



# COMMITTEE MANUAL

of

First Baptist Church  
Terrell, Texas

Approved in Conference August 25, 2013



COMMITTEE MANUAL  
POLICIES AND PROCEDURES

FIRST BAPTIST CHURCH, TERRELL

**BAPTISMAL COMMITTEE**

**PURPOSE OF COMMITTEE:**

Demonstrate God's love by assisting the pastor and those being baptized in administering the ordinance of baptism.

**COMMITTEE MEMBERSHIP:** Three couples (six members)

**DUTIES:**

1. See that the baptistry is in usable condition and that any needed repairs are reported to the Properties Committee.
2. See that the robes and towels are available.
3. Recommend the purchase of robes and towels as needed.
4. Ensure that the dressing rooms are in proper condition and perform clean up as needed.
5. Assist candidates in the preparation for the baptismal service.
6. Assist pastor during the baptismal services.
7. Submit an annual budget and administer it according to church spending procedures.

**MINISTRY OPPORTUNITIES:**

1. When possible contact candidate prior to baptism to answer questions and explain procedure.
2. Engage in a time of prayer and discussion prior to the baptism event.
3. Assist candidate in finding a Sunday School Class or discipling program if needed.

**STAFF CONTACT:** Pastor

**RECOMMENDED MEETING FREQUENCY:** Semi-annually

**LAST UPDATED:** 6-2-13



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**BEREAVEMENT COMMITTEE**

PURPOSE OF COMMITTEE:

Demonstrate God's love by ministering to bereaved families associated with the church.

COMMITTEE MEMBERSHIP: Seven members

DUTIES:

1. Work through the church office, funeral home, and/or the bereaved family to determine needs of the family.
2. Enlist a team of at least twelve to assist the committee in ministry to the bereaved family by providing a meal in an atmosphere of care, love, encouragement, and comfort.
3. Submit an annual budget and administer it according to church spending procedures.

MINISTRY OPPORTUNITIES:

1. Fulfilling the great needs of family members in a very important time and showing God's love through service.

STAFF CONTACT: Pastor

RECOMMENDED MEETING FREQUENCY: As needed

LAST UPDATED: 6-2-13



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**CHURCH ENHANCEMENT**

**PURPOSE OF COMMITTEE:**

To create an atmosphere that honors God through the enhancement of all church facilities.

**COMMITTEE MEMBERSHIP:** Seven members

**DUTIES:**

1. Cooperate with Properties Committee when appropriate.
2. Be responsible for the weekly flowers and/or arrangements in cooperation with the church secretaries. Also see that the flowers are picked up following the evening service on the date they are displayed.
3. Work with the staff contact regarding decorations for special holidays (Christmas, Easter etc).
4. Coordinate all plans with church calendar and staff contact.
5. Submit an annual budget and administer it according to church spending procedures.

**MINISTRY OPPORTUNITIES:**

1. Serve and honor the Lord by creating a comfortable atmosphere for everyone.

**STAFF CONTACT:** Minister of Music & Senior Adults

**RECOMMENDED MEETING FREQUENCY:** At least quarterly

**LAST UPDATED:** 6-2-13



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**COMMITTEE ON COMMITTEES**

**PURPOSE OF COMMITTEE:**

Support ministry by selecting, enlisting, and nominating persons to serve on church committees.

**COMMITTEE MEMBERSHIP:** Seven members

**DUTIES:**

1. Select, enlist, and nominate members and chairpersons to serve on church committees, and present them to the church for approval.
2. Review the number and kinds of committees, committee duties, and present recommendations for changes, additions, or deletions to the church.
3. Review church committee policies and procedures to ensure balanced church representation and effective committee function.
4. Match places of service and people with gifts in those areas and enlist committee members that represent the entire congregation as much as possible.
5. Provide guidance for all committees and maintain the Committee Manual.

**MINISTRY OPPORTUNITIES:**

1. Individual and corporate prayer for selection of persons to serve on committees.
2. Personal contact and explanation of duties and purpose of committees during the selection process.
3. Encourage chairpersons and members periodically.

**STAFF CONTACT:** Minister of Education & Outreach

**RECOMMENDED MEETING FREQUENCY:** Semi-annual and as-needed in season.

**LAST UPDATED:** 6-2-13



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**EVANGELISM COMMITTEE**

**PURPOSE OF COMMITTEE:**

Demonstrate God's love by planning and organizing all evangelism emphases.

**COMMITTEE MEMBERSHIP:** Seven members

**DUTIES:**

1. Plan and promote periods of evangelistic emphasis for the unsaved and renewal for Christians.
2. Share the gospel to the world through enlisting and promoting weekly outreach visitation.
3. Work together planning and carrying out evangelism events.
4. Encourage and assist the ministerial staff in expanding the evangelism ministry, to include printed material for all entrances.
5. Pray for the evangelistic work of the congregation.
6. Submit an annual budget and administer it according to church spending procedures.

