

FBC Church Committees Manual

Policies and Procedures

The numerous and varied activities inherent in the church make it necessary that many responsibilities be delegated to committees. These committees are composed of persons who have been church members for at least a year, faithful in attendance and giving, who strive to walk with our Lord and Savior, and are willing to devote themselves to the assigned tasks.

This manual is to be used by standing and temporary committee chairpersons and members, as well as others in leadership, and is designed to provide a clear understanding of the duties of each committee. The Church By-Laws (Article IV, Section 2, Paragraph A) are the authority by and under which all standing committees are formed.

“The church shall function largely through various standing committees. These committees shall keep the Deacons advised of their actions and seek their counsel, but shall report ultimately to the church. Standing committees will be nominated each year by the Committee on Committees at the October business meeting and will serve in office from January through December.”

Rotation System

Our church has great resources in its members. Using people where their talents and skills can make a maximum contribution will make the church more effective in ministry. Rotation of committee members enhances these possibilities and gives more people the opportunity to serve on committees.

Committee membership shall be on a three year staggered rotational basis with one third of the members rotating off each year. Members of rotating committees who have served for three consecutive years will not be eligible for re-election for a period of one year. However, members elected to fill a term of one year or less may succeed themselves for a full three year term or less.

Automatic Committee Members

Often a committee's work is related to other committee work in the church. The committee chairperson should make sure he/she keeps other committees informed when the work of his/her committee involves other committees. To help alleviate any communication problems or conflicts that may arise, “automatic” committee members have been added. This committee member has been added by virtue of the position or organization they represent and is a voting member.

Reports

All standing committees are responsible for their actions to the church as a whole. Regular reporting improves and enhances communication. However, in the interest of keeping the church leadership informed, all committee recommendations should first be shared with the Deacon body before presentation to the church.

The Committee Chairperson is to contact the Chairman of Deacons so that the report is added to the Deacon agenda. Then the committee chairperson should contact the Church Moderator and request that the report be added to the Church Conference agenda. In most cases, a written report or recommendation should accompany a verbal or visual report. The committee chairperson should then give a copy of the report to the Church Clerk and/or Historian.

FBC Church Committees Manual

Policies and Procedures

Staff Resource Person

Each committee will coordinate its activities with the church staff through an assigned Staff Resource Person. The Sr. Pastor and Staff Resource Person are considered to be advisory (but non-voting) members of each standing committee and should be invited to all meetings. Most committee work will affect some Staff Resource Person. Your Staff Resource Person will see that the chairperson and the committee get the proper information and assignments.

Scheduling Meetings

All meetings shall be called and conducted by the committee chairperson. A majority vote of members present within the committee shall decide all issues. Every effort should be made to have meetings open to the general membership for observation and input. All committees do not need to meet the same number of times, but should meet during the year. When possible, schedule meetings on Wednesday evenings or Sunday afternoons.

The Receptionist Secretary in the church office is to be notified as early as possible about the meeting date, time, and room that you would like to reserve. This information will be added to the church calendar to avoid any duplication of meetings and conflicts with other church activities.

Budget

Finance Committee presents the church budget at a special called Church Conference in June. Therefore, each committee chairperson will make his or her committee's budget requests to their assigned Staff Resource Person who in turn will submit to the Finance Committee in the designate time frames between March and June. This budget request should include all expected expenditures from the general church budget during the upcoming fiscal year and should have the concurrence of the Staff Resource Person.

Every effort should be made to keep expenditures within the approved budget. If an unanticipated need should arise, the advice of the Minister of Administration, in consultation with the Finance Committee, should be sought to determine the appropriate approval procedure.

Purchasing or Expenditure of money

All committees should abide by the church policies on purchasing and expenditures of funds. The Minister of Administration or the Accounting Supervisor can provide committees with this information.

Vacancies

Committee members are selected according to their spiritual gifts and competencies and how they will work together as a committee. If someone moves or is unable to continue serving, or feels that they are on the wrong committee, the chairperson or committee member should contact the Committee on Committees chairperson, as they will continue to work throughout the year to fill vacancies.

Each committee member will conduct his or her responsibilities respectfully, seeking the unity of purpose found in God's will. Each committee chairperson has the added responsibility of promoting harmonious relationships with other church members and the leaders of other organizations.

Updated 1987, 1990, 1992, 1997, 2000, 2017 by Committee on Committees
Approved by the Deacons and Church Members

Audit Committee



First Baptist Church, Brandon · 216 N. Parsons Avenue · Brandon, FL 33510 · Telephone (813) 689-1204 · Fax (813) 685-3853

Number of Members: 3

Membership: Chairman should have audit skills. Members should have interest and preferably knowledge and experience in accounting and/or bookkeeping.

Period of Service: 3 years (see manual - rotation system)

Meeting Frequency: Meet in January to plan yearly schedule (see manual - Scheduling Meetings)

Budget (if applicable): _____

Purpose: To audit church financial records.

