

OPERATIONS MANUAL

COMMITTEE STRUCTURE

First Baptist Church / Sebring Florida

(Updated April 12, 1996)

SECTION 1. NOMINATING COMMITTEE

- I. **PURPOSE:** To lead in staffing all church-elected positions filled by volunteers, including vacancies which occur during the year.
- II. **COMPOSITION:** This committee shall be composed of six (6) rotating members, plus the newly elected Sunday School Director and the Baptist University Director, with nominations being accepted from the church.
- III. **RESPONSIBILITIES:**
 - A. Nominate to the church the following church officers: Moderator, Trustees, Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, and Nursery Coordinator.
 - B. Nominate Ushers.
 - C. Nominate organizational workers vacated from time to time.
 - D. The first report of this committee each year shall consist of nominations for the office of Sunday School Director, Baptist University Director, Woman's Missionary Union Director and Baptist Men's Director. These shall be elected by June.
 - E. The report of the committee shall be suggested to the church and any member of the church will have the privilege of a nomination from the floor.

SECTION 2. COMMITTEE ON COMMITTEES

- I. **PURPOSE:** To nominate all committees of the church except itself and the Nominating Committee.
- II. **COMPOSITION:** This committee shall be composed of six (6) rotating members with new members being elected in April business meeting. Nominees will be nominated by a committee composed of the Pastor, Sunday School Director and Baptist University Director with nominations being accepted from the church.

III. RESPONSIBILITIES:

- A. No person shall serve on a committee who is not a member of this church.
- B. No church member shall serve on more than two committees at one time, and a Deacon shall be elected to serve on each committee except the Flower and Bereavement Committees.
- C. Each person who is asked to serve on a committee will be furnished a copy of the policy and procedure manual pertaining to that particular committee before the committee presents the person's name to the church for election.

SECTION 3. BAPTISM COMMITTEE

- I. **PURPOSE:** To ensure the provision of appropriate, well-maintained facilities, equipment, and materials necessary for baptism; to assist the candidates in preparing for their baptism; and to assist the pastor in administering the ordinance.
- II. **COMPOSITION:** This committee shall be composed of three members who are deacons and deacons' wives.

III. RESPONSIBILITIES:

- A. See that the baptistery and all baptism equipment are properly prepared for scheduled baptismal services and assist the pastor.
- B. Assist the candidates in getting ready for baptism and getting dressed afterwards.
- C. See that robes, towels and handkerchiefs are laundered after each baptismal service.
- D. This committee shall meet to organize at the beginning of the year and as often as needed.
- E. Annually prepare and submit budget requests.
- F. Abide by policies concerning both budgeted and unbudgeted expenditures.

SECTION 4. BENEVOLENCE COMMITTEE

- I. **PURPOSE:** To represent Christ and His church in acts of benevolence to persons in need.

II. COMPOSITION: This is a rotating committee composed of three (3) deacons.

III. RESPONSIBILITIES:

- A. Be sensitive in studying the needs for assistance in the church membership and in the community and be ready to provide help as needed, when requests are made.
- B. Decisions regarding benevolence should be made by all three members if possible. If not possible, at least one member of the Benevolence Committee and Chairman of Deacons should make the decision. Requests received by the church staff must be referred to the Benevolence Committee.
- C. Periodic reports should be made to the church respecting the confidentiality of those being helped.
- D. Meet to organize at the beginning of the new church year and as often as required.
- E. Annually prepare and submit budget requests.
- F. Abide by policies concerning budgeted and unbudgeted expenditures.

SECTION 5. BEREAVEMENT COMMITTEE

I. PURPOSE: To represent the church in providing for the needs of the deceased's family.

II. COMPOSITION: This committee shall consist of six (6) rotating members.

III. RESPONSIBILITIES:

- A. After notification of a death in a family, the chair-person or delegated member will contact the family as to the funeral arrangements and make arrangements for meal or meals to be served and to notify the church if other services are required.
- B. To see to the return of dishes and/or kitchen ware by notifying the owners as to where they may be picked up.
- C. To meet at least once a year for organizational purposes.

