

Committee Manual

“I am the vine, ye are the branches:
He that abideth in me,
And I in him,
The same bringeth forth much fruit:
For without me, ye can do nothing.”
John 15:5

First Baptist Church
Floresville, Texas
Revised August, 2022

Table of Contents

- A. General Information
- B. Reasons for Church Committees
- C. Duties of Church Committee Chairman
- D. How to serve as a Committee Member
- E. Privacy Concerns
- F. Compensations of Committee Members
- G. Diagnosing Committee Problems
- H. How to Have a Good Committee Meeting
- I. Classification of Committees
- J. Selection Process
- K. Current Rotating Committees
- L. Current Non-Rotating Committees
- M. Rotating Committees & Their Functions
- N. Non-Rotating Committees & Their Functions

Introduction

What is a church committee? A committee is a small group of individuals appointed or elected to perform certain tasks that cannot be done as efficiently by the entire church membership or by one of the educational organizations. The committee is established by and responsible to the church. The church, therefore, determines membership, its powers, its duties, and gives instruction to the committee concerning its tasks.

I. General Information

A. Membership

1. To be on a church committee you must be a church member.
2. Membership is for the term specified--one, two or three years for rotating and indefinite for non- rotating.
3. Each member is elected by the church upon acceptance of the responsibility by the individual.
4. In the event a member resigns, the committee chairman may contact the CoC and they will present a new person for election by the church to fill the remainder of the term.
5. All rotating committees should have a minimum of three, and a maximum of 7 in membership. This number does not include church staff who are serving on the committee.
6. All rotating committees will rotate October 1 of each church year, unless affirmatively voted upon for a temporary exception.
7. Family members may not serve together on the following committees:
Budget/Finance, Personnel, Master Planning, or Committee on Committees

B. Organization and Procedure

1. Each committee shall have a chair to direct work. The chairman shall be elected by the committee, except where otherwise specified in this manual.
2. Each committee will elect a vice-chair to serve in the absence of the chairman.
3. Each committee shall elect a secretary/recorder responsible for notifying the church Office Administrator and committee members of meetings, record proceedings of each meeting and make a written report for the church office or email to the church Office Administrator.
4. Each committee will meet at least quarterly but may meet more often if needed.
5. Each committee will be responsible for planning and over-seeing the work as outlined by this manual.
6. Each committee will be responsible for monitoring and controlling the use and expenditure of money allotted to it in the budget. All expenditures require a requisition form to be submitted for approval prior to purchase.

7. Each committee will clear through the Finance Committee the expenditure of money for projects other than those planned at beginning of the church year.

II. Reasons for Church Committees

- A. Committees provide opportunity for detailed study of specific problems that confront the church membership.
- B. Committees save the time of the church in business sessions.
- C. C. Committees provide opportunities to reconcile divergent viewpoints and to bring back to the church a satisfactory solution.
- D. D. Committees give opportunity for Christian growth and the development of a sense of personal responsibility.
- E. E. The stimulation of creative thought and sharpening of ideas which cover in the free and uninhibited discussion of a small committee makes possible the discovery of much more effective solutions.

III. Duties of Church Committee Chair

- A. At beginning of new church year, meet with committee members to review committee responsibilities and individual duties.
- B. Prepare agenda for consideration at the committee meetings.
- C. Make necessary plans for committee meetings and see that the Office Administrator and all committee members are properly notified. The time and place of meeting should be agreeable to the majority of the committee members.
- D. Gather necessary resource materials needed for effective work. This task may involve the delegation of responsibilities to other committee members.
- E. Call the meeting to order at the scheduled time.
- F. Help the committee get properly organized for work.
- G. Introduce the problem or problems assigned to the committee and lead the group to determine what part of the problem will be dealt with in the present meeting.
- H. See that secretary keeps full notes of the committee discussions so that accurate records of the committee's recommendations are recorded.
Turn in typed records of committee meetings, using the template designed by Committee on Committees, to the church Office Administrator within one week after the meeting so that a complete centralized file of committee work may be maintained.
- I. Upon leaving their position, they will meet with incoming chairperson to review responsibilities and upcoming obligations or activities.
- J. Help group analyze what needs to be done and lead in a democratic discussion of the problems, securing participation on the part of all committee members.
- K. Lead the committee to adopt specific recommendations to report to the church.