Responsibilities:

1. To conduct ongoing or periodic audits of the church financial records, to include minutes of church business meetings in which financial transactions occur.
2. Report significant findings to the committee, and when appropriate, to the church.
3. Keep accurate minutes of meetings and audit reports.
4. Secure up-to-date inventories of church property, equipment, and furnishings from the following committees: Building and Grounds, Children & Families, Food Service, Properties, and Transportation. An inventory of the Church Library may be obtained from the Library Director. Original copies should be filed in a safe deposit box at church's bank. Copies should be filed in the Administrator's office for ready reference.
5. To prepare an annual report for the church at the Annual Church Conference.

Baptism Committee



First Baptist Church, Brandon · 216 N. Parsons Avenue · Brandon, FL 33510 · Telephone (813) 689-1204 · Fax (813) 685-3853

Number of Members: 8

Period of Service: 3 years (see manual - rotation system)

Meeting Frequency: Meet in January to plan yearly schedule (see manual - Scheduling Meetings)

Budget (if applicable): _____

Purpose: To assist the pastor in preparing for the ordinance of baptism, and to make the ordinance a worshipful experience for both the candidate and the congregation.

Responsibilities:

1. Notify candidate for baptism well in advance of the scheduled baptism, so that they are properly instructed, dressed, and prepared for the ordinance.
2. Often the pastor has set time before each baptismal service for this period of instruction. This must be worked out in cooperation with the pastor. The committee can assist in getting the candidates together for this instruction.
3. This committee should see that the baptismal pool is ready, checking the pool for the proper water level and temperature, and seeing that the lighting is handled properly in the pool. The pool should be emptied and cleaned after each use.
4. The baptism committee members should meet the candidates at the appointed time. The committee members should show candidates the dressing room, answer any questions that may arise, to set out baptismal robes, towels, and assist them in dressing and getting the towels and handkerchiefs ready.
5. Prepare names on flash cards for identification purposes. When several persons are being baptized, the committee should prepare flash cards with the name of the baptismal candidates for the pastor. The card can be pinned at eye-level to the shoulder of the candidate's robe. This procedure helps the pastor to call each name properly and eliminate any chance of embarrassment for the pastor or the candidate.
6. Assisting the pastor at this point will include helping to place the persons in the proper order for baptism and assisting the candidates into and out of the pool. Each candidate is given a towel upon leaving the pool, and shall be assisted to the dressing rooms, while seeking to give them as much privacy as possible.
7. One committee member should assist the pastor with his baptismal suit, and see that the suit is maintained in good condition.
8. The committee should maintain a list of candidates, and notify the Church Clerk after the ordinance so that the official record will be accurately kept.

Baptism Committee



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9. The committee should see that the dressing rooms are neat, clean and attractively furnished. Baptismal robes, towels and handkerchiefs should be in good condition, properly laundered, and stored after each use.
10. At budget planning time (see manual: Budget) the Baptismal Committee should make in writing its request for equipment and supplies to the Staff Resource Person who will submit it to the Finance Committee. This would include baptismal robes, towels, hair dryers, handkerchiefs, and other supplies needed in the baptismal area.
11. All committees should abide by the church policies on purchasing or expenditure of funds (see manual: Purchasing or expenditure of money).
12. To prepare an annual report for the church at the Annual Church Conference.

Bereavement Committee



First Baptist Church, Brandon · 216 N. Parsons Avenue · Brandon, FL 33510 · Telephone (813) 689-1204 · Fax (813) 685-3853

- Number of Members:** 6
- Membership:** Committee shall consist of 6 members
- Period of Service:** 3 years (see manual - rotation system)
- Meeting Frequency:** Meet in January to plan meetings as needed (see manual - Scheduling Meetings)
- Budget (if applicable):** _____
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Purpose: To minister to the needs of church members during times of death in their families.

Responsibilities:

1. It is the primary duty of the Bereavement Committee to provide assistance when the bereaved family members are not members of a Life Group. When the bereaved are Life Group members, the Bereavement Committee should coordinate assistance with the Life Group class involved, to be certain that needs are met.
2. To visit the family, arrange for providing a meal on the day of the funeral, and determine if other assistance is needed.
3. To keep the pastor advised of all situations where his ministry is needed.
4. Determine budget needs and make recommendations to the Staff Resource Person who will submit it to the Finance Committee (see manual: Budget).
5. All committees should abide by the church policies on purchasing or expenditure of funds (see manual: Purchasing or expenditure of money).
6. To prepare an annual report for the church at the Annual Church Conference.