SECTION 6. TRANSPORTATION COMMITTEE

I. PURPOSE: To direct the ministry and maintenance of the bus and van.

II. COMPOSITION: This is a rotating committee composed of six (6) members.

III. RESPONSIBILITIES:

- A. Set up policies for transporting people to regularly scheduled church services; special activities and programs promoted and sponsored by the church or any church organization.
- B. Formulate schedules, rules and regulations for the operation of the bus and van and post in a conspicuous place.
- C. Publish written policy for church approval pertaining to use of bus and van.
- D. Recruit and train qualified bus drivers who are church members and maintain an up-to-date list of available drivers, at least two (2) retired persons if possible.
- E. Provide for maintenance of the bus and secure proper licenses.
- F. Project future bus needs and investigate the possibility of acquiring additional buses when needed.
- G. This committee shall meet monthly.
- H. Annually prepare and submit budget requests.
- I. Abide by policies concerning budgeted and unbudgeted expenditures.

SECTION 7. CONSTITUTION COMMITTEE

I. PURPOSE: To review and update the constitution and by-laws as necessary.

II. COMPOSITION: This committee shall be composed of six (6) rotating members.

III. RESPONSIBILITIES:

- A. This committee shall cooperate with the pastor, staff and membership at large in being continually alert to changing needs of the ministry of the church.
- B. This committee shall make a periodic review of the church constitution and if revisions are needed, they shall be brought to the church for adoption following the guidelines in Article VIII Amendments -- Church Constitution and By-laws.
- C. This committee shall meet annually for organizational purposes and as often as needed.

SECTION 8. COUNTING COMMITTEE

- I. **PURPOSE:** This committee shall have the responsibility to receive, count, deposit and otherwise handle all church moneys received through regular, special and designated offerings in such a way as to give complete confidence to anyone that the King's business is a great trust and requires the best in management.

- II. **COMPOSITION:** This is a rotating committee composed of twelve (12) members.

- III. **RESPONSIBILITIES:**
 - A. Provide adequate security for all moneys and personnel, This is to include counting the receipts in a secured area. When money is counted more than one person must be present.
 - B. It shall be required of each member of this committee to maintain any information in strictest confidence.
 - C. **Procedures:** This committee is to make ready the Sunday morning and evening collection. The offering is to be put in sealed bags and taken to the night depository at church approved bank. The sealable bags are in the church office. The night depository keys are kept by the Captain and will be returned to the church when term is up. On Monday at 9:00 a. m. the committee meets at the church. The Captain goes to the bank and secures the money bags.
 - D. **Counting Procedures:**
 1. There is prayer before the bags are unlocked.
 2. Envelopes are kept separate.
 3. CTB and regular offering is separated in neat stacks.
 4. Special designated moneys are noted.
 5. An envelope is made for each loose check.

 6. It is determined that the contents of each envelope is in agreement with the amount shown on the envelope and any discrepancies found are noted for Financial Secretary.
 7. Two calculator tapes are made totaling all checks. The committee prepares a slip with the proper coin and currency totals from which the deposit slip is made. The checks must be stamped and one of the two tapes mentioned above is placed with them for the bank. All of these moneys are taken by the captain to approved Bank for deposit. The

Captain returns to the church and completes the financial report on the notebook that is kept on the desk of the Financial Secretary.

SECTION 9. FINANCE-STEWARDSHIP COMMITTEE

- I. **PURPOSE:** To lead in the administration of all budget receipts and other moneys coming into the church and it's missions, and to lead in the securing of such funds. to serve the church in promoting stewardship all year and to lead in stewardship emphasis each Fall.

- II. **COMPOSITION:** This is a rotation committee and shall consist of six (6) tithing members who shall seek to create a sense of stewardship responsibility among the membership. The Church Treasurer and Financial Secretary shall be ex-officio members.