**MINISTRY OPPORTUNITIES:**

1. Share the good news of God's love with people who have not heard it.
2. Prepare people to make or renew their commitment to Jesus Christ.
3. Participate in God's mission to transform the world.

**STAFF CONTACT:** Pastor

**RECOMMENDED MEETING FREQUENCY:** At least quarterly

**LAST UPDATED:** 6-2-13



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**GREETER COMMITTEE**

PURPOSE OF COMMITTEE:

To ensure all arriving visitors and members are greeted with God's love.

COMMITTEE MEMBERSHIP: Seven members

DUTIES:

1. Develop and maintain a volunteer list of greeters.
2. Enlist and equip monthly greeter chairpersons.
3. Maintain a current printed greeter procedure.
4. Conduct training and equipping for greeters in responsibilities and duties.
5. Coordinate all plans with church calendar and staff contact.

MINISTRY OPPORTUNITIES:

1. Encourage a moment of prayer either individually or collectively prior to the Sunday School hour.
2. Assist visitors and members as needed.
3. Strive to connect personally with those who are arriving.

STAFF CONTACT: Minister of Education & Outreach

RECOMMENDED MEETING FREQUENCY: At least semi-annually.

LAST UPDATED: 6-2-13



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**HOSPITALITY COMMITTEE**

**PURPOSE OF COMMITTEE**

Ensure that church wide fellowships, receptions, and special event meals are planned with care and honor to our Lord.

**COMMITTEE MEMBERSHIP:** Seven members

**DUTIES:**

1. Maintain inventory for supplies and equipment monthly as needed.
2. Plan details of all church wide banquets, fellowships and picnics as related to food service and decorations.
3. Offer support and guidance to other church events such as fund raisers or ministry specific events.
4. Host receptions as requested and/or coordinated by staff contact person.
5. Be available to assist and oversee receptions, anniversaries, and weddings as directed by church policy pertaining to the event.
6. Coordinate all plans with church calendar and staff contact.
7. Submit an annual budget and administer it according to church spending procedures.

**MINISTRY OPPORTUNITIES:**

1. Have a greeter at the door to help seat and welcome guests.
2. Spread the ministry opportunity. Enlist different Sunday School classes to assist in preparation, serving, and clean-up of events as needed.

**STAFF CONTACT:** Minister of Students and Recreation

**RECOMMENDED MEETING FREQUENCY:** At least quarterly

**LAST UPDATED:** 6-2-13





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**KITCHEN COMMITTEE**

**PURPOSE OF COMMITTEE:**

Make disciples through being responsible for the food service operations of the church.

**COMMITTEE MEMBERSHIP:** Three members

**DUTIES:**

1. Develop and recommend policies and procedures related to food service.
2. Recommend and evaluate to the Personnel Committee the persons needed for the food service program.
3. Making meal reservations and collecting money for meals.
4. Coordinate all plans with church calendar and staff contact.
5. Submit an annual budget and administer it according to church spending procedures.

**STAFF CONTACT:** Minister of Education & Outreach

**RECOMMENDED MEETING FREQUENCY:** At least semi-annually.

**LAST UPDATED:** 6-2-13

(Committee deactivated in Dec. 2004, due to discontinuation of Wednesday evening meal.)



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**MISSIONS COMMITTEE**

**PURPOSE OF COMMITTEE:**

Demonstrate God's love by coordinating the planning and implementation of all church mission projects.

**COMMITTEE MEMBERSHIP:** Seven members

**DUTIES:**

1. Identify mission needs, opportunities and resources.
2. Develop strategies to respond to mission needs.
3. Inform the church and publicize all church mission projects.
4. Coordinate all plans with church calendar and staff contact.
5. Assist the church in understanding its Biblical mission and define mission priorities.
6. Recommend to the church an annual calendar of mission emphasis campaigns, to include the Annie Armstrong, Mary Hill Davis, and Lottie Moon offerings.
7. Promote missions (Local, Associational, State, North American, and International) in the church through prayer support, activities, publicity, information and the seasonal special offerings.
8. Plan special emphases on missions in consultation with the pastor, staff and mission program leaders.
9. Recommend mission involvement and leadership policies and guidelines to church.
10. Submit an annual budget and administer it according to church spending procedures.

**MINISTRY OPPORTUNITIES:**

1. Provide missions education, inspiration and motivation.
2. Lead the congregation in recognizing the Biblical responsibility of every believer to be a participant in fulfilling the Great Commission.



STAFF CONTACT: Pastor

RECOMMENDED MEETING FREQUENCY: At least quarterly

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**NOMINATING COMMITTEE**

**PURPOSE OF COMMITTEE:**

Nominate qualified people to serve in leadership positions of the church.