Buildings and Grounds Committee



First Baptist Church, Brandon · 216 N. Parsons Avenue · Brandon, FL 33510 · Telephone (813) 689-1204 · Fax (813) 685-3853

- Number of Members:** 3
- Period of Service:** 3 years (see manual - rotation system)
- Meeting Frequency:** Meet in January to plan monthly meetings (see manual - Scheduling Meetings)
- Budget (if applicable):** _____
-

Purpose: This committee has the responsibility for making the church an attractive and well kept property. God's house deserves the best attention that can be given to keep it worshipful, attractive and functional.

Responsibilities:

1. Develop and maintain an inventory of all church property and equipment (update annually). Original should be filed in safe deposit box at church's bank. Copies should be filed in the Minister of Administration's office for ready reference. Copy should be available for yearly Audit Committee.
2. Establish and maintain regular inspection of all properties and equipment, seeking to discover mechanical and structural faults. To repair them properly, within budget limits, improvements (see Manual: Purchasing or expenditure of money).
3. Determine budget needs for operational and preventive maintenance, expansion of facilities and equipment, and make recommendations to the Staff Resource Person who submits to the Finance Committee (see manual: Budget).
4. To make periodic inspection of the Missionary Residence, in conjunction with the Missions Committee, and other houses owned by the church, to ensure that these houses and grounds are properly maintained.
5. Provide supervision and inspect all work done to facilities by outside contractors related to facilities, and report completion and approval to the committee and to the church.
6. Develop and maintain a program of preventive maintenance for all properties, buildings and equipment. To schedule portions of the buildings for painting (inside and outside) each year, and to coordinate the schedule with the Administrator and members using the buildings.
7. Develop and implement a schedule for seasonal maintenance of outside plantings surrounding the church buildings and to enlist volunteers to assist in the maintenance program of buildings and grounds.
8. To ensure church buildings are in compliance with safety and fire regulations, and on a continuing basis, address the needs of the handicapped as they relate to our facilities.

Buildings and Grounds Committee



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9. Recommend to the Personnel Committee employment, training, and supervision of maintenance personnel.
10. Develop and recommend, in cooperation with Administrator, policies for the use of church facilities and equipment. (Examples: use of facilities by outside groups, borrowing of chairs and other equipment by members, weddings, funerals, etc.) Requests of this nature may be approved by a designated person in the church office.
11. To assist the Administrator in the purchase, remodeling, or adjustments in any equipment, supplies, or facility.
12. To prepare an annual report for the church at the Annual Church Conference.

Children and Family Committee



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- Number of Members:** 6
- Membership:** Members should have a working knowledge and appreciation of the structure and function of preschoolers and children.
- Period of Service:** 3 years (see manual – rotation system)
- Meeting Frequency:** Quarterly Meetings (special meetings called as needed.)
- Budget (if applicable):** _____
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Purpose: The purpose of the Children’s and Family Committee is to establish and coordinate programs and policies of the various church organizations as they relate to children, preschool, and the First Baptist Brandon Christian Academy, and their families.

Responsibilities:

1. To meet with and assist the Minister of Children and Families, Director of Preschool Ministries, and Academy Principal in setting policies and procedures, planning curriculum, employing appropriate staff, and meeting church, local and state guidelines and regulations.
2. Develop ways of discovering and reaching new prospects for the children and preschool divisions.
3. Assist in exploring new ways to minister to children/preschoolers and their families.
4. Plan and promote ways to recognize preschool, children, and Academy leadership.
5. Develop guidelines for cooperative use of space, equipment, and supplies with Life Groups, Choir, Missions and Academy.
6. To assist the Nomination Committee in discovering workers for children’s program areas including Life Groups, Choir, and Missions.
7. To supervise the purchase and use of children and preschool furniture and supplies.
8. Determine budget needs for ministries relating to Children and Families, Preschool, and the Academy and make recommendations to the Staff Resource Person who submits to the Finance Committee (see manual: Budget)..

Children and Family Committee



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9. To formulate and implement policies and procedures relative to personnel employment, professional development, job description, salaries and teaching contracts.
10. All committees should abide by the church policies on purchasing or expenditure of funds (see manual: Purchasing or expenditure of money).
11. To prepare an annual report for the church at the Annual Church Conference.

Committee On Committees



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Number of Members: 6

Membership: Members should have the ability to discern the appropriate qualifications of those members being considered for areas of service. Members should be persons of integrity who can evaluate objectively and keep the committee's discussion in strict confidence.

Period of Service: 3 years (see manual - rotation system)

Meeting Frequency: To begin work in August (see Constitution & Bylaws - Article IV, Section 2); meeting weekly as needed until nominations are made (see manual - Scheduling Meetings)

Budget (if applicable): _____

Purpose: To work toward the establishment of an efficient, well-informed standing and/or temporary committee organization, staffed with competent church members who are well informed of their specific functions.