- III. **RESPONSIBILITIES:**
 - A. Meet monthly to examine the current bills, checks, trial balances, and financial reports before their presentation to the church, and make recommendations to the church as deemed appropriate in light of information revealed in the monthly financial statements.
 - B. To work with the Financial Secretary in regard to the operation of the bookkeeping system of the church and it's missions.
 - C. To assist and advise other committees and department heads in keeping the expenditures within the budget limitations and to establish priorities in spending when needed. This does not give the committee dictatorial authority over a committee or department expending their budget items as long as budgeted funds are available.
 - D. To keep the church fully informed on all financial matters pertaining to the church program and to inform the church of all gifts exceeding \$50.00 received from the membership (church approved gift programs excluded). Gifts from outside the church membership must be reviewed by the Pastor and Deacons before being presented to the church for acceptance. Memorial gifts covered by memorial gift policy. All gifts to be properly recorded in church records.
 - E. To establish a purchase order plan on expenditures of fifty (\$50) dollars or more. Church literature and monthly bills (utilities. etc) to be excluded from purchase order.

Procedure for purchase order plan:

1. A purchase order may be initiated by any committee chair-person (or committee member with the chair-person's approval), department head or staff member.
 2. The final approval of a purchase shall be made by a member of the Finance-Stewardship Committee, with approval dependent upon availability of funds.
- F. To make arrangements for the audit of the church (and its missions) books annually.
- G. To prepare a proposed church budget annually and submit to church for adoption. Procedure for preparing the budget:
1. Estimate anticipated income based on previous year's church income, prevailing economic conditions, past year's giving record of membership and anticipated plans of its growth.
 2. Prior to the first meeting of the Budget Planning Committee, request staff members, committees and department heads to compile and submit an itemized list of budget needs for the year in their responsible areas.
 3. Evaluate the combined budget requests considering specific recommendations. Make necessary adjustments with staff and committee consultation.
 4. Prepare budget for presentation to the deacons for approval.
 5. Present the recommended budget to the church for approval.

SECTION 10. FLOWER COMMITTEE

- I. PURPOSE: To oversee the carrying out of the responsibilities as outlined below.
- II. COMPOSITION: This is a rotating committee composed of three (3) members.
- III. RESPONSIBILITIES:
- A. Secure flowers for the church auditorium for Sunday services, revival services, and other special meetings it deems necessary.
 - B. Oversee ordering and placing of poinsettias in the auditorium for the Christmas Season.
 - C. To send flowers, on behalf of the church, to the funeral services of any deceased member of the church or person who is a member of the immediate family of a church member (husband or wife, mother or father, son or daughter).

- D. This committee shall meet for organizational purposes and as needed.
- E. Annually prepare and submit budget requests.
- F. Abide by policies concerning budgeted and unbudgeted expenditures.

SECTION 11. HOUSE & GROUNDS COMMITTEE

- I. PURPOSE: To be responsible for maintaining the church facilities and equipment.
- II. COMPOSITION: This committee shall be composed of six (6) rotating members, one of whom shall be a deacon.
- III. RESPONSIBILITIES:
 - A. Shall be responsible for making regular inspections and maintaining all church properties adequately and attractively for ready use.
 - B. Supervise painting and building repairs.
 - C. Supervise purchasing of maintenance and equipment supplies, and work with the kitchen committee in purchasing major appliances.
 - D. Keep current inventory of all church property and equipment.
 - E. Supervise the heating and cooling of the buildings.
 - F. Provide adequate fire control equipment in proper locations.
 - G. In consultation with the pastor, evaluate all requests from the various departments of the church for use of building, property and equipment. Seek approval from the church regarding any request for the lending of property.
 - H. Working with the Personnel Committee in evaluating and supervising the work of the custodial employees and making recommendations as to their performance.
 - I. This committee shall meet monthly.
 - J. Annually prepare and submit budget requests.
 - K. Abide by policies concerning both budgeted and unbudgeted expenditures. However, this committee is permitted to authorize emergency repairs such as air conditioning, plumbing, wiring, etc., without church approval when such repairs are an emergency.