IV. How to Serve as A Committee Member

The qualifications of an effective church committee member are spiritual, intellectual and emotional. Obviously, he/she should be a sincere Christian and a church member, capable of and willing to assume the responsibilities of the committee, the time that the work will demand, and the type of work that the committee is expected to perform before giving his/her consent to serve on the committee. Then, having given consent, he/she should prepare themselves for effective participation on the committee. He/she must be able and willing to give the necessary time required for research and for committee meetings.

Each committee member should approach the work with the determination to examine carefully all of the factors involved in the problems assigned to the committee. Despite timidity or shyness which he/she may have previously felt, each member should determine to express his/her convictions and to join freely in the committee discussions. He/she will seek to do creative thinking on his/her own and not simply follow the domination of some stronger committee member who may enjoy greater prestige in the group. When each member participates in making the decisions, he/she will more readily support them enthusiastically.

Effective committee functioning requires good communication between committee members. To profit by the ideas of another one of the committee members requires that these ideas be HEARD, UNDERSTOOD, and ACCEPTED as worthy of consideration. Each committee member should determine to listen carefully and to consider seriously all suggestions made by other committee members.

To come to the committee meeting with a closed mind makes it difficult to function effectively as a committee member. If a member has already made up his/her mind before discussing the problem with the committee, he is hesitant to change his/her position. However, much information may be brought to light to warrant such a change.

The effective committee member will seek to stick to the major issue under discussion. He/she will relate all pertinent information to the factors involved and will be looking for relationships and practical conclusions in the light of facts presented. Before attending the committee session, he/she may profit by writing a statement of the basic issues that he/she believes to be of importance to the work of the committee. Some creative thinking and diligent investigation on his/her part will prepare the member for an intelligent discussion of the vital issues that face the committee.

Each committee member will seek to maintain the proper psychological climate for effective work. Whenever there are personal barriers between committee members, it is difficult for the committee to work together harmoniously to achieve maximum results.

There must be effective intercommunication of ideas between committee members if the committee is to act wisely.

Each committee member should determine that ignorance, pride, jealousy, and selfishness will never be permitted to interfere with the effective functioning of the committee.

V. Privacy of Committee Proceedings

Committee proceedings and discussions should be kept confidential until presented to the church as a committee by the committee chair.

How to maintain confidentiality in your committee work:

- Do not discuss confidential Committee work (proceedings, materials, discussions) with anyone outside the Committee (this includes family, friends, colleagues).
- Questions from others: respond with “not at liberty to share any information”
- Maintain awareness of your surroundings when discussing confidential information with Committee members

If unsure of what is confidential, assume that it is confidential. Contact the Chair for clarity.

VI. Compensations of Committee Members

Faithful committee members are often unrecognized and unappreciated workers in any organization. Committee work is often done away from any spotlight. The work is frequently done unpublicized despite its tremendous importance.

A committee member who has worked faithfully will have gained a sense of participation and belonging, of fellowship with likeminded individuals who have enjoyed working together in Christian service. He/she will realize that his/her own personal contribution to the work of the committee is tremendously important in the overall functioning of the church and that work of any one member does make a difference in the total program. Effective committee work is highly rewarding to the individual members who have served faithfully on the committee and to the entire church through which the committee works.

Effective work in small groups such as church committees is a splendid demonstration of Christian democracy functioning at its best.

VII. Diagnosing Committee Problems

-If a committee experiences difficulty, it may be well to analyze and seek to remedy principal causes for such difficulties:

- Inability to have regular meetings of the committee when needed
- Frustration arising out of a feeling that the committee has been given an impossible job
- Conflict within the group because committee members are seeking to establish alignments and maintain cliques rather than making a serious effort to accomplish the purposes of the committee
- Apathy or indifference which results from the committee members feeling that their work is unimportant or that the committee chairman or some dominant committee member has already determined the committee's procedure and decision
- Hesitance on the part of the committee members to bring recommendations that would expose them to ridicule

To overcome these difficulties, the chairman and committee members must be willing to give a very careful evaluation to the functioning of their committee. Time may well be given for such evaluation in the course of committee meetings, particularly when progress is not being made. The chairman or one of the committee members should suggest that the committee stop and take a look at the way they are working at the job to see if there is a more effective way to do what they are trying to do, and to evaluate what has been accomplished thus far. Such evaluations will enable the committee to reject those procedures that are not productive and to adopt new procedures to guarantee more effective performance.

