

Committees, Ministry Teams, and Advisory Councils

Guidelines and Descriptions (Standard Operating Procedures)

Contents

GENERAL POLICIES REGARDING APPOINTMENTS TO CHURCH COMMITTEES, MINISTRY TEAMS, AND COUNCILS	1
CHILD PROTECTION COMMITTEE	3
CHILDREN'S COMMITTEE	4
CHRISTIAN SERVICE COMMITTEE	5
COLLEGE SCHOLARSHIP COMMITTEE.....	6
COMMITTEE FOR MISSIONS AND EVANGELISM	7
COMMITTEE ON TEAMS AND COMMITTEES	8
DEACON NOMINEE SELECTION COMMITTEE	10
DOGWOOD COVE COMMITTEE	11
FINANCE COMMITTEE	12
HISTORY COMMITTEE.....	14
MISSIONARY IN RESIDENCE COMMITTEE	15
GUIDELINES FOR FORMATION OF PASTOR SEARCH COMMITTEE	16
GUIDELINES FOR FORMATION OF MINISTERIAL STAFF SEARCH COMMITTEE_(Non-Sr. Pastor)...	18
PERSONNEL COMMITTEE	20
PLANNED GIVING COMMITTEE	21
PRESCHOOL COMMITTEE	22
PROPERTIES COMMITTEE	23
SEMINARY SCHOLARSHIP COMMITTEE	24
STAFF APPRECIATION COMMITTEE	25
TRANSPORTATION COMMITTEE	26
ONE CHURCH ONE BODY ADVISORY COUNCIL.....	27
SMALL GROUP ADVISORY COUNCIL	28
ADULT 55+ MINISTRY TEAM	29
PRAYER MINISTRY TEAM	30
BAPTISM MINISTRY TEAM	31
DECORATION/FLORAL TEAM	32
LORD'S SUPPER MINISTRY TEAM	33
MEN'S MINISTRY TEAM.....	34
USHER COORDINATION TEAM	35
WOMEN'S MINISTRY TEAM.....	36

PRIOR TO READING THIS REPORT PLEASE TAKE NOTE

The Transition Team is appreciative of the work of the temporary committees and their associated working groups. All reports and suggestions are being made available to the church body and have been forwarded to appropriate committees and staff members for review.

Encouraged by the Transition Team some recommendations within the routine church-authorized service of our staff and lay leadership are being enacted.

Any major recommendations rising to the level of church approval will not be performed without first being presented to the church in an announced business meeting.

Please accept the content of this report as counsel from members of our church asked to provide thorough consideration to the assigned matter. They have each offered their considered suggestion for the betterment of our church. We are grateful to their dedicated and heartfelt labor on our behalf.

GENERAL POLICIES REGARDING APPOINTMENTS TO CHURCH COMMITTEES, MINISTRY TEAMS, AND COUNCILS

1. Membership on most committees shall be based on a three-year rotation plan with service beginning on January 1 and after a three-year period of service, a member will be ineligible for re-election to the same committee for a period of one year.
2. To increase the leadership base within our church, it is preferred that committee members have a year between service on any committee.
3. All committee action must represent majority consent of the committee membership.
4. Committee action may be taken by electronic media or written consent.
5. All committee actions are to be taken under the guidance of the assigned staff. (Excluding the actions of a Senior Pastor Search Committee)
6. Committee actions requiring expenditures must be coordinated through the assigned staff.
7. If the need for other standing or special committees arises, the request should be made to the Committee on Teams and Committees (which committee is responsible for recommendation of creation and membership to the Church).
8. The request should contain:
 - (a) The purpose and function for the committee
 - (b) The number of people to serve on the committee
 - (c) Their qualifications and duties
 - (d) Method of selecting the committee

9. Members of committees, teams, and councils are expected to participate in meetings and activities as related to their appointment. Failure to do so may result in removal from their appointment.
10. Except as provided herein below regarding Sensitive Matters, meetings of all committees, teams, and councils shall be open for attendance by all Church Members as observers. The Chair of the particular Church organization may determine the right of observers to be heard or otherwise participate in a meeting. The time, date, and location of such meetings shall be made known to the Church Members by such means as may be practical in order to provide meaningful opportunity for interested Members to attend.
11. Sensitive Matters shall mean the discussion or deliberation, other than at a meeting of the Church in Conference, of the following matters:
 - (a) the acquisition or sale of real estate;
 - (b) the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation of a member of the Ministerial or Non-Ministerial Staff;
 - (c) disciplinary action or expulsion of a Church Member;
 - (d) meetings with legal counsel
 - (e) meetings of a ministerial search committee
 - (f) other matters as may specifically be designated by the Church in Conference
12. Upon the request of a church member, the Committee on Teams and Committees will evaluate the process the identified committee used to make a specific decision. If the COTC decides that the identified committee did not follow the procedures listed in the church's governing documents, the COTC will rotate off all members of the identified committee in the next year's rotation.

