approval church members to serve on committees and teams of the church.

Responsibilities:

Enlist and recommend to the church for approval church members to serve on the following teams: Bereavement, Hospitality, Family Life/Outreach, Flower, Historical, Insurance, Teller, Transportation, and Welcome when vacancies occur; and the following committees: Constitution and Bylaws, Finance, Missions, Personnel, Property and Maintenance and Benevolence annually.

1. Review personnel recommendations for the following Teams: Preschool, Children/Preteen, Student Leadership, College/Young Adult Leadership, Adult Education, and Music, ensuring that team members are eligible to serve (based upon stated guidelines) and submit recommendations to church for approval.
2. Evaluate committee members' attendance. Members who do not attend their meetings or functions 50% of the time are to be replaced.
3. Prepare guidelines for committee/team structures and membership. Ensure that guidelines are followed by all committees and teams.
4. Assist staff and team leaders to write and revise the responsibilities of each team, as needed, with approval of the church.
5. Recommend the establishment of additional committees and/or teams as the need arises, with approval of the church.
6. Recommend the elimination of unnecessary committees and/or teams with approval of the church.
7. Be responsible for the conduct, collection, and distribution of the ministry interest survey.
8. The chairperson shall be a member of the Church Council.

CONSTITUTION AND BYLAWS COMMITTEE

3 MEMBERS

Staff Advisor: Senior Pastor

Purpose: Oversee, review, and revise the Constitution, bylaws, and other guiding documents for First Baptist Church Port Neches.

Responsibilities:

1. Maintain in the church office a loose leaf “master copy” of the current Constitution, bylaws, and insert all revision and/or questions for consideration by the Church in the future.
2. Develop and maintain a working understanding of the document and interpret for the Deacons, the Church, committees, teams, and/or staff, when needed, the provisions(s) in question.
3. When constitutional provisions are not followed, advise the appropriate parties. The parties in each case being the individual(s) acting outside the bounds of the constitutional provisions and those effected by such actions. Seek to resolve the matter, and as necessary, in order to bring resolution, carry to the attention of the church any unresolved matters in question.
4. Recommend to the church staff when updated revisions of the document need to be printed and distributed to the membership.
5. Receive from members, committees, teams, or staff any questions concerning provisions and/or proposed revisions and provide interpretations and/or recommendations to the appropriate group or individual(s).
6. Oversee the process of preparing the wording of proposed revisions and the presentation to the membership.
7. Provide in writing to the membership an appropriate “addendum” when changes to the document are approved by the Church.

FINANCE COMMITTEE

6 MEMBERS

Staff Advisor: Administrative/Discipleship Pastor

Purpose: To oversee and verify the financial integrity of the church.

Qualifications to serve on the Finance Committee:

1. A good steward of their personal finances, giving tithes through the local church for kingdom work.
2. Faithfully supports the total life of the church through giving, attendance, and service.
3. Attends regular services at least 75% of the time.

Responsibilities:

1. Promote stewardship in the life of First Baptist Church.
2. Meet monthly to review the financial portrait and make a report to the deacons and church during ministry conference.
3. Work with the staff and all committees and teams to prepare an annual church budget.
4. Make recommendations to the church regarding amending the adopted budget when major financial expenditures beyond the adopted budget arise.
5. Review and enforce financial procedures and policies in order to enhance the ministries and effective growth of the kingdom.
6. Confirm that all bills are being paid and allocated to the appropriate budget category.
7. Perform an internal audit at the end of each fiscal year and present the results at the regular business meeting in February.
8. Educate church members regarding contributions that can be made through planned giving opportunities and assist interested donors in this process.
9. Provide due diligence in determining whether to accept, decline, or defer proposed designated gifts based on origin of the gift, suitability, value received from liquidation, or difficulty of administration.
10. Work with donors to ensure their wishes are administered properly.
11. Coordinate with the Committee/Team Chairperson, Financial Secretary and Church Treasurer as necessary.
12. The chairperson shall be a member of the Church Council and serve as a Trustee of the Church.

MISSIONS COMMITTEE

6 MEMBERS

Staff Advisor: Administrative/Discipleship Pastor

Purpose: To provide leadership and focus on the missionary efforts of the Church and to motivate mission enthusiasm both at home and abroad.