SECTION 12. HOSPITALITY COMMITTEE

- I. PURPOSE: To plan and host church-wide fellowships, receptions anniversary dinners, etc., and also to arrange for meals for

guests of the church. The Church Hostess shall be an ex-officio member of this committee.

II. COMPOSITION: This committee shall be composed of six (6) members, and shall serve on a rotating basis.

III. RESPONSIBILITIES:

- A. Arrange for all church-wide social events.
- B. Plan and arrange meals for guests of the church.
- C. This committee shall meet for organizational purposes and as often as needed.
- D. Prepare an annual budget request and submit to Church Hostess.
- E. Requisition any food requests from Church Hostess.

SECTION 13. FOOD SERVICES COMMITTEE

I. PURPOSE: To assist the Church Hostess in the operation of the church kitchen.

II. COMPOSITION: This is a rotating committee composed of six (6) members.

III. RESPONSIBILITIES:

- A. The Chairperson of this committee shall be the Church Hostess.
- B. Meet once a year for organizational purposes and at other times as requested by the Church Hostess.
- C. Inventory kitchen equipment and replace broken items as required.
- D. To set policies for kitchen use and post a copy in the kitchen. To authorize the loan of any kitchen equipment. (Groups using kitchen will be responsible for leaving kitchen clean and all equipment in place).
- E. To prepare budget for kitchen supplies and present (major appliance needs to the House and Grounds committee) requests to the Finance-Stewardship committee. Refer to Section 11, paragraph 3, part C, House and Grounds.
- F. Requisition and purchase food for all scheduled meals social functions of the church.

SECTION 14. LORD'S SUPPER COMMITTEE

- I. PURPOSE: The Lord's Supper Committee prepares the elements and the equipment for the observance of the Lord's Supper. The committee does the preparatory and maintenance work needed to observe this church ordinance.
- II. COMPOSITION: This is a three (3) member committee composed of deacons and/or deacons' wives.
- III. RESPONSIBILITIES:
 - A. To prepare the elements and the equipment for the observance of the Lord's Supper.
 - B. Arrange for the recovery, cleaning and storing of the equipment.
 - C. Prepare and submit budget requests to Finance-Stewardship committee.
 - D. This committee shall meet semi-annually or more if needed.
 - E. Abide by the policies and procedures for requisitioning purchases of expenditures both budgeted and unbudgeted.

SECTION 15. MEMBERSHIP, HISTORY & PUBLIC RELATIONS COMMITTEE

- I. PURPOSE: To keep a written record of church history and membership and to publicize church ministries through the news media.
- II. COMPOSITION: This shall be a rotating committee of six (6) members.
- III. RESPONSIBILITIES:
 - A. Work in cooperation with church staff on new member orientation and membership directories.
 - B. To keep an up to date history of the church by gathering and preserving items of historical interest such as pictures, newspaper clippings with dates of service of pastors, and staff members, special occasions, such as church anniversaries, building dedications, beginning of and constitutions of missions, etc.
 - C. Cooperate with church office in preparing and distributing membership directories.
 - D. Assist the church clerk in updating the church roll.
 - E. To publicize revivals, conferences, Bible studies and other special services in news media.

- F. To inform various Southern Baptist publications of special news and interest concerning our church.
- G. To cooperate closely with all staff members in an effort to avoid any duplication of publicity.
- H. Annually prepare and submit budget requests.
- I. Meet at least once quarterly to go over calendar for coming events.
- J. Abide by policies concerning budgeted and unbudgeted expenditures.