Responsibilities:

1. Call a meeting as soon as possible after election for the purpose of organizing and developing procedures to follow. About 8 weeks should be allowed for the enlistment process, with time allowed at the beginning for getting ready, and time allowed at the end for typing and preparation for presentation to the Deacons.
2. Seek volunteers from church membership through an interest survey form.
3. Establish guidelines early so that all members will be working toward the same goal. No one will be assigned committee responsibility without first being personally contacted.
4. To study the standing committee structure and evaluate performance. To study current needs and recommend to the church those committees that are determined necessary for the upcoming year.
5. Divide the committees among the Committee on Committee members so that each has only 5 or 6 committees to work on.
6. Keep a master worksheet so that names can be recorded as they are confirmed.

Committee On Committees



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7. Plan on weekly meetings where individual Committee on Committees members report on their progress. The whole committee should be kept informed on what each member is doing. If some should get through with their assignments early, they can share in the remaining work. If problems develop, the whole committee can help in the solutions.
8. Start with name on previous year's rosters and determine who will rotate off and who will remain. Input should be from the Staff Resource Person and former chairperson.
9. Obtain a printed list from the church office of church members and their Life Groups attendance for the past year. As names are recommended, check names for regular Life Groups attendance.
10. Talk with the Staff Resource Person. Get suggestions from him/her regarding new committee members. Ask if Chairperson (if remaining) has been satisfactory, and if meetings have been held on a regular basis.
11. If Chairperson is to be replaced, obtain new chairperson first before calling other prospects.
12. If a new committee chairperson can be enlisted early, their advice should also be sought in filling out their committee membership.
13. To prayerfully seek out and enlist a committee chairperson and committee members from the church membership; to consider such factors as talent, time available, and dedication when matching persons with jobs.
14. Committees are composed of persons with the following qualifications:
 - a. Church members for at least one year
 - b. Faithful in attendance and giving;
 - c. Who strive to walk with our Lord and Savior and are willing to devote themselves to the assigned task.
15. No one is to be asked (by Staff Resource Person or Committee Member) if they are willing to serve, until names have been approved by Committee on Committees.
16. Call other remaining members to ascertain if they are willing to continue serving. If Staff Resource Person or Committee Chairperson has mentioned anyone who has not been actively serving, you may ask if that person would like to be replaced.
17. Read committee manual and be sure to inform new prospects of responsibilities, frequency of meetings, the chairperson, and the staff resource person.
18. Because committee meetings and responsibilities often occur simultaneously, no member should be asked to serve on more than one committee at a time. This also spreads the workload and involves as many persons as possible.

Committee On Committees



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19. Spouses of paid-staff members are allowed to serve on committees, but should not be recommended for those committees that oversee the duties of the staff member in question.
20. Before asking the spouse of a paid-staff member to serve on a committee, the Committee on Committees should first review this recommendation to determine if a potential conflict would exist.
21. Paid-staff members are ex-officio members of those committees within their particular areas of service.
22. All recommendations are to be presented to the Deacons for approval. If approved, Committee on Committees will then make the presentation at the October Church Conference.
23. To maintain an up-to-date Standing Committee Manual for the purpose of keeping the committees as informed as possible on what is expected of them.
24. Provide training opportunities and an orientation to all committees as early as possible.
25. To assist the committees in procedural matters and fill vacancies that occur as the year progresses.
26. The Committee on Committees shall nominate four (4) Church members (men or women) to serve on a Deacon Nominating committee and shall present them for confirmation at the October Church Conference (see Constitution & Bylaws, Article VI - Deacons, Section 3 - Election Procedure).
27. The Committee on Committees shall review and approve the names submitted to serve on the First Baptist Brandon Foundation, Inc.
28. All committees should abide by the church policies on purchasing or expenditure of funds (see manual: Purchasing or expenditure of money).
29. To prepare an annual report of all committees for the church at the Annual Church Conference.

Constitution and Bylaws Committee



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Number of Members: 3

Membership: Committee shall consist of 3 members

Period of Service: 3 years (see manual - rotation system)

Meeting Frequency: Meet the first quarter of each year to review Constitution and Bylaws (see manual - Scheduling Meetings)

Budget (if applicable): _____

Purpose: To prepare and recommend to the church a constitution and bylaws.

Responsibilities:

1. The following items should be included in the constitution.
 - Preamble
 - The name of the church (its official title)
 - The objective of the church
 - Church doctrinal statement or articles of faith
 - Relationship of the church to other groups
 - Church covenant

2. The following items should be included in the bylaws:

<ul style="list-style-type: none">▪ Membership▪ Church committees▪ Program organizations▪ Deacons▪ Ordinances▪ Church finances	<ul style="list-style-type: none">▪ General church officers▪ Program services▪ Pastor▪ Trustees▪ Church Meetings▪ Church operations manual amendments
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3. Update the constitution and bylaws as necessary. If changes are necessary they should be presented to the Deacons and then to the church for approval.