Responsibilities:

1. To plan, implement, and evaluate the mission projects and programs of the church.
2. Assist the church staff and program leaders in the development and implementation of church missions.
3. Review and evaluate requests for mission support.
4. Prepare and recommend to the Finance Committee the annual Budget.
5. Establish all Mission Committee policies and make these policies available to the Church.
6. Determine the methodology for selecting the mission projects and programs with the church.
7. Encourage prayer support for all individual FBC and SBC associational, state, NAMB, and IMB missionaries.
8. The chairperson shall be a member of the Church Council.

PERSONNEL COMMITTEE

6 MEMBERS

Staff Advisor: Senior Pastor and/or Designee

Purpose: Oversee the personnel administration of the church.

Responsibilities:

1. Establish the Personnel Handbook and make it available to the Church.
2. Work with the Ministerial Staff in their administrative functions. The Senior Pastor fills the leadership role in staff administration, analysis of program needs of the church, delegation of responsibility to pastoral staff and recommendations to the Personnel Committee on staff positions, assignments and personnel. The committee will review and report to the church as they deem appropriate. The Personnel Committee shall be the responsible supervisor of the Senior Pastor.
3. Approve all job descriptions for support staff and for all called staff.
4. Work with the Senior Pastor in the recruiting and interviewing of prospective ministerial staff members. Recommend prospective ministerial staff members to the church for approval. A search committee may be selected to fulfill this responsibility in lieu of the Personnel Committee.
5. Work with Ministerial Staff in the recruiting, interviewing, and hiring of support staff.
6. Work in developing personnel salaries and benefit packages. Coordinate this process with the Finance Committee and appropriate staff member or supervisor.
7. Work with staff to develop and recommend personnel policies and procedures.
8. To keep in strict confidence, the discussions about specific individuals to ensure the unity of the church and staff.
9. To assist staff members' families in personal emergencies in whatever capacity possible.
10. Coordinate with the Chairman of the Deacons and the Chairman of the Finance Committee as necessary.
11. The process for calling Professional Called Staff member shall be:

The process of employment will be directed by the Personnel Committee in accordance to church approved procedures.

Employment of the Senior Pastor will be assisted by the Personnel Committee in compliance to a congregational approved process.

Employment of Ministerial Staff will require the action of the Personnel Committee, the Deacon Body, and the Senior Pastor. All aspects pertaining to employment will comply with this Manual.

Employment of Support Staff will require the approval of the supervisor, the Senior Pastor and Personnel Committee. All aspects pertaining to employment will comply with this Manual.

12. The chairperson shall be a member of the Church Council and serve as a Trustee of the Church.

PROPERTY AND MAINTENANCE COMMITTEE

9 MEMBERS

Staff Advisor: Administrative/Discipleship Pastor

Purpose: Maintain all properties owned by the church.

Responsibilities:

1. Regularly inspect all properties for major repair and maintenance.
2. Work with the Senior Pastor and/or Designee to recommend to the Finance Committee needed funds for the annual budget. Any major repairs needed should be brought to the attention of the Finance Committee.
3. Ensure the maintenance and operating of all major equipment – air conditioning, heating, plumbing, electricity and painting of buildings.
4. Take care of all non-routine maintenance that may arise in regard to buildings, machinery, grounds, kitchen and dining areas.
5. Make a report when appropriate to the church of expenditures and recommendations for any future expenditure.
6. If maintenance is required and cannot be performed by custodians or by a member of the church, it is the duty of the team leader to contact a company to perform the needed maintenance. In the instance of major maintenance, it may be desirable to bring the matter before the church, but in all cases it is at least the responsibility of this team to inquire and recommend a company capable of completing the needed maintenance.
7. The chairperson shall be a member of the Church Council and serve as a Trustee of the Church.

Repair and Maintenance Needs for Main Church Building, and Family Life Center.

- 1) Painting of designated areas.
- 2) Making minor repair of plumbing, lights, cabinets, windows, doors, ceilings, floors, etc.
- 3) Securing bids for repair.
- 4) Making color choices of carpet, paints, etc.
- 5) Periodically check drains and drainage of sanctuary and educational wings.
- 6) Formulating long and short range plans for repairs, additions, and remodeling.
- 7) Making decisions on all matters pertaining to floors, walls, major furnishings and equipment, ceiling, roof, and grounds.
- 8) Reviewing service contracts on A/C and Fire Alarm System yearly.
- 9) Planning and conducting periodic fire drills.