**COMMITTEE MEMBERSHIP:** Seven members

**DUTIES:**

1. Establish general guidelines for all organizational leadership positions of the church.
2. Recommend to the church a list of nominees to serve within our organizations no later than the business meeting prior to the new Sunday School year, or church year for calendar year positions.
3. Enlist and/or recommend to the church those who will serve as directors/coordinators of our major organizations such as

Sunday School  
Upward  
VBS  
Librarian  
Awana

4. Enlist and recommend the general church officers: Church Clerk and Trustees.
5. Replace vacancies as soon as possible throughout the year.

**MINISTRY OPPORTUNITIES:**

1. Encourage current leaders.
2. Identify spiritual gifts of people within the church who can fill leadership positions.

**STAFF CONTACT:** Minister of Education & Outreach

**RECOMMENDED MEETING FREQUENCY:** Semi-annually and as-needed in season

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**NURSERY COMMITTEE**

**PURPOSE OF COMMITTEE:**

Ensure children, birth to three (3) years of age, are provided child care and spiritual, physical, and emotional learning opportunities in a safe, clean environment during church related events and activities. (Does not include Sunday School)

**COMMITTEE MEMBERSHIP:** Seven members

**DUTIES:**

1. Develop and maintain a nursery policy for parents and workers.
2. Make regular inspections of the nursery for orderliness, cleanliness, etc. and report anything that needs attention to the Minister of Children.
3. Recommend the purchase of equipment and supplies as needed to have an efficient and effective nursery area.
4. Enlist volunteer workers for extended care sessions and special meetings or services as needed.
5. Provide process for feedback and ideas from volunteers.
6. Maintain and schedule a master list of extended session workers. Copies should be posted in the nursery area and a copy on file in the church office.
7. Interview and assist the Personnel Committee in seeking paid personnel. Coordinate duties and maintain work schedules of paid nursery personnel with Minister of Children.
8. Coordinate all plans with church calendar and staff contact.
9. Work with Minister of Children to develop an annual budget and administer it according to church spending procedures.



MINISTRY OPPORTUNITIES:

1. Develop relationships with individuals and families who are volunteering for nursery ministry.
2. Support, identification, and development of spiritual gifts for nursery volunteers.
3. Reach out personally to first time families.

STAFF CONTACT: Minister of Children

RECOMMENDED MEETING FREQUENCY: At least quarterly

LAST UPDATED: 6-2-13



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**PERSONNEL COMMITTEE**

**PURPOSE OF COMMITTEE:**

Assist the pastor and/or staff in matters related to personnel administration and management.

**COMMITTEE MEMBERSHIP:** Seven members

**DUTIES:**

1. Establish personnel policies to be adopted by the church.
2. At least once a year the Personnel Committee, the pastor, the appropriate supervisor and the employee will review the job descriptions. All job descriptions will be updated at least once per year and more often if necessary. The Personnel Committee and the pastor must approve all revisions.
3. Be responsible for the supervision of all paid support personnel in the area of pay rates, benefits and policies (such as accompanists, custodial, nursery workers, secretaries, and kitchen personnel).
4. Supervise all church ministerial staff except the pastor.
5. Interview and recommend to the church prospective employees for all approved positions, excluding the pastor, within the church.
6. Work with the Stewardship Committee to determine possible compensation for positions approved by the church (except pastor).
7. Assist the church in personnel matters.
8. Submit an annual budget and administer it according to church spending procedures.



MINISTRY OPPORTUNITIES:

1. Be a source of encouragement to the pastor's family. Meet informally with the pastor's spouse and children to hear concerns and take care of their needs.
2. Source and recommend as needed developmental opportunities for the ministerial staff that will refresh and encourage spiritual growth.
3. Look for opportunities to support and show appreciation for all church staff.

STAFF CONTACT: Pastor

RECOMMENDED MEETING FREQUENCY: At least quarterly

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**PROPERTIES COMMITTEE**

**PURPOSE OF COMMITTEE:**

Demonstrate God's love by being responsible for the use and maintenance of all church real properties.

**COMMITTEE MEMBERSHIP:** Seven members

**DUTIES:**

1. Develop and maintain policies and procedures for other than normal use of church real properties.
2. Arrange services, supplies, and equipment to keep the church plant properly cleaned and secured.
3. Responsible for repairs, improvements, and construction as directed by the church.
4. Make regular inspection of church real properties.
5. Keep an up to date inventory of church equipment.
6. Develop and maintain a preventative maintenance program for all major mechanical equipment of church properties.
7. Review and approve church building requests from groups outside the church.
8. Interview and assist the Personnel Committee/staff in seeking paid personnel. Coordinate duties and maintain work schedules of paid custodial personnel with staff contact.
9. Coordinate all plans with church calendar and staff contact.
10. Submit an annual budget and administer it according to church spending procedures.



