

First Baptist Church
Waynesboro, Virginia

Policy and Administrative Procedures Manual

September 5, 2012
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First Baptist Church – Waynesboro, Virginia

Policy and Administrative Procedures Manual

September 5, 2012
Revised October 6, 2021

As a body of Christian believers in the Baptist faith, affiliated in belief and tradition with the Baptist General Association of Virginia and the Cooperative Baptist Fellowship, we, the members of First Baptist Church – Waynesboro, are guided by the Baptist Distinctives of 1) the autonomy of the local church governed by the democratic actions of its members, 2) the priesthood of all believers to discern the Word of God, and 3) the freedom of each member to relate equally to God and every fellow member of our congregation. To that end, we adopt this manual for our mutual understanding and future administration of our church.

CHURCH COMMITTEES & TEAMS

The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ. *Ephesians 4:11-13*

Effective and efficient administration of both the church's mission and administration entails varied responsibilities, large and small, immediate and long range. From programming to policies, from long range planning to flower bed planting, the success of the church depends on active and engaged involvement by the entire church body. In most churches, the regular activities consume too much time and involve coordination too difficult for all members to address all details of planning and administering the various church activities. First Baptist Church – Waynesboro is no different. Our congregation and facilities' size require the delegation of essential responsibilities to staff, committees, and teams.

This manual divides essential missional, administrative, event, and support functions between committees and teams. Committees perform core organizational tasks designed to perpetuate the mission of FBC as a building block in the Kingdom of Christ. Teams work to support the weekly, monthly, or seasonally logistical needs of FBC or help accomplish discreet, unique missions of FBC in its efforts to fulfill the Great Commission and minister to its members and the community.

Each committee and team should be composed of competent individuals who will give the time required for detailed study and performance of tasks. The chair or selected spokesperson of each committee and team will report to the church on the progress of such work. Both committees and teams should seek further instructions from the congregation whenever new policies or procedures are needed.

CHURCH COMMITTEES

Effective committee function is the foundation for thought processes, discussions, and deliberations. A committee is a small group of individuals appointed or elected to perform certain tasks that cannot be done as efficiently by the entire membership. The committee is established by and responsible to the church for its membership, power, duties, and instructions concerning its tasks. A committee usually performs the background research and proposes a process by which ideas, policies, and programs are designed. Committees then bring their proposals to the congregation for a vote. A committee's proposal may be accepted, modified or amended, referred back to committee, or rejected by the congregation. The congregation makes the final decision on all major issues.

GENERAL COMMITTEE GUIDELINES

Committees are bodies elected or appointed by the church as representatives to oversee and coordinate various areas of FBC's programming. As representatives, all committees are responsible to the congregation. Unless otherwise noted, all committees will assume office on January 1 of each year. Changes in the church committee structure (name, size, or function) may be suggested by the Nominating Committee, the Church Council, or individuals in business meetings.

REASONS FOR CHURCH COMMITTEES

- Committees provide opportunity for detailed study of specific problems that confront the church's membership.
- Committees save the congregation's time in business.
- Committees provide opportunities to reconcile divergent viewpoints and to bring back to the

- church body a satisfactory solution.
- Committees make opportunities for Christian growth and the development of a sense of personal responsibility for the health of the church.
- Committees allow for free and uninhibited discussion for the purpose of stimulating creative thought, the sharpening of ideas, and innovative solutions.
- Committees seek to discover effective solutions.
- Committees afford members opportunities for study of and involvement in the decision-making processes of the church.

LIST OF COMMITTEES

Endowment & Scholarship
 Facilities and Maintenance
 Mission Action
 Nominating
 Personnel
 Planning & Development
 Stewardship
 Trustees

COMMITTEE COORDINATION

Committee coordination is accomplished through the Nominating Committee and Church Council. The Nominating Committee or the Church Council may:

1. Recommend changes in the church's committee structure.
2. See that each committee has a written statement of duties.
3. Periodically review committee guidelines to maintain a relevant statement of purpose and responsibility for each committee. A committee should be retired if it is no longer needed.
4. Work with the staff to see that adequate orientation and training is provided for committee members.
5. Channel work to the proper committee(s) and encourage close correlation of committee work.
6. Encourage committees to meet regularly and report their work to the church.
7. Counsel with committee chairs when problems arise. When the church body is not in formal business meeting, issues of procedure shall be referred to the church parliamentarian, if any, or, in the absence of a parliamentarian, then to the Nominating Committee.