Repair Needs for Church Home - 6th Street

- 1) Assisting in all major repairs or alterations in maintaining home.
- 2) Cleaning and maintaining home when vacancies occur.

TEAM ROSTERS

Bereavement Team

17 members

Nelda Allen	Beverly Harper	Randy Poulter
Janice Conkle	Donald Harper	Johnny Powers
Alex Esquivel	Betsy Lee	Phyllis Ross
Cathy Esquivel	Verna Little	Pat Stefflen
Mary Esquivel	Bill McCaleb	Lynn Williams
Peggy Golden	Paula Poulter	

Family Life/Outreach Team

18 members

Debbie Bergstrom	Susan Cormier	Dewanna Mann
Colleen Bivens	Darin Ford	Cyndi Patton
Mark Bivens	Rene Ford	Blake Powers
Stacey Bridges	Greg Jackson	*Jessica Powers
Betty Cater	Marilyn Johnson	Johnny Powers
Dawn Cleveland	Dale Mann	

Flower Team

5 members

Terri Cormier	Angel Hernandez	Diane White
*Brenda Farris	Jimmie Rudd	

Historical Team

7 members

Cindy Brittain	*Angel Hernandez	Janell Richards
Winnie Fondren	Paula Poulter	Nora Weeks
	Randy Poulter	

Hospitality Team

12 members

Betty Cater	Alicia Guidry	Denise Landry
Debbie Bergstrom	Joyce Hanks	Diane May
Judy DeRouen	Lynn Jackson	LeAnne Parks
Christine Flores	Marilyn Johnson	Becky Thompson
Brenda Gouthier		

Insurance Team

5 members

Greg Jackson
Katrina Harper

Jimmy Stefflen (Church Treasurer)

Hayden White
*Danny Woodall

Teller Team

5 members

Don Bird
Kyle Landry

Johnny Laughlin
*Jimmy Stefflen

Wayman Williams

Transportation Team

6 members

Aaron Bardwell

Doyle Cowart

Darin Ford
*Vic May

Welcome Team

Being Restructured

BEREAVEMENT TEAM
14 MEMBERS

Staff Advisor: Senior Pastor and/or Designee

Purpose: To minister to the families of church members who have experienced a death of the church member or the immediate household of a member.

Responsibilities:

1. Furnish a meal when there is a death in the church family. Meals will be provided for funerals of church members or the immediate household of a member.
2. Recruit volunteers as necessary to provide meals.
3. Once the church office notifies the chairman or a Team member of a death, the Team member will contact the family to determine when the family would like the meal to be prepared and the number of family members expected to be present.
4. The meal will normally be provided on the day of the service.
5. Recommend to the Finance Committee the required funds to include in the budget.

FAMILY LIFE/OUTREACH TEAM
18 MEMBERS

Staff Advisor: Senior Pastor or Designee

Purpose: Plan activities for the church family and community to promote the life of the church.

Responsibilities:

1. Work with other Ministry Teams in initiating, organizing, and conducting a varied program of ministry activities (e.g. banquets, revivals, church wide meals) to meet the needs of the church and the community.
2. This team shall coordinate with ministers of each age group in planning and promoting all holiday, recreation, and outreach activities in the life of the church.
3. Team shall have supervision over the equipment and rooms used for the event and see that they are properly cleaned after use.
4. Enlist volunteers to assist in the Family Life/Outreach Ministry of the church.
5. Prepare and recommend to the Finance Committee needed funds for the annual budget.

FLOWER TEAM

9 MEMBERS

Staff Advisor: Minister of Music & Worship

Purpose: To assure aesthetic complement for congregational worship and special occasions.

Responsibilities:

1. Provide floral arrangements in the church sanctuary and in other areas of the building based upon church ministry strategy and seasonal events.
2. Properly maintain flower arrangements and decorations. See that flower and decorations storage rooms are maintained in an orderly fashion.
3. Work with other teams in decorating for special events.
4. Prepare and present a budget proposal to the Finance Committee for inclusion in the annual budget.
5. For wedding work: See “Wedding Policies”.
6. Enlist volunteers for special projects as needed.
7. Circulate a list at the beginning of the year asking members if they would like to contribute memorial flowers. Work with contributors to schedule the memorial.