MIINISTRY OPPORTUNITIES:

1. Be sensitive and take action as necessary to ensure the church properties are safe and accessible to all who visit the church grounds.

STAFF CONTACT: Minister of Music & Senior Adults

RECOMMENDED MEETING FREQUENCY: At least quarterly

LAST UPDATED: 6-2-13



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**RECREATION COMMITTEE**

**PURPOSE OF COMMITTEE:**

Build and develop relationships by organizing and planning all church-related recreational activities in such a manner that the Spirit of Christ can be exemplified among the participants both on and off the field of athletic competition.

**COMMITTEE MEMBERSHIP:** Seven Members

**DUTIES:**

1. Inventory, care for, and store recreational supplies and equipment.
2. Enlist leaders/volunteers to carry out recreational activities.
3. Assist with recreational activities for all church programs.
4. Develop procedures for recreation-related ministry uses of the FBC Recreation Outreach Center (ROC). Submit to the church for approval.
5. Coordinate all plans with church calendar and staff contact.
6. Enlist help to clean up after every recreational activity.
7. Submit an annual budget and administer it according to church spending procedures.

**MINISTRY OPPORTUNITIES:**

1. Build relationships with participants.
2. Seek out the lost among the participants.
3. Encourage FBC members to look for opportunities to minister to the physical needs of non-members and relay such opportunities to church staff.



STAFF CONTACT: Minister of Students & Recreation

RECOMMENDED MEETING FREQUENCY: At least quarterly

LAST UPDATED: 6-2-13



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**STEWARDSHIP COMMITTEE**

**PURPOSE OF COMMITTEE:**

Demonstrate God's love by being responsible for the overall direction of the church stewardship program.

**COMMITTEE MEMBERSHIP:** Seven members

**DUTIES:**

1. Maintain a Procedure Manual for the financial operations of the church.
2. Approve requests and present to church expenditures of funds that are over and above church budget for approval.
3. Receive requests and prepare the annual church budget for church approval at or before the last church conference of the year.
4. Consider and recommend disposition of all requests for special offerings in the church.
5. Shall be responsible for the tellers.
6. Administer the church finances in accordance with the bylaws and adopted church budget.
7. Coordinate all plans with the church calendar and staff contact.
8. Make monthly financial presentations to the church at regular church conference.

**MINISTRY OPPORTUNITIES:**

1. Develop and implement an overall plan for stewardship activities and their promotion throughout the year.



STAFF CONTACT: Pastor

RECOMMENDED MEETING FREQUENCY: At least monthly

LAST UPDATED: 6-2-13



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**TRANSPORTATION COMMITTEE**

**PURPOSE OF COMMITTEE:**

Demonstrate God's love by overseeing the purchase, maintenance, use, and storage of all church vehicles.

**COMMITTEE MEMBERSHIP:** Seven members

**DUTIES:**

1. Establish policies for the use of the vehicles.
2. Twice yearly, in the fall and spring, have the vehicles prepared for winter and summer driving.
3. Have the vehicles inspected at the proper time each year.
4. Maintain accurate logbooks on the vehicles as to the maintenance performed. Records shall be dated, mileage shown, and expenses itemized.
5. Properly insure the vehicles through the budget.
6. Enlist qualified drivers for the vehicles.
7. Ensure all vehicles are properly maintained on a continuous basis (gas, water, oil, tires).
8. Coordinate all plans with the church calendar and staff contact.
9. Submit an annual budget and administer it according to church spending procedures.

**MINISTRY OPPORTUNITIES:**

1. Be intentional concerning the identification of transportation needs of those who request to attend published church services.



STAFF CONTACT: Minister of Students & Recreation

RECOMMENDED MEETING FREQUENCY: At least quarterly

LAST UPDATED: 6-2-13





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**USHER COMMITTEE**

**PURPOSE OF COMMITTEE:**

To support the worship experience by enlisting and training ushers.

**COMMITTEE MEMBERSHIP:** Seven members

**DUTIES:**

1. Develop and maintain a volunteer list of ushers.
2. Enlist monthly usher chairpersons.
3. Maintain a current printed usher procedure.
4. Conduct training and equipping for ushers in responsibilities and duties.
5. Coordinate all plans with church calendar and staff contact.
6. Make sure monthly chairman rotates prayer duties.

**MINISTRY OPPORTUNITIES:**

1. Encourage a moment of prayer either individually or collectively prior to the Sunday morning worship hour.
2. Assist visitors and members as needed.

**STAFF CONTACT:** Minister of Music & Senior Adults

**RECOMMENDED MEETING FREQUENCY:** At least semi-annually

**LAST UPDATED:** 6-2-13