CHILD PROTECTION COMMITTEE

I. ROLE

Provide oversight, accountability and attention to matters concerning the welfare of minors and workers (paid and volunteer) involved in various church-sponsored activities

II. DUTIES AND RESPONSIBILITIES

- A. Annually review the Child Protection Policy and practices
- B. Work with the Preschool Director, Minister of Childhood Education and Minister of Youth to assess the needs, challenges and realities of the current context of ministry
- C. Provide a system of screening, training, and procedures that minimize any potential risk to minors while protecting those who work with the minors
- D. Recommend revisions that need to be made in policy or practice

III. BUDGET RESPONSIBILITIES

Worker screening line item in the annual budget

IV. MEMBERSHIP

- A. Six (6) members on a three year rotation recommended by the Committee on Teams and Committees
- B. Non-Voting Assigned Staff: Preschool Director, Minister of Childhood Education, and Minister of Youth.

CHILDREN'S COMMITTEE

I. ROLE

Assist the Minister of Childhood Education in projects and initiatives that serve Grades 1-6 children and their families

II. DUTIES AND RESPONSIBILITIES

- A. Recommend and publicize Children's policies and procedures
- B. Assist Minister of Childhood Education to create and implement effective discipleship-based programming for children
- C. Help plan and promote events and initiatives that support and equip the family for spiritual growth and instruction in the home.
- D. Assist with special event planning and implementation

III. BUDGET RESPONSIBILITIES

The Childhood Education Ministry section of the annual budget.

IV. MEMBERSHIP

- A. Six members on a three year rotation recommended by the Committee on Teams and Committees
- B. Membership by Position: 1st/2nd Grade Division Director, 3rd/4th Grade Division Director, 5th/6th Grade Division Director
- C. Non-Voting Assigned Staff: Minister of Childhood Education

CHRISTIAN SERVICE COMMITTEE

I. ROLE

Provide assistance to church families who find themselves in times of financial need

II. DUTIES AND RESPONSIBILITIES

- A. Inform the membership of the purpose of the Christian Service fund
- B. Collect a love offering after the Lord's Supper observances and/or as needed to be used for Christian Service or Community Benevolences
- C. Respond to requests of church families in need and determine the appropriate response and/or assistance to each request
- D. When appropriate, the Associate Pastor/Business Manager may handle requests under a limit set by the committee
- E. Consult with the Associate Pastor/Business Manager in case a need is too great or too repetitious
- F. Approve requests over the limit delegated to the Associate Pastor/Business Manager
- G. Meet at least quarterly to review expenditures and pray for families in need

III. BUDGET RESPONSIBILITIES

The Christian Service line item in the annual budget

IV. MEMBERSHIP

- A. Three (3) Members on a 3 year rotation recommended by the Committee on Teams and Committees
- B. Three (3) deacons on a 3 year rotation recommended by the Committee on Teams and Committees
- C. Non-Voting Assigned Staff: Associate Pastor/ Business Manager

COLLEGE SCHOLARSHIP COMMITTEE

I. ROLE

Administer the college scholarship funds available to the members of First Baptist Church

II. DUTIES AND RESPONSIBILITIES

- A. Administer the endowed scholarships held by First Baptist Church Bryan Foundation in accordance with the agreements in place
- B. Administer the Orval and Winnie Brown Scholarships held by TAMU according to the guidelines provided by the TAMU Financial Aid Office

III. BUDGET RESPONSIBILITIES

N/A

IV. MEMBERSHIP

- A. The Officers of the Church (Chair of Deacons, Chair Elect of Deacon, Secretary of Deacons, Chair of Properties Committee, Chair of Finance Committee, Church Clerk)
- B. Advisory members (ex-officio) for the respective funds:
 - Jack Threadgill and J W Kornegay, for as long as they desire to be involved in the selection process.
 - Earl and Frankie Sebesta, for as long as they desire to be involved in the selection process.
 - Pedro and Myong Ledesma, for as long as they desire to be involved in the selection process.
- C. Non-Voting Assigned Staff: Minister of Youth and Associate Pastor/Business Manager

COMMITTEE FOR MISSIONS AND EVANGELISM

I. ROLE

Review, prioritize and approve mission activities that the Church will support

II. DUTIES AND RESPONSIBILITIES

- A. Establish the maximum annual stipend that a church member can apply for when making a trip sponsored by the church
- B. Establish and publicize policies that govern support of one-time request for support or long-term mission involvement
- C. Establish policy regarding overseas trip insurance
- D. Facilitate the annual Church Mission Offering
- E. Facilitate the annual offerings for State, North American, and Foreign Missions

III. BUDGET RESPONSIBILITIES

The Cooperative Program and the World Missions section of the annual budget

IV. MEMBERSHIP

- A. Up to Fifteen (15) members, representing a cross section of the church and having a passion for missions and evangelism, on a 3 year rotation recommended by the Committee on Teams and Committees
- B. Non-Voting Assigned Staff: Minister of Missions