SECTION 16. MISSIONS COMMITTEE

- I. **PURPOSE:** This committee seeks to discover possibilities for local mission projects, shares findings with church program organizations, and serves the church in establishing and conducting such missions projects as may be assigned to it.
- II. **COMPOSITION:** This committee shall be a six (6) member rotating committee composed of two members working at the mission and four members from the mother church, one of which shall be a deacon.
- III. **RESPONSIBILITIES:**
 - A. Be aware of areas where a mission may be needed.
 - B. Seek sites to begin missions.
 - C. Maintain communications with outside groups. The missions committee should have constant contact with the associational missions committee, state missions personnel, and the Home Mission Board personnel. The committee needs to know the resources available from these programs.
 - D. Assist and encourage established missions.
 - E. Act as liaison between mission and Mother church, reporting to the church on progress and needs of established missions.
 - F. Meet at least quarterly.
 - G. Prepare and submit budget requests (if needed) to Finance-Stewardship committee concerning budget and unbudgeted expenditures when requested.
 - H. Abide by policies concerning both budgeted and unbudgeted expenditures.

SECTION 17. MUSIC COMMITTEE (COUNCIL)

- I. **PURPOSE:** Assist and undergird the Music Ministry of the church.
- II. **COMPOSITION:** The Music Committee shall consist of Music Director, directors of choirs and instrumental ensembles, coordinators, church organist, church pianist, music secretary, adult choir president and three members from the congregation at large. (One member from the congregation at large shall rotate off each year).
- III. **RESPONSIBILITIES:**
 - A. Coordinate music calendar and activities.
 - B. Set goals for the music program.
 - C. Prepare plans and institute actions to carry out the work of the music program.
 - D. Evaluate effectiveness of music program plans and activities.
 - E. Prepare budget requests to provide funds needed to carry out music plans, including space, equipment, supplies; itemizing equipment by priority and description.
 - F. Abide by policies concerning both budgeted and unbudgeted expenditures.

SECTION 18. PRESCHOOL COMMITTEE

- I. **PURPOSE:** To represent the church in the operation of the nursery, so that families will have the utmost confidence in our nursery when they leave their children. The Nursery committee in cooperation with the Nursery Coordinator is to coordinate the church's nursery activities and to help parents and teachers work together. The committee will see that adequate provisions are made for nursery children each time they are at church.
- II. **COMPOSITION:** This committee is composed of six (6) members.
- III. **RESPONSIBILITIES:**
 - A. To meet quarterly for coordination of activities and to analyze the nursery operation.
 - B. To establish guidelines for the operation of the nursery.
 - C. To direct the activities of the paid workers and make work schedules for the volunteer workers.

- D. To check and replace supplies, equipment and toys as needed.
- E. To prepare nursery budget proposal for Finance-Stewardship committee when requested and to cooperate with this committee in the administration of current budget.
- F. To cooperate with and furnish building needs or repair items with the House and Grounds committee.
- G. Abide by policies concerning budgeted and unbudgeted expenditures.

SECTION 19. PERSONNEL COMMITTEE POLICY

- I. GENERAL STATEMENT: To represent the church in the Human Resource requirements as outlined in the following policy and serve as a liaison between the staff and the church body.

- A. MEMBERSHIP REQUIREMENTS:

ELECTION: The Personnel Committee shall be constituted as follows:

1. The Church Committee on Committees is charged with the responsibility of nominating the Personnel Committee.
2. The committee shall consist of six individuals, one of which must be a deacon. Each member will serve for three years with two being elected each year. The Pastor shall serve as ex-officio member of the Personnel Committee.

In the event a matter comes before the Personnel Committee that involves an immediate family member, the committee member will need to absent himself or herself from the meeting until discussion or voting is completed.

3. A Chairperson and a Secretary will be elected by the committee members at the first meeting held following the annual election of committee members.
4. The Personnel Committee shall administer in personnel responsibilities annually from January 1, through December 31.