COMMITTEE MEMBERSHIP

All committee members are recommended by the Nominating Committee to the church body in business session on the basis of the talents and interests of church members. All Committee members must be members of the FBC congregation. Committee work should involve as many church members as possible to distribute the leadership responsibilities of the church.

Members serve three-year terms of office with one third of the committee rotating off active status each year unless otherwise stated in this manual. New members are nominated through the Nominating Committee to replace members who resign or complete their term of office. After serving for a full term and rotating off of a committee, an individual shall not be eligible to serve on the same committee until twelve (12) months shall have passed between the termination of the prior term and the commencement of a new term on the same committee. Chairmen and members are nominated by the Nominating Committee and elected by the church annually.

Any individual may serve on more than one committee. However, any individual may not serve on more than one of the Nominating, Stewardship, and Personnel committees at the same time. While married couples are encouraged to participate with their time and energy and give of their spiritual gifts to the church, spouses may not serve on the same committee. No member may serve on the Nominating, Stewardship, or Personnel committees while their spouse serves on any of those committees.

ORIENTATION

The Nominating Committee will oversee orientation of each committee chair and each committee. Committee orientation will be held annually. Chairmen are strongly recommended to meet during the first month of office to review methods of planning, ways to use committee members, and relationship of committees to staff and organizations. Committees are strongly recommended to meet before March 1 of each year to review guidelines and responsibilities, organize for efficient action, set meeting dates, and handle pressing business.

ORGANIZATION

All committee members should give their best effort to attend meetings to address significant decisions and recommendations that affect the life of the church. Recognizing, however, that much of a committee's work can be performed by individual members or subcommittees within the committee, committee members who have expertise in specific areas should be assigned responsibilities that best help the committee to complete its duties. Time is saved when individuals or small groups study and gather information for a committee's use.

STAFF RESOURCE

Staff members will serve as advisory resource persons to the church committees. Committees are encouraged to be responsible for their work. Committee chairs are encouraged to consult the staff for coordination as necessary between committee meetings. Staff resources shall attach to each committee and may attend committee meetings as necessary. Committees and staff resources should coordinate the need for the staff resource to attend successive meetings. Staff resources are non-voting members of the committee to which they serve as resources.

CHURCH TEAMS

Much like committees, teams function to process issues and address tasks that cannot be done as efficiently by the entire membership. Similarly, teams are established by, and responsible to, the church for its membership, power, duties, and instructions concerning their tasks. Additionally, teams also perform an activity or task to further the physical facilities of FBC. All proposals initiated by a team shall be brought to the congregation for a vote. A team's proposal may be accepted, modified or amended, or rejected by the congregation. The congregation makes the final decision on all major issues.

REASONS FOR CHURCH TEAMS

- Teams provide opportunities for specific activities or functions that promote the interest, appearance, or mission of the church.
- Teams save the congregation's time in business session.
- Teams provide opportunities for nonmembers seeking to learn more about the church and to become involved in the life of the church.
- Teams serve as volunteers to perform services to the church, saving staff time, augmenting staff efforts, and saving the church money.

- Teams seek to discover effective and creative solutions.
- Teams afford opportunities for involvement in the decision-making processes of the church.

GENERAL TEAM GUIDELINES

Teams are groups whose chairs are elected by the church as representatives to oversee and coordinate various areas or activities serving FBC's programming. As representatives of FBC, all team chairs and individuals serving on a team are responsible to the congregation. Unless otherwise noted, all teams will assume office on January 1 of each year. Changes to a team's structure (name, size, or function) may be suggested by Nominating Committee or the Church Council or individuals in business meetings.