COMMITTEE ON TEAMS AND COMMITTEES

I. ROLE

Make recommendations to the church for election of members for the committees, teams and councils as well as other church positions, such as church clerk, parliamentarian, and moderator (if needed)

II. DUTIES AND RESPONSIBILITIES

- A. Provide nominees with a balanced representation of the church body for vacancies and submit those nominees to the church for election
- B. Receive consent of all nominees before presenting their names to the church for election
- C. Ensure that no person serves on more than one committee
- D. Ensure that no two members of the same household serve on the same committee
- E. A member shall rotate off a committee for at least one year before they are eligible to be renamed to that committee except when they were previously elected to serve a vacant one year term
- F. To increase the leadership base within our church, it is preferred that committee members have a year between service on any committee
- G. Allow service on a committee as well as a ministry team or council
- H. Allow service on more than one committee if the member is named to it by the position he holds
- I. Be responsible for the conduct, collection, and distribution of the ministry interest survey
- J. Evaluate and review the Committee Duties and Responsibilities every three years
- K. Review requests for new standing or temporary committees
- L. Recommend to the church the dissolution of inactive committees, teams, or councils
- M. In times of staff vacancies, temporarily reassign staff members to work with committees to assure each committee has an assigned staff member
- N. Upon the request of a church member, the Committee on Teams and Committees will evaluate the process the identified committee used to make a specific decision.
 - a. If the COTC decides that the identified committee did not follow the procedures listed in the church's governing documents, the COTC will rotate off all members of the identified committee in the next year's rotation.
 - b. This decision of the COTC is not to decide if the identified committee's actions were moral or justified. The decision of COTC is to determine if the recommended committee acted within the guidelines set forth by the governing documents for committees of First Baptist Church, Bryan.

III. BUDGET RESPONSIBILITIES

N/A

IV. MEMBERSHIP

- A. Nine (9) members, representing a balanced spectrum of the church body, on a 3 year rotation recommended by the Church Officers and Ministerial Staff.
- B. Non-Voting Assigned Staff: Minister of Education/Administration

DEACON NOMINEE SELECTION COMMITTEE

I. ROLE

Lead the Church to elect an active deacon fellowship

II. DUTIES AND RESPONSIBILITIES

- A. Determine in conjunction with the Pastor and Deacon Officers the required number of deacons needed to serve Active Deacons
- B. Assist the Church in identifying members with the Biblical qualifications to be elected as active deacons
- C. Recommend those who will serve as Emeritus Deacons
- D. Following the mentoring period and with the recommendation of the Pastor and Deacon Officers, place in active service Deacons who have successfully completed the mentoring program.

III. BUDGET RESPONSIBILITIES

N/A

IV. MEMBERSHIP

- A. Three (3) members each serving 3 year rotations recommended by the Committee on Teams and Committees
- B. Three (3) Deacons named by the Deacon Fellowship on a 3 year rotating basis
- C. Non-Voting Assigned Staff: Pastor

DOGWOOD COVE COMMITTEE

I. ROLE

Oversee the Dogwood Cove property on Lake Limestone

II. DUTIES AND RESPONSIBILITIES

- A. Promote the existence and availability of the Dogwood Cove facility to the Church Family
- B. Review, analyze, and assess all request related to the use, upkeep, and maintenance of the facility
- C. As appropriate make recommendations for the development of the facility
- D. Work with the Finance Committee to secure funding for major expenditures

III. BUDGET RESPONSIBILITIES

- A. The Dogwood Cove line item in the annual budget
- B. The designated funds for Dogwood Cove

IV. MEMBERSHIP

- A. Nine (9) members on a 3 year rotation recommended by the Committee on Teams and Committees
- B. Non-Voting Assigned Staff: Associate Pastor/Business Manager

FINANCE COMMITTEE

I. ROLE

Oversee and administer the financial operations of the Church to assure the Church's financial stability.

II. DUTIES AND RESPONSIBILITIES

- A. Establish an annual budget planning process in which staff ministers, committee chairmen and organizational leaders shall present and justify their budget requests for the coming year (Church members will be provided opportunity to submit input)
- B. Prepare a comprehensive, realistic church budget which is within the ability of the church, but which still presents a challenge in stewardship
- C. Present financial reports to the Deacons and to the Church
- D. Study requests for expenditures that are not included in the church budget and make recommendations to the Church for action if necessary.
- E. Review merits of proposed designated gifts as presented by the Planned Giving Committee and jointly recommend appropriate action to the Church
- F. Request and review reports from outside consultants as deemed necessary
- G. Ensure that the church has adequate property and casualty insurance
- H. Provide guidelines for record retention and disposal

III. BUDGET RESPONSIBILITIES

- A. Debt Retirement.
- B. Major acquisitions that are not the responsibility of another group
- C. Premiums for property and casualty insurance coverage
- D. Taxes on non-exempt properties owned by the church
- E. Other financial items that are not the responsibility of another committee or program group
- F. Audits or financial procedure reviews when deemed necessary.