VIII. How to Have a Good Committee Meeting

(Reference: How to Work with Groups by Trecker & Trecker)

- A. To have a successful committee meeting or series of meetings it will be necessary for you to check on a list of items.
- B. A time and place agreeable to and convenient to the majority of your committee members.
- C. A clear statement of the job of the committee and the portion of the job to be tackled in the particular meeting at hand.
- D. An agenda and the necessary resource material which is needed for good discussion.
- E. A secretary who will keep notes of the discussion and prepare a record of the committee's decisions.
- F. A clear understanding of when your report is to be presented to the organization and to whom it will be presented.
- G. Agreement at the conclusion of your first meeting concerning what you have covered and what your next steps should be.
- H. Ability to break down the large problem into a number of smaller ones, so that individual members of the committee can take on "between meeting" assignments and bring back to the next meeting pertinent data or experience.

IX. Classifications of Committees

A. Standing Committee: Standing committees can be rotating or non-rotating.

1. Unless otherwise noted, each Standing Committee has a three-year rotation cycle, with one year term members rotating off each year and being replaced by new members.
2. If a committee member is unable to complete his/her three-year term, a replacement may be selected by the Committee on Committees to serve the balance of that term.
3. Committee members who rotate off a committee after serving a three-year term shall not serve on that same committee again for at least one year, unless the Committee on Committees determines there is a special need for a member to continue serving on that committee.
4. Individuals, other than staff, may not serve on more than one of the following committees at one time: Committee on Committees, Personnel, Nominating, and Budget & Finance committees.

B. Ad Hoc Committee:

1. Ad Hoc Committees such as a Search Committee, will be formed as the need arises and will be dissolved when their mission is complete.
2. Ad Hoc Committees shall have an odd number of voting members not to exceed 7, and up to 3 alternate non-voting members to be nominated by the Committee on Committees and presented to the church body for selection through majority vote.
3. Should the absence of a voting member of an Ad Hoc committee result in a tie vote, the chair of the committee may resolve the issue by one of the following: postponing the vote, contacting the absent member by phone for a call-in vote, or conducting a random drawing to select an alternate to vote.
4. Voting members of an Ad Hoc Committee shall not serve on Budget/Finance Committee, Personnel Committee, or Master Planning Committee while on the Ad Hoc Committee.
5. Ad Hoc Committees shall elect a chair, assistant chair, and secretary/recorder. At the first meeting, ground rules regarding the participation of all members including the alternates shall be made clear. Alternates may participate in discussions but cannot vote on any decision to be made.
6. The chair will present an agenda for each meeting and notify the church's Office Administrator of when meetings will take place. A copy of the

minutes of the meetings should be turned in to the Office Administrator within one week after each meeting.

7. If a voting member of the Ad Hoc Committee should need to withdraw once the committee has begun working, the voting members would vote to replace that member with one of the alternates within two weeks of being notified that the member is withdrawing or before the withdrawing member leaves, whichever comes first. The alternates may not attend this meeting. An additional alternate shall be requested of the Committee on Committees if there are not at least two alternates remaining on the committee.

X. Selection Process:

The Committee on Committees (CoC) nominates members to serve on all standing and ad hoc committees unless otherwise stated. The church will then vote to approve all members.