List of Teams

Audio/Visual
 Church History
 Emergency Response
 Family Ministry (children and youth)
 Flower
 Historic Preservation & Design
 Hospitality (including Greeters and Ushers)
 Kitchen
 Landscape
 Music
 Real Estate
 Senior Saints
 Technology
 Weekday Preschool

TEAM COORDINATION

Team coordination is accomplished through the Nominating Committee or the Church Council. Either the Nominating Committee or the Church Council may:

1. Recommend changes in the church's team structure.
2. See that each team has a written statement of duties.
3. Periodically review team guidelines to maintain a relevant statement of purpose and responsibility for each team. A team should be retired if it is no longer needed.
4. Assist when necessary with team chairs regarding orientation and training of teams.
5. Channel work to the proper team(s) and encourage close correlation of work between teams and committees.
6. Counsel with team chairs when problems arise.

TEAM CHAIRS and TEAM INVOLVEMENT

All team chairs shall be recommended by the Nominating Committee to the church body in business session on the basis of the talents and interests of church members and nonmembers regularly attending FBC. All Team chairs must be members of the FBC congregation.

Individuals may serve a term of three years on a team. Individuals may succeed themselves for an additional three year term. Individuals shall rotate off a team for at least a one year period after serving two consecutive terms of three years, unless the Nominating Committee specifically recommends a renewal of a term. The Nominating Committee shall report any such extensions to the congregation. The Nominating Committee shall keep a record of all teams, all individuals serving on teams and the length of service served by any individual on a team. Chairmen are nominated by the Nominating Committee and elected by the church annually.

Unlike committees, the chair of each team is responsible for finding and securing individuals to serve on a team. Team chairs shall report to the Nominating Committee the names of all individuals serving on a team. The Nominating Committee is responsible for all follow up with all team chairs to assure all teams are adequately filled. The Nominating Committee may assist team chairs with suggestions and recruitment of individuals to serve on teams. No team chair shall secure more people to serve on a team than allowed by that team's description as set out in this manual. Team work should involve as many church members and regularly attending nonmembers as practical to distribute the responsibilities of the church.

Any individual may serve on more than one team. An individual and their spouse may both serve on the same team and may both simultaneously serve on more than one team.

ORIENTATION

Orientation of team chairs is conducted by the Nominating Committee.

Team orientation will be held annually. Chairmen are strongly recommended to meet during the first month of office to review planning, events, activities, duties, schedules, and the relationship of teams to staff and FBC committees, teams, or organizations. Teams are strongly recommended to meet before April 1 of each year to review guidelines and responsibilities, organize for efficient action, set meeting, event or activity schedules, and perform needed duties.

ORGANIZATION

FBW Committee and Team Structure



All team members should give their best effort to attend meetings, events, activities or functions to address significant decisions or perform needed functions that affect the life of the church. Where possible and practical, the work of a team can be performed by one or more individuals within the team. Individuals of a team who have expertise in specific areas should be assigned responsibilities that best help the team to complete its duties. The team chair is encouraged to assign tasks to individuals on teams to save time and help the team function efficiently.

STAFF RESOURCE

Staff members will serve as advisory resource persons to the church teams. Teams should be responsible for their work. Team chairs are encouraged to consult the staff for coordination as necessary between team meetings, activities, or functions. Staff resources shall attach to each team and may attend team meetings or events as the staff resource determines necessary. Staff resources are non-voting members of the team to which they serve as resources.

COMMITTEE AND TEAM DESCRIPTIONS

The duties, responsibilities, and functions of each authorized church committee and team are set out separately below. The size and function of each committee and team is addressed within each committee or team description. Where duties between committees or teams overlap, this manual attempts to resolve and coordinate responsibilities between committees or teams. However, not all circumstances can be anticipated by any governing document. When circumstances arise which are not addressed by this manual, then either the Nominating Committee or the Church Council may resolve a conflict of duties between committees or teams.

TRANSITIONAL ELEMENTS

Once adopted by majority vote of the congregation of FBC (9/5/2012), this church manual will be implemented at the next annual election of FBC Committees, Chairs, and Officers (11/2012). Once this manual is adopted, the Nominating Committee shall anticipate the transition to the Committee and Team structure outlined in this manual by developing and seeking Committee and Team Chairs and Committee members to fill the Committees and Teams as set out in this manual.

All Officers, Chairs, Committees and Trustees shall continue to perform their duties as outlined under the existing manual prior to this manual until the next annual election of FBC Committees, Chairs, and Officers.

At the November 2012 election of FBC Committees, Chairs, and Officers, existing Trustees may continue to serve, but shall serve not more than two (2) more years as Trustees (see transition language in Trustee outline).