IV. MEMBERSHIP

- A. Nine (9) members, with a majority having a financial background, on a 3 year rotation recommended by the Committee on Teams and Committees.
- B. Non-Voting Assigned Staff: Minister of Education/Administration and Associate Pastor/Business Manager

V. RELATIONSHIPS

- A. The Chair of the Finance Committee shall serve as an Officer of the Corporation.
- B. The Chair shall serve as an ex officio member of the Board of the First Baptist Church of Bryan Foundation.

HISTORY COMMITTEE

I. ROLE

Help members to develop an appreciation of their church through an understanding of its history

II. DUTIES AND RESPONSIBILITIES

- A. Collect and safeguard historically-significant church records and archives
- B. Ensure that the church maintains and keeps adequate records of its current progress

III. BUDGET RESPONSIBILITIES

Request for budget funds as needed to the finance committee

IV. MEMBERSHIP

- A. Six (6) members on a 3 year rotation recommended by the Committee on Teams and Committees
- B. Non-Voting Assigned Staff: Associate Pastor/Business Manager

MISSIONARY IN RESIDENCE COMMITTEE

I. ROLE

Oversee all Missionary House programs

II. DUTIES AND RESPONSIBILITIES

- A. Ensure proper maintenance of the residence including the exterior and landscaping
- B. Ensure that all kitchen appliances, HVAC, water heater, and other equipment is well maintained and in good working order and that a notebook of current owner's manuals and instructions is available to the resident
- C. Before the arrival of each new missionary family, determine and provide the needed supplies related to furnishings, linens, or kitchen supplies
- D. Work with the Associate Pastor/Business Manager to ensure that newly arriving missionaries and their families are welcomed
- E. Solicit suggestions from each resident on how to improve the church's ministry to our missionary families.

III. BUDGET RESPONSIBILITIES

- A. Administer the funds available from the Griffin Fund held with the FBC Foundation.
- B. When needs exceed the Griffin Funds available, request funds from Finance Committee

IV. MEMBERSHIP

- A. The committee will consist of six (6) members with rotating 3 year terms recommended by the Committee on Teams and Committees
- B. Non-Voting Assigned Staff: Associate Pastor/ Business Manager

GUIDELINES FOR FORMATION OF PASTOR SEARCH COMMITTEE

MEMBERSHIP:

The Pastor Search Committee will be composed of twelve (12) church members nominated and elected as follows:

- Three (3) members from the Finance Committee, the Personnel Committee, and the Deacon Officers:
 - 1 member currently serving in the Finance Committee
 - 1 member currently serving in the Personnel Committee
 - 1 member currently serving as a Deacon Officer
- Nine (9) at large members to help achieve a broad representation of the church body
 - 6 members by highest nomination count
 - 3 members by consideration of the Committee on Teams and Committees and Deacon officers as informed by the vote count to provide broadest church representative

QUALIFICATIONS:

1. Only full membership church members may nominate or be nominated. (Watch-care member status does not carry nominating or voting privileges. ABF membership and regular attendance does not substitute for full church membership.)
2. Only one person from a family is eligible to serve. The one with the highest number of nominations will first be approached for willingness to serve.
3. Paid employees and their immediate family are not eligible to serve.

PROCESS:

1. A listing of active church members will be provided to each member household the week prior to Nomination Sunday.
2. Nomination Forms will be available in the church office during regular office hours beginning the week prior to Nomination Sunday. A collection box will be in use.
3. Nomination Sunday, Nomination Forms will be inserted in worship service bulletins and collected by a counting team at the end of each worship service.
4. The Deacon Officers and Committee on Teams and Committees will oversee the tally of all nominees.
5. The Deacon Officers and Committee on Teams and Committees will compose a

Search Committee which meets the criteria listed above.

6. Finally, the Deacon Officers and Committee on Teams and Committees will be responsible for confirming the willingness of service from each nominee.

ELECTION:

1. The Committee on Teams and Committees will compose the Election Ballot to list by name the nominees willing to serve and will publish the listing to all church members for Election Sunday, the Sunday following Nomination Sunday.
2. The Election Ballot will be provided to all members present in all worship services on Election Sunday and collected for tally as supervised by Deacon Officers.
3. The Deacon Chairman shall publish the results of the election by pulpit announcement and by means of regular church-wide communication.

FOLLOW-THROUGH:

Following the election, the Deacon Officer appointee to serve on the Search Committee will be responsible for organizing the first meeting and will facilitate the arrangements with the ministerial staff for training of the Search Committee. The Search Committee will elect its own officers.

ACCOUNTABILITY:

If at any time the church body feel that the process needs to be restarted, the church may vote to reform the Search Committee with a 2/3 vote. The current committee will be dissolved, and the process will begin completely fresh with a new Nomination Sunday.