XI. Current Rotating Committees:

- Baptism Committee
- Budget and Finance Committee
- Church Council Committee
- Committee on Committees
- Family Ministry Committee
- Fellowship and Hospitality Committee
- Funeral Meal Committee
- Guest Services
- Lord's Supper Committee
- Master Plan Committee
- Medical Committee
- Nominating Committee
- Personnel Committee
- Safety/Security Committee

XII. Current Non-Rotating Committees

- Audio/Visual Committee
- Building and Grounds Committee
- Medical Committee
- Transportation Committee
- Wedding Committee

XIII. Rotating Committees and Their Functions

BAPTISM COMMITTEE

1. Principal Function: The Baptism Committee is elected to assist in preparing for the ordinance of baptism. The committee is responsible for preparing the candidates and the baptistery for the ordinance.
2. Duties:
 - a. Have dressing rooms prepared for candidates
 - b. Help candidates that need help dressing
 - c. Launder linens and return to church
 - d. Fill the baptistery and turn on heater
 - e. Drain the baptistery

B. BUDGET AND FINANCE COMMITTEE

1. Principal Function: The Budget and Finance Committee develop and recommend an over-all stewardship information plan. They administer the gifts of church members in accordance with church directives, using sound principles of financial management. This is a rotating committee except for the Treasurer and Assistant Treasurer of the church who shall always serve on this committee.
2. Duties:
 - a. Plan the budget
 - b. Present proposed budget to church
 - c. Recommend adjustments to budget
 - d. Meet regularly and/or monthly
 - e. Responsible for presenting monthly financial report to the church
 - f. Evaluate budget requests
 - g. Work closely with the Church Staff.

C. CHURCH COUNCIL COMMITTEE

1. Principal Function: The Church Council exists to help the congregation make its decisions wisely. It is this committee through which the organizations and committees of the church will coordinate their activities into one harmonious program of work. It is composed of those church leaders who have responsibility for the programs, program services, and administrative services of the church.
2. Duties:
 - a. The Council shall have as regular members, all church staff, Church Treasurer, Chairman of Deacons, Sunday School Director,

Children's Ministry Director, Women's Ministry Director, Men's Ministry Director, and two at large members brought to the church by CoC for a three-year term. Committee chairmen and church elected officers shall serve as ex-officio members. They do not need to attend except when their area is being discussed, however, they may attend at any time.

- b. The Chair of the Church Council Committee, the Pastor, shall invite all Committee Chairs to all Church Council Committee meetings.
- c. All matters agreed upon by the Council, calling for action not already authorized, shall be referred to the church for approval or disapproval.
- d. They will help plan and coordinate the church calendar.
- e. They will arrange for a full audit and yearly review of the church financial books.

D. COMMITTEE ON COMMITTEES

1. Principal Function: The purpose of the Committee on Committees is to select, enlist and nominate persons to serve on church committees. The CoC helps reduce the large workload of the nominating committee.

2. Duties:

- a. Review committee policies and procedures and make recommendations to the church regarding changes, additions or deletions in the number and kind of committees
- b. Select, enlist and nominate members to serve on all Rotating, Non-rotating, and Ad Hoc committees and present them to the church for approval. The CoC shall also fill any vacancies that occur during the year when requested by a committee chairman.
- c. Committee on Committees, in conjunction with Deacon Body, could recommend to the church body to remove a committee member for cause. The church body would then vote on the recommendation.
- d. The Committee on Committees shall be responsible to provide training on the committee manual the first Sunday of the new church year.

E. FAMILY MINISTRY COMMITTEE

1. Principal Function: To assist the family pastor in planning, organizing, and executing the events, activities, and direction related to both children's and student ministries at First Baptist. They are called to be committed to praying and seeking God's will for family ministry at First Baptist.
2. Duties:
 - a. A commitment to assist in executing family ministry events during the year.
 - b. A commitment to volunteer in some area related to family ministry (student or children's ministries).
 - c. Assist in planning and executing a family equipping ministry at FBC Floresville.
 - d. Assist in implementing, updating, and editing children's and student ministry policies and procedures.

F. FELLOWSHIP AND HOSPITALITY COMMITTEE

1. Principal Function: The Fellowship & Hospitality Committee is responsible for formulating and recommending to the church policies for the kitchen. These policies are to be communicated to the church members. The committee has the responsibility of church wide fellowships, fifth Sunday dinners and receptions, etc.

The committee shall include a kitchen manager nominated by the Nominating Committee. The Kitchen Manager is a non-rotating member.