At the November 2012 election of FBC Committees, Chairs, and Officers, the time limitations for serving as a Chair or as a member of a Committee shall commence. The Nominating Committee is charged with maintaining a current and accurate list of who is eligible to serve in the various posts and offices as set forth in the manual.

CHURCH COUNCIL

Purpose: Between quarterly church business meetings, or when special meetings of the congregation cannot reasonably be called, the Church Council may act only within the limited scope granted to it as enumerated within the “Authority” set out below.

The Church Council may meet prior to any called church conference or business meeting to discuss issues coming before the church body at its next business meeting. The Church Council may also meet at the request of the Moderator or the request of any two members of the Church Council.

Membership: The Church Council shall consist of the chairs of the Personnel Committee, Nominating Committee, Stewardship Committee, Facilities Maintenance Committee, Mission Action Committee, Planning and Development Committee, and Endowment & Scholarship Committee along with the chair of the Diaconate and the Treasurer, the Moderator, and Senior Pastor. The Senior Pastor shall chair the Church Council, voting only in the instance of a tie. For the purpose of maintaining the Moderator’s neutrality on issues, the Moderator shall serve as a resource only and be a non-voting member of the Church Council.

Authority: The Church Council shall also have the authority to:

1. Address all duties assigned to it in this manual under “Church Committees & Teams;”
2. Coordinate between committees and teams;
3. Provide counsel to chairs, committees, and teams;
4. Approve scholarship endorsement requests;
5. Hear requests for programming, policies, referral of ideas, projects, or activities to appropriate committees or teams, receive requests from committees or teams, referral of requests to appropriate committee(s).
6. Bring to the church body for action, at its annual November business meeting, a slate of members to serve on the Nominating Committee. In the event of a resignation or withdrawal of a member from the Nominating Committee, the Church Council shall also nominate an individual to fill any unexpired term.
7. Serve as a transition team coordinating committees, teams, and staff during any interim period when the position of Senior Pastor is vacant.*¹

The authority of the Church Council is limited. The Church Council shall have no authority to borrow funds or bind the church body for or enter into any loan. The Church Council shall have no ability to overrule a standing committee or team recommendation, block committee or team recommendations, or apply money differently than directed by the annual, approved church budget. The Church Council may not interfere with the business of a committee or team.

ENDOWMENT & SCHOLARSHIP COMMITTEE

A good person leaves an inheritance for their children's children, but a sinner's wealth is stored up for the righteous. Proverbs 13:22

Mission: Assist the Stewardship Committee to help heighten church members' awareness of good stewardship both during their lifetimes and with their estate planning. Educate church members of options available for making memorial and special gifts to the church. Using good stewardship principles, plan and oversee endowment and scholarship funds.

Scope: Review the financial investment of the church's endowment and scholarship funds. Receive requests from church members, staff, committees and teams, and make recommendations to the congregation for the expenditure of income from undesignated endowment funds. Coordinate as necessary with the Stewardship Committee. Receive and evaluate requests for scholarships and award scholarship funds.

Membership: Seven members, each serving a three year term, which have some familiarity with wills, trusts, and estate planning, if at all possible. The Treasurer shall serve as an ex-officio member of the Endowment Committee.

Duties:

General: Solicit contributions and promote use of endowment and scholarship funds. Encourage participation in Virginia Baptist Foundation training opportunities. Arrange for Virginia Baptist Foundation to make in-church presentations.

Endowment:

1. The Endowment & Scholarship Committee may plan and promote presentations to educate church members about various estate planning opportunities. Encourage good stewardship of financial resources as part of estate planning.
2. The Endowment & Scholarship Committee does not make investment decisions. Direct financial management is provided by the Virginia Baptist Foundation. If, however, investments result in poor performance, the Endowment & Scholarship Committee will make inquiry into investment decisions and bring suggestions and recommendations to the congregation.
3. When income from the Endowment Fund is to be paid to FBC, the Endowment Scholarship Committee shall make recommendations for the application of those funds to the FBC body. Prior to making any suggested disbursement or authorizing any disbursement under paragraph 4, below, the Endowment & Scholarship Committee shall first determine the income earned by the Endowment and deposited by the Virginia Baptist Foundation into the FBC Endowment Earnings Account as of January of each year. The Endowment & Scholarship Committee shall not exercise its authorization for disbursement for any sum (individually or collectively) which exceeds the income earned and deposited each January into the Endowment Earnings Account without obtaining consent and authorization from the congregation.²
4. Subject to the cap set out in paragraph 3 above and the limitations set forth in this paragraph, the Endowment & Scholarship Committee is authorized to expend up to \$1,000 1) for committee related needs to further the purpose and mission of the Endowment & Scholarship Committee and/or 2) in response to written application requests from members, committees, teams and staff of FBC to assist with specific needs identified for limited, non-budgetary purposes that further the mission of the congregation. Examples of such expenditure(s) may include, but are not limited to 1) brochures to assist the Endowment

& Scholarship Committee with educating the congregation on planned giving, 2) replace equipment regularly used the Kitchen Team that is broken, destroyed or lost, or 3) replace or enhance materials for programs. Any such expenditure made by the Endowment & Scholarship Committee shall be reported to the congregation at the next called business meeting and shall also be set out in the Endowment & Scholarship Committee's annual report. The authorization set forth shall not be used to enhance staff salaries or benefits. Before making any such disbursement under this authority, the Endowment & Scholarship Committee shall inform, and where necessary, coordinate with the Stewardship Committee to avoid redundancy in the budget and conflict in FBC finances.

Scholarship:

1. Act as a clearinghouse for applicants who request scholarship assistance.
 - a. First priority shall be given, but not limited to:
 - i. Persons planning a career in religious education and church related ministries;
 - ii. Persons who have specific need for financial assistance as determined by application; and,
 - iii. Members of First Baptist Church.
 - b. Applicants must be accepted in and planning for post-high-school training in an accredited program.
 - c. Determine amount of award by majority of committee and authorize distribution.
2. Administer the First Baptist Church Scholarship Fund endowed by Nina and Stuart Crow in compliance with guidelines provided by Mr. and Mrs. Crow.

Staff Resource: Senior Pastor and/or Associate Pastor for Spiritual Growth

FACILITIES MAINTENANCE COMMITTEE

Mission: The mission of the Facilities Maintenance Committee is to provide for the maintenance of FBC facilities and equipment, excluding rental property.

Scope: The scope of the Facilities Maintenance Committee is to ensure that all FBC worship and education facilities are properly maintained in a way to ensure sustainability of FBC property and its safe and efficient operation. This work includes: overseeing regular building repair and maintenance, defining the scope of work of custodial staff, overseeing regulated building systems (elevator, fire safety, etc.), and overseeing snow & ice removal efforts. The Facilities Maintenance Committee also works with the Landscape Team to maintain all landscaped property and grounds. The Facilities Maintenance Committee is not responsible for any FBC rental properties.

Membership: Ten (10)³ individuals.

Duties:

1. Inspect the FBC worship and education facilities periodically and develop a list of regular maintenance and repair deficiency items and implement a plan for correction
 1. Implement needed repair project
 2. Define scope of work and available budget;
 3. Obtain bids or estimates;
 4. Check references and award contracts.
 5. Coordinate member participation
 6. Solicit members to take on projects which can be handled 'in-house';
 7. Solicit members' input to point out needed repairs or corrections.
 8. Inform custodian of routine repairs.
 9. Ensure security protocols are followed:
 10. Oversee the FBC's security system and related contracts;
 11. Oversee the FBC's access keying system; maintain a log of issued keys;
 12. Oversee regularly scheduled closing protocol.
2. Safety Inspections: Oversee regulated and scheduled safety inspections (fire, elevator, boilers, etc.).
3. Assist the Planning and Development Committee with any facility assessments.
4. Maintain an inventory of all FBC furniture, fixtures, and equipment used in worship and education facilities. Annually provide this inventory to the Planning and Development Committee for inclusion in its insurance summary.
5. When requested by the Personnel Committee, provide information pertaining to scope of work that custodial staff may be required to perform.
6. Working with the Planning and Development Committee, develop and recommend an adequate insurance plan to protect all FBC worship and education buildings and properties.
7. As requested by the Stewardship committee, forecast annual Facilities Maintenance Committee budget needs. Administer all projects and expenses in accordance with the approved budget.
8. Coordinate with appropriate FBC leadership and assist FBC committees and teams in responsibilities relating to FBC properties.