GUIDELINES FOR FORMATION OF MINISTERIAL STAFF SEARCH COMMITTEE

(Non-Senior Pastor)

The Personnel Committee assisted by the Committee on Teams and Committees will publish the need to compose a search committee for a specified ministerial position.

Nomination Forms will be composed specific to the position sought. All full membership church members may submit Nomination Forms during the prescribed Nomination period (usually 2 weeks).

The Committee on Teams and Committees will present the nominated search committee for church election.

MEMBERSHIP:

The Committee will be composed of church members nominated and elected as follows:

- At least two members appointed from the Personnel Committee, and one member from the Finance Committee
- Six (6) members of the following criteria:
 - Two males and two females from group served by the minister
 - One male and one female serving in leadership in minister's area
- Two (2) at large members to help achieve a broad representation of the church body
- The Senior Pastor and the Staff Member's Immediate Supervisor

QUALIFICATIONS:

1. Only full membership church members may nominate or be nominated. (Watch-care member status does not carry nominating or voting privileges. ABF membership and regular attendance does not substitute for full church membership.)
2. Only one person from a family is eligible to serve. The one with the highest number of nominations will first be approached for willingness to serve.
3. Paid employees and their immediate family may make nominations, but are not eligible to serve.

NOMINATION PROCESS:

1. The Committee on Teams and Committees will oversee the tally of all nominees.
2. Using the nomination totals, the Committee on Teams and Committees will

put together a Search Committee meeting the criteria listed above. Additionally the Committee on Teams and Committees will attempt to maintain a balance of the search committee to broadly represent the church body.

3. Finally, Committee on Teams and Committees will be responsible for confirming the willingness of service from each nominee.

ELECTION:

1. The Committee on Teams and Committees will present the nominees of committee members for church approval.
2. The Chair of the Committee on Teams and Committees shall publish the results of the election.

FOLLOW-THROUGH:

Following the election, one of the Personnel Committee appointees to serve on the Search Committee will be responsible for organizing the first meeting and will facilitate the arrangements with the ministerial staff for training of the Search Committee. The Search Committee will elect its own officers.

ACCOUNTABILITY:

If at any time the church body feel that the process needs to be restarted, the church may vote to reform the Search Committee with a 2/3 vote. The current committee will be dissolved, and the process will begin completely fresh.

PERSONNEL COMMITTEE

I. **ROLE**

Assist the senior pastor and church in matters related to personnel administration and management

II. **DUTIES**

- A. Maintain/modify Church staff job descriptions and Personnel Handbook
- B. Review Senior Pastor performance evaluations
- C. Act as final mediation body for personnel disagreements

III. **BUDGET RESPONSIBILITIES**

- A. Staff salaries and benefits
- B. Car Allowances
- C. Rental allowance
- D. Ministers' retirement
- E. Employees' Social Security or other retirement plans

IV. **MEMBERSHIP**

- A. Six (6) members recommended by the Committee on Teams and Committees.
- B. Non-Voting Assigned Staff: Senior Pastor

PLANNED GIVING COMMITTEE

I. ROLE

Educate church members regarding contributions that can be made through planned giving opportunities and assist interested donors in this process

II. DUTIES AND RESPONSIBILITIES

- A. Conduct emphases that encourage the preparation of individual wills and family estate planning.
- B. Provide training events that inform members of various avenues of giving throughout their lifetime and at their death.
- C. 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.
- D. In regard to proposed designated gifts to the Church, the Committee shall report due diligence findings to the Finance Committee and bring a joint recommendation to the Church regarding such gifts.
- E. Ensure that proposed gifts to the Church are in compliance with the Church's Contribution Policy.
- F. In regard to proposed designated gifts to the Foundation and in regard to the Memorandum of Understanding with the Church dated March 5, 2005, the Committee shall report due diligence findings to the Foundation for action by the Board of Directors.
- G. Coordinate with the Foundation Board to insure that potential gifts are in compliance with the Foundation Contribution Policy.
- H. Work with donors to see that their wishes are carried out in the written documents that govern the funds that are accepted.

III. BUDGET RESPONSIBILITY

N/A

IV. MEMBERSHIP

- A. Six (6) members on a 3 year rotation recommended by the Committee on Teams and Committees
- B. Non-Voting Assigned Staff: Minister of Education/Administration

PRESCHOOL COMMITTEE

I. ROLE

Assist with coordination of all activities and ministries of the various church organizations as they relate to preschool children

II. DUTIES AND RESPONSIBILITIES

- A. Recommend and publicize Preschool policies and procedures which include
 - 1. Policies for parents
 - 2. Policies for volunteer and paid workers
 - 3. General policies for use and care of Preschool facilities
- B. Work with the Preschool Director & Minister of Childhood Education and the Child Care Coordinator to plan and implement quality child care activities
- C. Work with the Preschool Director & Minister of Childhood Education and the Child Care Coordinator to enlist workers for extended session

III. BUDGET RESPONSIBILITIES

- A. The preschool ministry section of the annual church budget
- B. Recommend to the Finance Committee necessary expenditures not in the budget

IV. MEMBERSHIP

- A. Three (3) members at large on a 3 year rotation recommended by the Committee on Teams and Committees
- B. Membership by position
 - 1. Preschool A Division Director
 - 2. Preschool B Division Director
 - 3. Preschool C Division Director
 - 4. Child Care Coordinator
- C. Non-Voting Assigned Staff: Preschool Director & Minister of Childhood Education

PROPERTIES COMMITTEE

I. ROLE

Provide for the care and maintenance of the church property, buildings, and grounds.