2. Duties:
 - a. With the Kitchen Manager, recommend policies for use of the kitchen and present to the church for approval.
 - b. With the Kitchen Manager, keep an inventory of church supplies related to the kitchen
 - c. With the Kitchen Manager, suggest needed improvements for the kitchen and its service to the church
 - d. Coordinate church wide fellowships and receptions, etc.
 - e. Enlist necessary persons to aid in church wide fellowships, receptions, etc.

G. FUNERAL MEAL COMMITTEE

1. Principal Function: See that all meal arrangements are coordinated with the committee members, church staff and bereaved families. This is a rotating committee but anyone willing to help may become a member and anyone needing to resign may do so. The Kitchen Manager is a non-rotating member.
2. Duties:
 - a. Have each committee member contact the church members on their phone list for food items
 - b. Have meal ready to be served at appropriate time and place to be determined by family.
 - c. Clean up area and package leftover food for family

H. GUEST SERVICES

1. Principal Function: The Guest Services Committee Greet people as they enter the church. They help direct people to Sunday School classes and make visitors feel comfortable and welcome.
2. Duties
 - a. Greet all who attend Sunday Morning activities.
 - b. Provide information about the church and ministries relevant to Sunday morning activities and worship.
 - c. Guest Services would develop and execute a follow-up plan for new guests.

I. LORD'S SUPPER COMMITTEE

1. Principal Function: The Committee helps make the memorial service an expression of true worship. This is a rotating committee.
2. Duties:

The Lord's Supper Committee works behind the scenes preparing the elements to be used in the serving of the Lord's Supper and caring for the necessary service equipment used periodically in the observance of the Ordinance. The committee works closely with the Pastor and Deacons.

J. MASTER PLAN COMMITTEE

1. Principal Function: The Master Plan committee studies the needs of the church, comprises a plan and then reports to the Church for approval. It includes a member from Budget/Finance Committee, Building/Grounds Committee, Sunday School Director, Deacon Chair, Office Administrator, Pastor, Music Minister and Family Minister who are non-rotating and 3 at-large members who rotate.
2. Duties:
 - a. Meet periodically as needed to discuss long-range plans regarding the resourcing of facility, properties, and/or programmatic needs.
 - b. When a definite project becomes feasible, this committee shall present to the church a recommendation that we proceed with said project.
 - c. Committee will not move forward with any such project without prior approval from the church body.
 - d. An AD Hoc committee devoted to that specific project will be appointed by the Committee on Committees.

K. MEDICAL COMMITTEE

1. Function: The Medical Committee is responsible to respond to any medical situation at the church, including such things as falls, injuries, fainting, heart attacks, etc. They are the first responders within the church. They are to try to stabilize the person until EMS or an ambulance responds or the person no longer needs medical attention. This is a non-rotating committee
2. Duties
 - a. Maintains medical supplies including an automated external defibrillator (AED) and first aid kit.
 - b. Reviews, plans, and conducts any needed training like CPR, choking, Stop the Bleed, etc.
 - c. Assist in medical emergencies until EMS arrives or situation is resolved.

L. NOMINATING

1. Principal Function: The Nominating Committee is responsible for the staffing of all church officers, trustees, directors, Sunday School

personnel. The S.S. Director, Family Minister, and Music Minister will be permanent members. This is a rotating committee selected by the CoC.

2. Duties:

- a. The Nominating Committee recommends persons for all volunteer positions in the following areas: Trustees, Church Clerk, Assistant Church Clerk, Church Treasurer, Assistant Treasurer, Church Moderator, Assistant Church Moderator, Church Librarian, SS Directors (2), Sunday School Teachers, Women's Ministry Directors (2), a Kitchen Manager, a Head Usher and an Assistant to the Head Usher.
- b. The committee will make necessary replacements and additions during the church year.

M. PERSONNEL

1. Principal Function: The Personnel Committee assists the Pastor and the church in matters related to employed personnel. Its work includes such areas as staff needs, employment, salaries, benefits, and personnel services. Staff members, other than the Pastor, Music Minister and Family Minister, shall be recommended to the church by the Personnel Committee and employed by church action.