Staff Resource: Senior Pastor

MISSION ACTION COMMITTEE

Mission: The Mission Action Committee focuses on missions - locally, regionally, and globally - by identifying mission opportunities, and then mobilizing and encouraging the membership of FBC to participate in mission activities annually.

Scope: In the fall of each year, the Mission Action Committee identifies FBC's annual mission theme or focus for the next year. Throughout the year, the Mission Action Committee educates FBC on its efforts and response to the annual mission theme. The Mission Action Committee also identifies and announces opportunities for FBC's involvement in mission activities. The Mission Action Committee balances the focus of mission work between local, regional, and global efforts. The Mission Action Committee makes annual recommendations to the Stewardship Committee concerning the Mission Action Committee's allocation for direct missions of the FBC budget.

Membership: Nine members

Duties: Annually, the Missions Action Committee:

1. Establishes and leads FBC with a mission theme;
2. Identifies mission opportunities and informs FBC membership of those opportunities consistent with the annual mission theme;
3. Uses its direct budgeting to assist with sending FBC members on missions and promoting mission awareness within FBC;
4. Identifies and balances its focus between local, regional, and global mission efforts;
5. Advocates for FBC's mission budget, including making recommendations to the Stewardship Committee about FBC's mission partners. Historically, FBC identifies its mission partners as: Habitat for Humanity, Christian Housing Assistance, Augusta Baptist Association, Weekday Religious Education, CBF of Virginia, Salvation Army, Valley Rescue Mission, Weekday Preschool, WMU-Mission Education, Partnership Missions Ministry (BGAV), and Cooperative Missions (BGAV and CBF), and evaluate funding opportunities and make recommendations to the church.;
6. Inventories FBC's list of mission partners, bringing recommendations to the congregation for approval;
7. Develops guidelines for participation in missions with other agencies, and develops a measurable framework for evaluating funding opportunities considering the potential effect on mission needs, reporting results on an annual basis to the church
8. Works with the Planning and Development Committee to make suggestions for the distribution of proceeds from the Betty Ogg Fund to further FBC's mission work;
9. Publicizes FBC's activities to the local community with the goal of promoting church attendance and membership. The Mission Action Committee is encouraged to work with staff to utilize public and social media venues offering announcements of regular church programming, special events, and use of the Fellowship Hall for small group programs and gatherings.

Staff Resource: Associate Pastor for Spiritual Growth

NOMINATING COMMITTEE

Mission: The Nominating Committee is the key to FBC's committee and team structure. As such, it searches out the most skilled individuals for election and brings to the church body names of all persons to be elected to every committee position and every team chair. The Nominating Committee also seeks servant leaders for service on the Diaconate. In fulfilling its responsibilities, the Nominating Committee seeks the input of the church body.

Scope: The Nominating Committee canvases FBC membership to locate, recruit, and secure agreement from volunteers to serve on all FBC committees, team chairs, officers, and Diaconate. The Nominating Committee shall bring a slate of names for all positions to the church body for nomination, consideration, and election by majority vote.

Membership: Seven members, each serving a three-year term. Members of this committee are nominated by the Church Council and elected by the church. Following a two (2) year period of not serving on the Nominating Committee, an individual is eligible to serve again on that committee.

Duties:

1. Distribute church leadership resources according to priority needs. The primary philosophy of the Nominating Committee should be:
 - a. Fill the position with the best qualified person;
 - b. Limit the load on any one person;
 - c. Make use of as many people in the congregation as possible;
 - d. Try to involve as many new members and reactivate as many existing members who are disengaged as possible; and,
 - e. Ascertain the interests and talents of the congregation in order to determine willingness and ability to serve on committees and teams by any appropriate means at its disposal, including but not limited to surveying, polling, or inviting responses from the church body.
2. **Diaconate:** Receive nominations for diaconate and pass on to Chair and Vice-Chair of Diaconate. Chair and vice-chair will contact nominees to solicit new deacons. The names of those who accept will be given to the Nominating Committee to be included in their nomination report.
3. **Church Committees:** Fill all church committees and select the chairs in consultation with the appropriate staff member. Committee members serve three-year terms of office with one third of the committee rotating off active status each year unless otherwise stated in the guidelines. New committee members are nominated by the Nominating Committee and elected by the church body to replace members who resign or complete their term of office. Committee chairs are chosen by the Nominating Committee and elected by the church. All committee members are recommended by the Nominating Committee to the church body in business session. Nominations should be ready for action by the November business meeting. All committee members must be members of the FBC congregation. Participation on FBC committees should involve as many church members as possible to distribute the leadership responsibilities of the church.