II. DUTIES AND RESPONSIBILITIES

- A. Maintain adequate and attractive church property, buildings, and grounds
- B. Ensure that mechanical and structural issues are addressed
- C. Make recommendations concerning major repairs and improvements
- D. Ensure that cleaning is being performed at an exceptional level
- E. Ensure the overall safety of the church property, buildings, and grounds
- F. Ensure that the Church is operating under all applicable fire and safety codes of the City of Bryan
- G. Ensure that the church Operations and Maintenance Manual is up to date and followed
- H. Review all non-budgeted recommendations that involve church property, buildings, or grounds and work with the recommending party to formalize any recommendation that requires church action

III. BUDGET RESPONSIBILITIES

- A. Budget line items related to Church property and grounds
- B. Budgeting responsibilities include, but are not limited to the following:
Repairs and improvements, maintenance and supplies, building equipment, grounds maintenance, contract cleaning, kitchen equipment and utilities

IV. MEMBERSHIP

- A. Nine (9) members on a 3 year rotation recommended by the Committee on Teams and Committees
- B. Non-Voting Assigned Staff: Associate Pastor/Business Manager & Facilities Manager

V. RELATIONSHIPS

The Chair of the Properties Committee shall serve as an Officer of the Corporation

SEMINARY SCHOLARSHIP COMMITTEE

I. ROLE

Administer the Seminary Scholarship funds under the guidelines of the Joseph M. and Ethyl B. Cox and the Alan D. and Glynn D. Peacock Scholarship funds held by the First Baptist Church of Bryan Foundation

II. DUTIES AND RESPONSIBILITIES

- A. Request that the Foundation determine the amount of earnings available from each fund for the coming year
- B. Publicize the availability of the scholarships in February of each year and provide application forms
- C. Receive application by date set by committee each year
- D. Determine who will receive scholarships and the amount each recipient will be awarded
- E. Award scholarships in May of each year
- F. Submit a grant application to the Foundation which includes a list of recipients, the amount each will receive, the institution each will attend, and such other information as the Foundation requires

III. BUDGET RESPONSIBILITIES

N/A

IV. MEMBERSHIP

- A. Three (3) members on a 3 year rotation recommended by the Committee on Teams and Committees
- B. Non-Voting Assigned Staff: Minister of Young Adults

STAFF APPRECIATION COMMITTEE

I. ROLE

Provide appropriate acknowledgement and for important anniversaries and significant transitions

II. DUTIES AND RESPONSIBILITIES

- A. Plan appropriate acknowledgement and recognition for ministerial staff and other employees as outlined in policies and guidelines
- B. Recognize ministerial staff on significant anniversaries
- C. Appropriate reception/recognition for newly hired ministerial staff & those who resign
- D. Coordinate all need for food service with the Church Host/Hostess
- E. Set policies and guidelines to the proper acknowledgement of employee accomplishment and to express appreciation for faithful service
- F. Review policies and guidelines every three years

III. BUDGET RESPONSIBILITIES

The Staff Appreciation line item in the annual budget

IV. MEMBERSHIP

- A. Six (6) members with the gift of hospitality on a 3 year rotation recommended by the Committee on Teams and Committees
- B. Non-Voting Assigned Staff: Pastor or his designee

TRANSPORTATION COMMITTEE

I. ROLE

Oversee the transportation ministry of the Church.

II. DUTIES AND RESPONSIBILITIES

- A. Ensure that policies and procedures are current and followed
- B. Review policies and update as needed
- C. Recommend new or replacement vehicles as needed

III. BUDGET RESPONSIBILITIES

The Transportation Line Item in the annual budget

IV. MEMBERSHIP

- A. Six (6) members on a 3 year rotation recommended by the Committee on Teams and Committees
- B. Non-Voting Assigned Staff: Associate Pastor/Business Manager and Facilities Manager

ONE CHURCH ONE BODY ADVISORY COUNCIL

I. ROLE

Advise the church staff in relation to long-range and/or strategic planning for the church

II. DUTIES AND RESPONSIBILITIES

Advise in the implementation and formulation of long-range plans for all areas of Church life and activities

III. BUDGET RESPONSIBILITIES

N/A

IV. MEMBERSHIP

- A. At least nine (9) members, representing the diversity of membership and programs in place in the church, on a 3 year rotation recommended by the Committee on Teams and Committees
- B. Ministerial Staff
- C. Non-Voting Assigned Staff: Senior Pastor

SMALL GROUP ADVISORY COUNCIL

I. ROLE

Serve as an advisory council for the Small Groups Ministry.