4. To prepare an annual report for the church at the Annual Church Conference.

Deacon Nominating Committee



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Number of Members: 3 members, 3 Deacons plus Pastor's Administrative Assistant

Membership: Members should have the ability to discern the appropriate qualifications of those men being considered to serve as Deacons. Members should be persons of integrity who can evaluate objectively and keep the committee's discussion in strict confidence.

Period of Service: 3 years (see manual –rotation system)

Meeting Frequency: Meet regularly August through December and as needed throughout the year.

Budget (if applicable) _____

Purpose: Formulate list of nominated men meeting biblical qualifications and standards of a Deacon as outlined in "FBC Brandon Qualifications and Expectations of a Deacon."

Responsibilities:

1. Compile list of nominated men to serve as Deacons.
2. Initial Evaluation/Screening of Nominee List.
3. Notify Screened Nominees.
4. Review returned surveys and construct Nominee profiles.
5. Interview Deacon Nominees.
6. Compile Deacon Ballot.
7. Present Nominees to Church.
8. Validate the ballots.

Decision Counseling Committee



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Number of Members: 3

Membership: Members should be well versed in Baptist and local church doctrine.

Period of Service: 3 years (see manual - rotation system)

Meeting Frequency: Meet in January to plan quarterly meetings (see manual - Scheduling Meetings)

Budget (if applicable): _____

Purpose: To establish and maintain an efficient and effective new member and counseling organization, to assure a receptive spiritual introduction into the church family.

Responsibilities:

1. To recruit and train counselors
2. To schedule enough counselors for each service.
3. To be responsible for inventory of counseling materials.
4. To greet people who come forward for membership.
5. To acquaint new members with the church ministries and programs.
6. All committees should abide by the church policies on purchasing or expenditure of funds (see manual: Purchasing or expenditure of money).
7. To prepare an annual report for the church at the Annual Church Conference.

Events Decorating Committee (To be combined with Hostess)



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- Number of Members:** 6 plus approved volunteers
- Automatic:** Media Ministries
(see manual - Automatic Committee Member)
- Membership:** Members should have an interest in decorating and a willingness to work with church staff in creating effective events decorating.
- Period of Service:** 3 years (see manual - rotation system)
- Meeting Frequency:** Meet in January to plan quarterly meetings (see manual - Scheduling Meetings)
- Budget (if applicable):** _____
-

Purpose: To coordinate decorations for church-wide receptions and activities.

Responsibilities:

1. To assist the Hostess Committee when requested.
2. To plan for and enlist help in appropriate table decorations for events.
3. To utilize and maintain responsibility for decorating accessories requisitioned from the Church Library
4. Items purchased with church money will be processed and inventoried through the Church Library.
5. All committees should abide by the church policies on purchasing or expenditure of funds (see manual: Purchasing or expenditure of money).
6. Determine budget needs and make recommendations to the Staff Resource Person who submits to the Finance Committee (see manual: Budget).
7. To prepare an annual report for the church at the Annual Church Conference

Finance Committee



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Number of Members: 6 plus Automatics (Church Administrator, Church Accounting Supervisor, Church Treasurer)

Membership: Each member should have an understanding and competence in financial matters. In addition, they should possess a working knowledge of the programs of the church, be good personal stewards of their own financial resources and have the confidence of the fellow church members.

Period of Service: 3 years (see manual - rotation system)

Meeting Frequency: Meet in January to plan monthly meetings (see manual - Scheduling Meetings)

Budget (if applicable): _____

Purpose: To manage the financial resources of the church and to be responsible for all matters related to planning, developing and administering the annual ministry budget of the church.

Responsibilities:

1. To plan and develop a budget that supports the stated mission of the church.
2. To take into consideration the ministry plans for the year, previous year's budget gifts, anticipated church growth and prevailing economic conditions. Seek input from appropriate church leaders.
3. Consider financial needs not covered in the budget and make recommendations to the church concerning such needs.
4. Assist the church and church committees (standing/temporary) in evaluating financial implications of significant unbudgeted recommendations and in determining sources of needed funds.
5. Inform staff, church committees, and church leaders when budget reports are to be completed and returned for the annual budget.
6. Provide staff, committees, and church leaders with church policies on purchasing or expenditure of funds.
7. To recommend and assist with budget related features for the annual stewardship calendar.
8. To assist in planning and conducting stewardship emphasis programs.

Finance Committee



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9. To continually evaluate the budgeting process for improvement.
10. To continually evaluate budget administration procedures for improvement.
11. To prepare an annual report for the church at the Annual Church Conference.

Food Service Committee



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- Number of Members:** 6
- Period of Service:** 3 years (see manual - rotation system)
- Meeting Frequency:** Meet in January to plan quarterly meetings (see manual - Scheduling Meetings)
- Budget (if applicable):** _____
-

Purpose: This committee shall determine and carry out the policies that will make use of the kitchen and dining hall a meaningful part of church life.