Any individual may serve on more than one committee. However, an individual may not serve on more than one of the following committees at the same time: Nominating, Personnel, or Stewardship.

While married couples are encouraged to participate in church committees and give of their

spiritual gifts to the church, spouses may not serve on the same committee together (spouses may serve on the same team).

No individual may serve on the Nominating, Stewardship, or Personnel committees while their spouse serves on any of those committees.

The Nominating Committee nominates new and special committees as directed by the church body at regular or special business meetings.

The Nominating Committee shall nominate individuals to fill committee vacancies that occur throughout the year.

4. **Church Teams:** Nominate all church team chair positions in consultation with the appropriate staff member. Nominations should be ready for action by the November business meeting. All team chairs must be members of the FBC congregation. However, individuals who are actively involved at FBC, yet are not FBC members, may participate on teams and are encouraged to do so.

Team members may serve a term of three years on a team. Team members may succeed themselves for an additional three year term. Team members shall rotate off a team for at least a one year period after serving two consecutive terms of three years, unless the Nominating Committee specifically recommends a renewal of a term. The Nominating Committee shall report any such extensions to the congregation. The Nominating Committee shall keep a record of all teams, all members serving on teams, and the length of service of any member of a team.

Each team chair is responsible for finding and securing individuals willing to serve as a member on a team. Team chairs shall report to the Nominating Committee the names of all members serving on a team. The Nominating Committee is responsible for all follow up with all team chairs to assure all teams are adequately filled. The Nominating Committee may assist team chairs with suggestions and recruitment of individuals to serve as members on teams. No team chair shall secure more people to serve on a team than allowed by that team's description as set out in this manual.

Any individual may serve on more than one team. An individual and their spouse may both serve on the same team and may both simultaneously serve on more than one team.

5. **Church Officers:** Find members to fill church offices of Recording Secretary, Treasurer, Trustees, Moderator, and Assistant Moderator.
6. **Church Representatives:** Fill representatives' positions for Augusta Baptist Association in consultation with the Senior Pastor. Nominees for representatives to these positions should be ready for action by the church at the November business meeting or as required.
7. All nominations should be ready for consideration and action by the church body prior to the November business meeting. A slate of all nominations should be released to the church body two weeks prior to the annual November business meeting. Realizing that not all positions may be filled before the annual November business meeting, the Nominating Committee may, in its discretion, publish the slate of names it has secured prior to the annual November meeting.
8. All nominations presented to the church can be supplemented by nominations from the floor. Nominations from the floor must meet all criteria for nominations to that position and must have the consent of the person being nominated.
9. The Nominating Committee will oversee orientation of each committee chair and each

committee. Committee orientation will be held annually. Chairmen are strongly recommended to meet during the first month in office to review methods of planning, ways to use committee members, and relationship of committees to staff and organizations. Committees are strongly recommended to meet before March 1 of each year to review guidelines and responsibilities, organize for efficient action, set meeting dates, and handle pressing business.

Staff Resource: Senior Pastor

PERSONNEL COMMITTEE

Mission: The Personnel Committee works with the Senior Pastor in all matters relating to personnel administration and management.

Scope: The Personnel Committee is directly responsible for administration of employment matters involving the Senior Pastor. The Personnel Committee assists the Senior Pastor in the administration of all other staff. While the Senior Pastor directly oversees the day to day management of staff, the Personnel Committee shall be involved in all matters including, but not limited to, employment, salaries, benefits, employment problems, and service delivery.

Membership: Six (6) members, each serving a three-year term, with two new members added each year to replace the two members whose term has expired. Additionally, the Senior Pastor shall be a non-voting member of the Personnel Committee.