II. DUTIES AND RESPONSIBILITIES

- A. Provide advice, insight and input into the operation, curriculum and special events associated with Small Groups at FBC Bryan
- B. Serve as a sounding board and special advisory group for the Small Groups Ministry Coordinator and Ministers associated with Small Groups
- C. Serve as a listening group for Small Group Leaders and Facilitators, and the general Church membership to receive input and feedback regarding the Small Groups Ministry
- D. Serve as a planning group to ensure that the Small Groups Ministry maintains an active agenda of planned studies, events and activities each semester in support of the Church's emphasis on Small Groups
- E. Assist in developing innovative and creative approaches to support and maintain current Small Groups, expanding and creating new Small Groups, and involving more of our church membership in Small Groups
- F. Assist in appointing sub-committees, study groups or ad-hoc committees and teams that might be needed to support the Small Groups Ministry mission
- G. Meet at least two times a year with other business conducted by e-mail or telephone as needed

III. BUDGET RESPONSIBILITIES

Small Group Section of the annual budget

IV. MEMBERSHIP

- A. Seven (7) members, currently active in a small group, on a 3 year rotation recommended by Committee on Teams and Committees and representing the following groups:
 - 2 members representing seniors (55+)
 - 2 members representing median adults (40-55)
 - 2 members representing young adults (25-40)
 - 1 member representing our college ministry
- B. Non-Voting Assigned Staff: Small Group Ministry Coordinator

ADULT 55+ MINISTRY TEAM

I. ROLE

Coordinate fellowship and service projects for the 55+ Group.

II. DUTIES AND RESPONSIBILITIES

- A. Meet regularly to determine appropriate fellowship activities that minister to the needs of the group
- B. Identify service projects that are appropriate
- C. Identify causes to support consistent with the Church's values
- D. Plan and coordinate events

III. BUDGET RESPONSIBILITIES

The Adult 55+ Line Item in the annual budget

IV. MEMBERSHIP

- A. One member from each ABF where adults over 55 are the majority
- B. Membership by position from Adult 55+ program areas (i.e., KIT coordinator)
- C. Non-Voting Assigned Staff: Minister of Adults

PRAYER MINISTRY TEAM

I. ROLE

Encourage prayer as an integral part of every activity of the church

II. DUTIES AND RESPONSIBILITIES

- A. Assist the staff in enlisting coordinator(s) for the Intercessory Prayer Ministry
- B. Assist Coordinators in planning, implementing and developing the objectives of the Intercessory Prayer Ministry
- C. Work with the Homebound Ministry to enlist those who are able to pray at home and to encourage intercessors to write homebound members
- D. Seek ways to involve other groups in the prayer ministry
- E. Inform members of the prayer room and virtual prayer room
- F. Encourage members to submit prayer requests

III. BUDGET RESPONSIBILITIES

Annual budget requirements for the Intercessory Prayer Ministry, as needed

IV. MEMBERSHIP

- A. Six (6) members on a 3 year rotation recommended by the Committee on Teams and Committees
- B. Non-Voting Assigned Staff: Pastor

BAPTISM MINISTRY TEAM

I. ROLE

Facilitate baptism services in the Church

II. DUTIES AND RESPONSIBILITIES

- A. Assist the Pastor in preparing for the ordinance of baptism
- B. Check the level and temperature of the water
- C. Check the water surface to make sure it is free of floating trash and remove any that is found
- D. Meet the candidates in the church office reception area 30 minutes prior to the scheduled start time of the service
- E. Take candidate (with parent if a child) to the dressing area and assist them in getting the correct size garment
- F. See that the candidate has towels, hair dryer and other necessary items prior to baptism
- G. Make sure the Pastor has a microphone, towel, name of candidates, etc. prior to the baptism
- H. Assist the Pastor in getting on his waders robe prior to the baptism and getting out of them after the baptism
- I. Gather wet towels and robes into laundry baskets
- J. Take precautions to keep the floor dry so that no one slips on the wet floor
- K. Maintain baptismal supplies and notify the appropriate staff member when additional supplies need to be ordered.

III. BUDGET RESPONSIBILITIES

The Baptism line item in the annual budget

IV. MEMBERSHIP

- A. A minimum of nine (9) members on a 3 year rotation recommended by Committee on Teams and Committees
- B. There shall be at least four (4) men and four (4) women, (husbands and wives may serve together)
- C. Non-Voting Assigned Staff: Associate Pastor/Business Manager

DECORATION/FLORAL TEAM

I. ROLE

Oversee the establishment and maintenance of décor in the church atrium, Worship Center, and Fellowship Hall with special attention given to holidays and special events that are church wide events held in the Fellowship Hall, Atrium, or Worship Center

II. DUTIES AND RESPONSIBILITIES

A. Christmas Season and Special Events

1. Identify specific decoration needs in the Church prior to the Christmas season and make recommendations to the Associate Pastor/Business Manager
2. Enlist individuals, ABF's, Small Groups, etc., in assisting in the decoration of the building at the Christmas Season and for special events
3. If needed, work with the appropriate groups or individuals in setting up special event decorations.