- B. ADMINISTRATION:

1. The Personnel Committee shall represent the church in securing prospective staff members and shall recommend to the church for vote any person other than the pastor. (A pastor search committee is responsible for securing and recommending a pastor to the church).

2. When presenting a recommendation for a staff member the committee must include the rate of pay, benefits (to include but limited to: social security, retirement, insurance, vacation, auto allowance, revivals) to be recorded in the church minutes. The letter confirming approval of employment must include this information prior to employment.
3. The Personnel Committee is responsible for all matters regarding church staff as it pertains to salaries, benefits, hours worked, vacation days, allowable sick days, staff member-church relationships, employer and staff member issues and staff member dismissal. The committee shall make recommendations to the church when deemed necessary and in keeping with related church policies.
4. The Personnel Committee assists the church in matters related to Human Resource Administration as it pertains to areas of staff needs, employment and dismissal, salaries, benefits, personnel services, and development of a complete job description of all staff members.

C. STAFF IDENTIFICATION:

1. STAFF: The Staff shall consist of the following:

- a. MINISTERIAL STAFF:

1. Pastor
2. Associate Pastor – Music and Senior Adults
3. Associate Pastor -- Minister of Education

All ordained Ministers must file annually an estimated summary of housing benefits.

The church shall participate in a Federal Social Security program. Moving expenses will be paid for called ministerial staff members.

2. SALARIED AND FULL TIME STAFF MEMBERS:

(Staff members working on an hourly, daily or weekly work schedule)

Non Ministerial Staff

- Business Manager
- Education Ministry Secretary
- Music and Senior Adult Ministry Secretary
- Plant Manager

Each staff member is employed with a trial period of ninety days and is placed in a temporary status for this period. Paid sick days are not permitted during this trial period. Vacation and sick leave benefits will

be effective as of the initial date of employment at such time the trial period has been satisfactorily completed.

Records of used sick time and vacation days are maintained in the payroll ledger.

3. PART-TIME STAFFING WITH VARIABLE WORK HOURS

Nursery

Secretarial

Custodial

Pianist

Organist

Kitchen

D. BENEFITS:

1. HOLIDAYS: All professional, salaried and full time staff members will be granted the following holidays:

New Years Day

Good Friday

Memorial Day

Independence Day – July 4th

Labor Day

Thanksgiving Day, and the following day (Thursday and Friday)

Christmas Day and the day prior to or following Christmas Day

Holidays that fall on a weekend will be observed the day prior to or the day after the holiday. Ministerial and Office staff members will receive an additional day when a holiday falls during the scheduled vacation time.

Part-time staff members will receive holiday pay per work scheduled or hours worked.

2. VACATIONS:

- a. Vacation days for ministerial staff are determined at time of call.
- b. Salaried non-ministerial full time staff members will accrue one day per month vacation days, not to exceed ten working days.
- c. Three weeks vacation time will be granted to staff members who have completed five years of continuous service. Vacations days accrue at one and a quarter day per month, not to exceed fifteen

working days. Four weeks vacation time after ten years of continuous service.

- d. All vacation time is to be approved by the Pastor or his designee.
 - e. Staff members are not permitted to forego vacation time in order to remain on the job for the purpose of receiving salary and vacation pay.
 - f. The vacation schedule shall be completed on or before April 15th.
3. SICK LEAVE:
- a. Sick leaves accrues as earned.
 - 1. All Ministerial, salaried and full time staff members earn one day sick leave per month.
 - 2. Sick leave may accrue up to sixty days with pay. A maximum of sixty days of accumulated sick leave may be permitted for use in one year. Additional sick leave pay beyond the sixty days will be at the discretion of the church membership based on recommendation of the personnel committee.

4. HOSPITAL INSURANCE – MAJOR MEDICAL:

- a. Medical insurance protection is provided by the church through the Guidestone Annuity Board for all ministerial, salaried and full time staff members.

Family coverage for full time staff members may be purchased through the church insurance program.

Personnel Committee section amended: November 2006