HISTORICAL TEAM

7 MEMBERS

Staff Advisor: Senior Pastor and/or Designee

Purpose: Maintain all historical data through pictures, articles, and other helpful means.

Responsibilities:

1. Record with photos, articles, scrapbooks, and other helpful means the history of the church and interpret this to the congregation.
2. Alert the congregation about significant anniversaries and events in the life of the church.
3. When budget funds are needed for special historical celebrations budget requests should be submitted to the Finance Committee in August.
4. Take pictures of new members and display the pictures in the main hallway. Care should be taken to see that the display is attractive and stays current.

HOSPITALITY TEAM

12 MEMBERS

Staff Advisor: Senior Pastor and/or Designee

Purpose: To work with other Ministry Teams in organizing and conducting a varied program of activities.

Responsibilities:

1. To arrange for the entertainment and care of all visiting personalities to the church.
2. Upon request help organize and serve refreshments at church receptions and fellowships and help serve meals for special presentations and events.
3. Upon request provide refreshments for special church occasions.
4. Yearly prepare and recommend to the Finance Committee needed funds for the annual budget.
5. A husband and wife may both serve on this team.
6. The team may enlist volunteers to assist with activities as needed.

INSURANCE TEAM

5 MEMBERS

Staff Advisor: Senior Pastor and/or Designee

Purpose: Review, inspect, and recommend to the church all insurance policies to ensure the church is adequately covered in all areas.

Responsibilities:

1. Meet at least on an annual basis to review and inspect insurance policies to ensure the church is adequately covered. Insurance policies should cover church buildings, building contents, church-owned homes, and church owned vehicles.
2. Study the policies presently in effect and make sure that these are the type of insurance needed. They will also stay abreast of expiration dates of all policies and present new proposals in time to ensure continuous coverage.
3. Make necessary reports and recommendations to the church as needed.
4. Yearly prepares and recommends to the Finance Committee needed funds for the new budget.
5. Notify the Transportation Team of changes in insurance requirements for drivers of church vehicles.
6. Make any required notifications to insurance company of approved and qualified drivers of church vehicles as provided by the Transportation Team.
7. Five permanent members shall serve on this Team to help ensure continuity of church insurance and they will coordinate with the Chairman of Deacons, Finance, Property and Maintenance Committees, and Transportation Team to determine the needs of the church.

TELLER TEAM
5 MEMBERS

Staff Advisor: Senior Pastor and/or Designee

Purpose: To accurately count, record, and deposit all funds received by the church on Sundays.

Responsibilities:

1. Count, record, and deposit all funds received on Sundays by the church.
2. Care should be taken that the exact amount of money inside an envelope is written correctly on the outside of the envelope.
3. All checks received should be recorded individually and loose cash counted and recorded.
4. A tape of the checks and cash should be run to make sure the total matches the total amounts listed on the outside of the envelopes.
5. Tellers should record and turn in to the church office the amount received for the general fund and any designated funds.
6. Keep in strict confidence the stewardship record of all individuals.

TRANSPORTATION TEAM

6 MEMBERS

Staff Advisor: Administrative/Discipleship Pastor

Purpose: Maintenance, upkeep, and safe operations of all church owned vehicles.

Responsibilities:

1. Prepare, recommend, and enforce transportation policies regulating the use of church owned buses and vehicles.
2. Responsible for maintenance and general upkeep of buses and vehicles.
3. Prepare and recommend to the Finance Committee a budget proposal of needed funds for the annual budget.
4. Any major repairs required or expenditures needed above approved budget will be reported to the Finance Committee to determine the availability of funds and to receive church approval.
5. Assure that all drivers of buses and vehicles are qualified in accordance with the bus and vehicle regulations.
6. Maintain a current list of approved drivers.

WELCOME TEAM

4 MEMBERS

Staff Advisor: Senior Pastor and/or Designee

Purpose: To present a warm welcome to all who enter FBC PN on Sunday mornings.

Responsibilities:

1. Each Sunday morning warmly greet members and visitors at the entrances of the church building.
2. Take visitors to the Welcome Center and see that they are registered.
3. Once visitors are registered see that they are escorted to the proper Sunday School/Life Group department and introduced to the Department Director and/or Department Greeter.
4. Team members should be in place on Sundays from 9:00 a.m. until 9:45 a.m.
5. Warmly greet all members and visitors to the church for special activities as called upon.
6. Recruit volunteers as necessary.