Responsibilities:

1. Determine the food service needs of the church. The committee should consult with staff and church leaders to determine food service needs.
2. To inspect and evaluate the cleanliness of the entire food service area.
3. Develop policies on the use of the kitchen and related facilities, supplies, and equipment.
4. Determine budget needs and make recommendations to the Staff Resource Person who submits to the Finance Committee (see manual: Budget).
5. To purchase kitchen equipment when approved and needed.
6. All committees should abide by the church policies on purchasing or expenditure of funds (see manual: Purchasing or expenditure of money).
7. To assist the Food Service Director as needed.
8. Develop and maintain an inventory of all kitchen equipment (update annually). Original should be filed in safe deposit box at church's bank. Copies should be filed in the Minister of Administration's office for ready reference. Copy should be available for yearly Audit Committee.
9. To prepare an annual report for the church at the Annual Church Conference.

Hostess Committee (to be combined with Events Decorating)



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- Number of Members:** 6
- Period of Service:** 3 years (see manual - rotation system)
- Meeting Frequency:** Meet in January to plan quarterly meetings (see manual - Scheduling Meetings)
- Budget (if applicable):** _____
-

Purpose: To plan and supervise all church receptions and other church-wide activities requiring hostesses.

Responsibilities:

1. To assist the pastor and staff in church-wide receptions/activities.
2. To decide upon and arrange for an appropriate time and place for each reception to be held.
3. Arrangements for the Dining Hall and/or Kitchen should be made through the Food Services Committee.
4. To determine the number of hostesses required for each function.
5. To acquire necessary food and supplies.
6. To complete a proper requisition for the setting and arranging of the necessary tables and chairs for each function.
7. To arrange with the Events Decorating Committee for appropriate table decorations as necessary.
8. Determine budget needs and make recommendations to the Staff Resource Person who submits to the Finance Committee (see manual: Budget).
9. All committee should abide by the church policies on purchasing or expenditure of funds (see manual: Purchasing or expenditure of money).
10. To prepare an annual report for the church at the Annual Church Conference.

Lord's Supper Committee



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- Number of Members:** 8
- Period of Service:** 3 years (see manual - rotation system)
- Meeting Frequency:** Meet in January to plan quarterly meetings (see manual - Scheduling Meetings)
- Budget (if applicable):** _____
-

Purpose: To prepare the elements to be used in the serving of the Lord's Supper.

Responsibilities:

1. The Lord's Supper shall be observed once each month with such exceptions as may be necessary. (Constitution & Bylaws, Article II - Ordinances, Section 3)
2. Alternating monthly between the evening and morning worship services. When it is to be observed in the morning, it will be served at both morning services.
3. To work closely with the pastor on the schedule of serving the ordinance.
4. Estimate the number of people to be served, then to purchase and prepare sufficient quantities of the elements. All preparations should be ready no later than 30 minutes prior to the service.
5. Provide the white cloths used on the table, and to keep them properly laundered.
6. Following each observance, the committee should see to it that all equipment is carefully gathered up, cleaned, and stored in a safe, clean place, and made ready for use at the next service.
7. The committee should continue to explore ways of improving its work, and thereby making the observance of the Lord's Supper more meaningful to the worship experience.
8. Maintain an inventory of equipment. It is important that replacements or additions to the equipment be identical in design.
9. All committee should abide by the church policies on purchasing or expenditure of funds (see manual: Purchasing or expenditure of money).
10. Determine budget needs and make recommendations to the Staff Resource Person who submits to the Finance Committee (see manual: Budget).
11. To prepare an annual report for the church at the Annual Church Conference.

Missions Committee



First Baptist Church, Brandon · 216 N. Parsons Avenue · Brandon, FL 33510 · Telephone (813) 689-1204 · Fax (813) 685-3853

Number of Members: 6

Membership: Members should have knowledge of, a concern for, and a willingness to participate in mission work.

Period of Service: 3 years (see manual - rotation system)

Meeting Frequency: Meet in January to plan monthly meetings (see manual - Scheduling Meetings)

Budget (if applicable): _____

Purpose: To coordinate and promote all phases of the church's mission program.

Responsibilities:

1. Develop plans and procedures to expose our entire membership to a well-rounded mission education.
2. Serve as church liaison for all matters pertaining to mission programs, activities and projects.
3. To help promote the special missions offerings such as Easter and Christmas offerings.
4. To keep the church informed on the results of mission efforts.
5. To recommend new mission activities. Recommendations should first be shared with the Deacon body before presentation to the church.
6. Share with the pastor available speakers who may be used to inform and inspire our church membership to participate more meaningfully in mission undertakings.
7. Evaluate and recommend improvements of the program of mission education.
8. To assist the Nomination Committee in discovering workers for mission program areas.
9. All committee should abide by the church policies on purchasing or expenditure of funds (See manual: Purchasing or expenditure of money).
10. Determine budget needs and make recommendations to the Staff Resource Person who submits to the Finance Committee (see manual: Budget).
11. To prepare an annual report for the church at the Annual Church Conference.