2. Duties:

- a. Surveys needs with Pastor for additional employees and new positions
- b. Prepares position descriptions for church employees, rewrite position descriptions as needed and prepare an organization chart for all church employees
- c. Recruit and interview prospective non-ministerial employees with Pastor and recommend employment of such employees to the church for voter approval.
- d. Develop and recommend salaries and benefits for church employees
- e. Develop a Personnel Policies/Procedures Manual and update when needed
- f. The Personnel Committee, in conjunction with the Deacon Body, may recommend to the church body the termination of a pastor, music minister, family minister, office administrator or treasurer with cause. The church body would then vote on that recommendation.

N. SAFETY AND SECURITY

1. Function: This committee's primary function is the safety of all who attend functions at First Baptist Church, Floresville.
2. Duties:
 - a. Observes any conditions of our facility that may increase physical risk (i.e., tripping hazards or falls) and report to the building and grounds committee
 - b. Develop and post a plan for fire escape or evacuation, or storm plan in various places throughout all of the buildings. Review periodically.
 - c. Periodically check buildings to ensure that fire escape and evacuation plans continue to be posted.
 - d. Coordinates a proper response to potential security concerns.

XIV. Non-rotating committees and their functions

A. AUDIO-VISUAL COMMITTEE – under direct supervision of the Minister of Music

1. Principal Function: The Audio-Visual Committee is responsible for the audio/visual in the sanctuary and other areas of the church building. This is a non-rotating committee due to the complexity of the equipment. New members may be trained as needed.
2. Duties:
 - a. Setting up of an Audio-Visual program
 - b. Training of personnel to be responsible for setting up, using and caring for all types of Audio-Visual equipment
 - c. Work with Pastor, Ministers, Staff and organizational leaders preparing for Power Point, CD's and other equipment necessary for worship services and organizational meetings
 - d. Have hearing devices ready for all services

B. BUILDING AND GROUNDS COMMITTEE

1. Principal Function: The Building and Grounds Committee assist the church in matters related to properties administration. Its work includes such areas as maintaining all church properties for ready use and recommending policies regarding use of properties. This is a non-rotating

committee but anyone interested in working may request membership. Any member may ask to be removed.

2. Duties:

- a. They shall maintain adequate and attractive church buildings
- b. They shall supervise painting and building repairs
- c. Inspect regularly all locks on doors and windows
- d. Provide proper equipment and storage room for the use of church maintenance personnel (custodians)
- e. They shall have authority to purchase equipment and maintenance supplies. This will be kept in line with the budget and church authorization from Finance Committee.
- f. A requisition form must be submitted to the Budget and Finance Committee and the Office Administrator.
- g. They shall have authority to act immediately concerning emergency repairs if it will prevent additional damage.
- h. They shall keep parking areas in suitable condition.
- i. Supervise the maintenance of church grounds
- j. Plan and direct the planting of shrubs, trees, grass, etc.
- k. Develop and recommend in cooperation with various church leaders, policies for use of church facilities and equipment and submit to church for approval.
- l. Work closely with the Pastor, Ministers and organizational leaders

C. MEDICAL COMMITTEE

1. Function: The Medical Committee is responsible to respond to any medical situation at the church, including such things as falls, injuries, fainting, heart attacks, etc. They are the first responders within the church.

2. Duties:

- a. Maintains medical supplies including an automated external defibrillator (AED) and first aid kit.
- b. Reviews, plans, and conducts any needed training like CPR, choking, Stop the Bleed, etc.
- c. Assist in medical emergencies until EMS arrives or situation is resolved.

D. TRANSPORTATION COMMITTEE

1. Principal Function: Oversee the care and maintenance of the bus and promote safety to the drivers and passengers. This is a non-rotating committee. Qualified drivers may be added or deleted as requested by the CoC and voted on by the church.
2. Duties:
 - a. Keep up the maintenance of the bus and have it ready at all times
 - b. Have certified drivers with current Defensive Driving course
 - c. Work closely with Ministers, Directors and organization leaders
 - d. Be aware of insurance and travel rules

E. WEDDING COMMITTEE

1. Principal Function: To assist a couple in the church policies and procedures in a Christ-like manner. This is a non-rotating committee but any interested person may request to be added or deleted.
2. Duties:
 - a. Work closely with the couple, parents, Pastor and church secretary
 - b. Assist as much as the bride & mother desire