B. Year-round Church Décor

1. Be responsible for the décor in the church atrium, fellowship hall, and worship center and recommend changes to the Associate Pastor/Business Manager for review
2. Work with the appropriate church staff members when recommending changes
3. Neatly maintain the decoration room on the second floor behind the worship center
4. Review current decoration supplies and recommend to the Associate Pastor/Business Manager the purchase of new décor as needed

III. BUDGET RESPONSIBILITIES

Budget line item for church decorations

IV. MEMBERSHIP

- A. Six (6) members on a 3 year rotation recommended by the Committee on Teams and Committees
- B. Non-Voting Assigned Staff: Associate Pastor/Business Manager, Food Service Coordinator/Church Host(ess).

LORD'S SUPPER MINISTRY TEAM

I. ROLE

Be responsible for preparation of the elements to be used in serving the Lord's Supper

II. DUTIES AND RESPONSIBILITIES

- A. Prepare the elements to be used in the serving the Lord's Supper and have them set in place 30 minutes prior to the service
- B. Set a small table on the floor level near the front to the left for the commemorative cups
- C. Pick up used cups following each observance of the Lord's Supper
- D. Care for and secure the necessary service equipment used in the ordinance
- E. Notify the kitchen staff when juice needs to be ordered and notify the Assigned Staff when bread needs to be ordered
- F. Notify Assigned Staff when commemorative cups need to be ordered

III. BUDGET RESPONSIBILITIES

The Lord's Supper Line Item in the annual Budget

IV. MEMBERSHIP

- A. Nine (9) members on a 3 year rotation recommended by the Committee on Teams and Committees
- B. Non-Voting Assigned Staff: Associate Pastor/Business Manager

MEN'S MINISTRY TEAM

I. ROLE

Coordinate the Men's Ministry of the First Baptist Church of Bryan

II. DUTIES AND RESPONSIBILITIES

- A. Enlist laymen called to men's ministry to assist the Men's Ministry Team in planning, promoting, and executing men's events
- B. Assist in the development of an atmosphere of discipleship among the men of the church
- C. Plan, provide, and facilitate avenues for men to develop life skills
- D. Communicate to the church when men's events are available in the area
- E. Work with the Small Group Council to ensure an adequate number of men's small groups are available to all men of the church

III. BUDGET RESPONSIBILITIES

The Men's Ministry line item in the annual budget

IV. MEMBERSHIP

- A. Six (6) members on a 3 year rotation recommended by the Committee on Teams and Committees.
- B. Non-Voting Assigned Staff: Associate Pastor/Business Manager.

USHER COORDINATION TEAM

I. ROLE

Enlist and train ushers

II. DUTIES AND RESPONSIBILITIES

- A. Secure ushers for each section and row of the church before each service.
- B. Communicate any needs of the church or special tasks for that service to each of the participating ushers.
- C. Enlist an FBC staff member, or at least one known FBC member, to escort the offerings to our designated secure location
- D. Alert the proper staff and other emergency personnel when a health or safety issue occurs
- E. Aid in the direction of emergency evacuation of the facility
- F. Assist in seating needs

III. BUDGET RESPONSIBILITIES

N/A

IV. MEMBERSHIP

- A. Three (3) members to include a head usher and one member from each service recommended by the Committee on Teams and Committees.
- B. Non-Voting Assigned Staff: Associate Pastor/Business Manager

WOMEN'S MINISTRY TEAM

I. ROLE

Reach out in love to ladies of all ages in our church and community to encourage them to follow Jesus Christ with a passion and provide them with opportunities to believe, connect, grow and share

II. DUTIES AND RESPONSIBILITIES

- A. Provide opportunities for connection and relationship building among women of differing ages, life stages, spiritual development, etc.
- B. Foster opportunities for women to grow in their personal faith
- C. Encourage women to reach out to others with the Gospel of Jesus Christ
- D. Provide opportunities for women to serve the community
- E. Conduct events that will support our women and also be attractive to women in the community
- F. Encourage and support women as they seek to live as Godly individuals and as leaders in their home.

III. BUDGET RESPONSIBILITIES

The Women's Ministry line item in the annual church budget

IV. MEMBERSHIP

- A. Three members on a 3 year rotation recommended by the Committee on Teams and Committees
- B. Leaders for each of the following areas as enlisted by the Women's Ministry Coordinator with the assistance of the three members recommended by the Committee on Teams and Committees: Bible Study, MOPS, Women on Missions, Retreat, Special Events, Mentoring, Publicity and other areas as may be developed
- C. Non-Voting Assigned Staff: Minister of Adults