Nominating Committee



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Number of Members: 3

Membership: Members of the committee should have a general knowledge of the church membership; more than a nominal interest in the life and work of the church; and be persons of integrity who can evaluate objectively and keep the committee's discussion in strict confidence.

Period of Service: 3 years (see manual - rotation system)

Meeting Frequency: Begin work in January, meeting monthly and as needed, during enlistment period.(see manual - Scheduling Meetings)

Budget (if applicable): _____

Purpose: The Nominating Committee's principal function is to lead in staffing all church-elected leadership. Filled by volunteers that serve in a non-rotational position.

Responsibilities:

1. Select, interview, and enlist church members who are in good standing order to serve as church program organizational leadership, church emphasis program leaders, and general officers. The church emphasis program leaders are the Church Library Staff. General church officers are Clerk, Treasurer, Historian, Librarian, and Secretary.
2. The three Nominating Committee members should serve as a resource for organizational leaders in discovering potential workers. They will be joined by church staff in helping to select and develop church leaders and workers.
3. The church staff members who have age-group responsibilities for Life Groups should be assigned the responsibility for enlisting program organizational leaders.
4. To discover talents, the Nominating Committee should work with the staff in helping to conduct talent surveys, distribute questionnaires, and conduct interviews with prospective volunteer leaders.
5. Presents all leaders for Life Groups to the church for election at the Summer church conference. The remaining volunteer leaders will be presented for election at the October church conference.

Nominating Committee



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6. To fill vacancies during the year, and present such replacements to the church for approval.
7. The process of electing volunteer leaders by church vote magnifies the position, places a greater responsibility on the persons who volunteer, and communicates to the church the significance of serving in God's kingdom.
8. All committees should abide by the church policies on purchasing or expenditure of funds (see manual: Purchasing or expenditure of money).
9. To prepare an annual report for the church at the Annual Church Conference.

Personnel Committee



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Number of Members: 9

Membership: Members should exhibit integrity, fairness, and objectivity in all matters, and be willing and able to address important and personal issues in a discreet and confidential manner.

Period of Service: 3 years (see manual - rotation system)

Meeting Frequency: Meet in January to plan quarterly meetings (see manual - Scheduling Meetings)

Budget (if applicable): _____

Purpose: To assist the Senior Pastor, Minister of Administration, and church in all matters related to personnel administration and management

To act as a liaison between employees and the church.

To work with other supervisory staff in relationship to these areas:

Administration: Support Staff, Food Service, Maintenance, Janitorial Staff

Children: Nursery Workers, The Academy

Music: Musicians

Youth/Children: Summer Youth Interns

Responsibilities:

1. Recruit, interview, and recommend new personnel to fill vacancies in all ministerial staff positions except the pastorate. Recommending an appropriate job description first to the deacons, sharing information about the person being considered, and recommending salary and other benefits.
2. Study and recommend the need for additional church staff positions. The personnel committee should be forward-looking and should recognize the need for additional staff members and make appropriate recommendations.
3. Some personnel are recommended for employment by appropriate standing committees. (Building and grounds, Food Service, Children & Families)

Personnel Committee



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4. Prepare and update job descriptions. A job description helps clarify an individual's role on a church staff. Job descriptions serve as guidelines to help staff members stay involved and interested in their work. The Personnel Committee should write job descriptions for church staff members. Certain categories need to be included in job description: the job title, principle function, responsibilities, and relationships. Since conditions change, responsibilities also change from time to time. The personal committee should be aware of these changes and should be constantly in the process of updating job descriptions.
5. Maintain an up-to-date organization chart showing the relationship of all church staff positions authorized by the church.
6. Develop and recommend policies and procedures for staff members. Staff members deserve to know what is expected of them and what allowances are provided. The Personnel Committee should develop a manual or booklet that includes policies and procedures related to all church staff. This policies and procedures manual should include such things as absences, employment practices, leaves, salary administration, vacation, time off, working hours, and dress code. The committee should spell out specifics to lessen confusion.
7. To assist employees, when appropriate, on such matters as housing, medical assistance, etc.
8. To execute all personnel policies adopted by the deacons and the church
9. To prepare a calendar of significant dates pertaining to employees, such as service anniversaries, holidays, vacations, etc.
10. Develop and recommend a salary program for the church. A complete salary program includes salary, expenses, and benefits. Included in the salary-benefits program should be privileges for staff members, such as time away for duties and personal development time, for training, personal leave, and sabbatical.
11. Consult as needed with church staff employees concerning their work.
12. To review periodically salaries of all church employees. To recommend changes needed and to include such changes to the Staff Resource Person who submits to the Finance Committee (see manual: Budget).
13. To work closely with the pastor and/or deacons when it becomes necessary to discharge or discipline an employee.
14. All committees should abide by the church policies on purchasing or expenditure of funds (see manual: Purchasing or expenditure of money).
15. To prepare an annual report for the church at the Annual Church Conference.

Properties Committee



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Number of Members: 3 members-at-large, plus automatics

Automatic: Buildings & Grounds, Chairperson
Deacon, Chairperson
Finance, Chairperson
Trustees

Membership: Members should have experience and working knowledge of real estate terminology and procedures.

Period of Service: 3 years (see manual - rotation system)

Meeting Frequency: Meet in January to plan meetings as needed (see manual - Scheduling Meetings)

Budget (if applicable): _____

Purpose: To provide for the orderly purchase, sale, lease, or exchange of church real estate and to be aware of activities that may affect the value and use of church properties.

Responsibilities:

1. To maintain liaison with the Buildings and Grounds Committee and other church committees as appropriate to insure that the real property needs of the church are met
2. To make appropriate recommendations to the church trustees for the purchase, sale, lease or exchange of real property.
3. To be aware of activities including rezoning, construction, changes in property use, government right-of-way changes or other activities that may impact the value and use of church real property.
4. To evaluate the acquisition, sale, lease or donation of real property. To develop contractual agreements subject to church approval.
5. To insure that proper records (surveys, plot plans, zoning, copies of deeds, etc.) of the real property of the church are maintained. All such documents should be inventoried and given to the trustees to be filed in the safe deposit box at church's bank. A copy of the inventory list should be filed in the Minister of Administration's office for ready reference.
6. To undertake other tasks related to church real estate as may be appropriate or assigned.
7. Determine budget needs and make recommendations to thStaff Resource Person who submits to the Finance Committee (see manual: Budget).

Properties Committee



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8. All committees should abide by the church policies on purchasing or expenditure of funds (see manual: Purchasing or expenditure of money).
9. To prepare an annual report for the church at the Annual Church Conference.

Transportation Committee



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- Number of Members:** 3
- Period of Service:** 3 years (see manual - rotation system)
- Meeting Frequency:** Meet in January to plan meetings as needed. (see manual - Scheduling Meetings)
- Budget (if applicable):** _____
-

Purpose: This committee shall be responsible for the supervision, operation and maintenance of the church vehicles.

Responsibilities:

1. To create and enforce a policy for the use of the vehicles, to cover such things as driver qualifications, use by outside organizations, priorities for use, etc.
2. To maintain a list of qualified drivers.
3. To recommend new equipment needs to the deacons and church.
4. To develop and execute a program of preventive maintenance so that vehicles will give safe and efficient service.
5. Determine budget needs and make recommendations to the Staff Resource Person who submits to the Finance Committee (see manual: Budget).
6. All committees should abide by the church policies on purchasing or expenditure of funds (see manual: Purchasing or expenditure of money).
7. To prepare an annual report for the church at the Annual Church Conference.

Ushers & Greeters Committee



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- Number of Members:** 6
- Period of Service:** 3 years (see manual - rotation system)
- Meeting Frequency:** Meet in January to plan quarterly meetings (see manual - Scheduling Meetings)
- Budget (if applicable):** _____
-

Purpose: To recruit and train an ushering team for each of the church's worship services.

Responsibilities:

1. Ushers should be in their places at least 15 minutes before the worship service begins.
2. To greet and seat members of the congregation with their comfort and general welfare in mind. The kind of impression the usher makes often influences the visitor's attitude about the church.
3. Ushers should try to learn people's names so they may call them by name as they are welcomed to the services. A warm welcome will help create the right atmosphere for worship.
4. Visitors should be seated beside regular attendees and introduced when possible.
5. To determine the number of ushers needed for each service, and enlist qualified persons to serve accordingly.
6. Give bulletins to everyone who enters the building. This will enable people to follow the order of service.
7. To control the seating area in the sanctuary:
 - Seat people only at times when their entrance will not disturb the service;
 - Seat people near the front and center, if possible;
 - Stop at the pew where the people are to be seated;
 - Be aware of places to seat people.
8. To be certain the sanctuary is properly prepared for each service, including lights, offering plates, bulletins, handouts, etc.
9. Check out and assist the people who request a personal listening device.
10. To receive the offering at the appropriate time. Every usher should know his area of responsibility.
11. To assist in the general supervision of the service, taking the lead in handling emergencies if such should

Ushers & Greeters Committee



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occur. Be aware and know where the first-aid equipment is stored.

12. Determine budget needs and make recommendations to the Staff Resource Person who submits to the Finance Committee (see manual: Budget).
13. All committees should abide by the church policies on purchasing or expenditure of funds (see manual: Purchasing or expenditure of money).
14. To prepare an annual report for the church at the Annual Church Conference.