Duties: The Personnel Committee shall:

1. Develop (in consultation with the Senior Pastor) and recommend to the church body policies and procedures for all employees, including:
 - a. **Salaries:** All salaries will be reviewed (but not necessarily changed) at least annually. Salary changes will be voted on by the committee after reviewing the most recent performance appraisal. Any recommended changes in salary shall then be referred to the Stewardship Committee for verification of available funds. A letter documenting the approved salary change will be promptly forwarded to the Financial Administrator for implementation. Salary changes will be implemented on the payday closest to the anniversary date of the employee, unless otherwise stated.
 - b. **Employee Benefits:** The Personnel Committee will establish holidays, vacation allowances, sick pay, insurance, retirement, housing allowances, and all other benefits for each employee. The Personnel Committee is authorized to approve housing allowances in compliance with Internal Revenue Code and Regulations. Any recommended changes in employee benefits shall then be referred to the Stewardship Committee for verification of available funds.
 - c. **Working Hours:** The Senior Pastor in coordination with the Personnel Committee will establish the days and hours each employee works. Changes in working hours will not require church approval.
 - d. **Job Descriptions:** The Personnel Committee establishes and updates job descriptions for all employees. Job descriptions are reviewed at least annually, but may be altered by the Personnel Committee as the need arises. Whenever a position is vacated, the Personnel Committee shall update the job description of the vacated position for recruiting purposes.
 - e. **Church Staff/Personnel Committee Relations:** The Personnel Committee will maintain a close relationship with the Senior Pastor and the staff. Formal and informal meetings may be held at the request of a staff member or the Personnel Committee. If a staff member other than the Senior Pastor requests a meeting with the Personnel Committee, that staff member shall be allowed to attend such meeting. A staff member who is the subject of an annual review or performance evaluation may not attend a committee meeting called for the purpose of that staff member's review or performance unless the majority of the Personnel Committee requests the attendance of such staff member. For the purposes of the Senior Pastor's evaluation or performance, the Senior Pastor shall not be considered a member of the Personnel Committee.
2. Provide input to the Stewardship Committee for the annual budget. If the Personnel Committee

determines total personnel expenses will exceed the approved (or amended) budget for the total year, the chair of the Personnel Committee shall promptly inform the chair of the Stewardship Committee.

3. When a special search committee has been charged with filling a position, Personnel Committee will assist any such committee regarding salary and benefits.
4. When a search committee has not been charged to fill a position, the Personnel Committee shall actively recruit, interview, and recommend a candidate to the church for an open position. Provided, however, in completing its duties, the Personnel Committee shall work with the Senior Pastor to recruit a candidate compatible with the Senior Pastor's programming goals.
5. Be aware of any need for additional staff positions and make the necessary recommendations.
6. As necessary, make recommendations for dismissal or termination of employees to the congregation. Recommendations may be based on employee performance or financial circumstances. The Personnel Committee is the only committee with authority to make such recommendations.
7. Evaluate and give a performance review of the Senior Pastor. Performance reviews for staff reporting directly to the Senior Pastor will be prepared and given by the Senior Pastor with a member of the Personnel Committee in attendance. The Chair of the Personnel Committee will appoint a member of the Personnel Committee to be present for the review.
8. Develop and maintain policies and procedures for volunteers to work with minors and report periodically with any updates or substantive adjustment in such policies and procedures, which policies and procedures are incorporated herein by reference.⁴
9. Maintain minutes of actions and decisions of formal meetings. The Chair of the Personnel Committee will appoint a member as secretary of the Personnel Committee. The secretary will record and file in a minutes book all actions and decisions of the Personnel Committee. Minutes will not be released to the Church History Team until three (3) years following the resignation or termination of any staff member.

Staff Resource: Senior Pastor

PLANNING AND DEVELOPMENT COMMITTEE

Mission: The Planning and Development Committee is responsible for ongoing planning and management of FBC facility and real property church related needs with particular focus on church worship facilities.

Scope: The Planning and Development Committee, with help from other committees, teams, and staff, will oversee and manage facility condition and use; and, will perform master planning of FBC worship facilities. Where appropriate, recommend changes or improvements which the Committee determines are in the best long-term interest of FBC. The Planning and Development Committee will take the lead role in any facility assessments, master-planning, design, construction, zoning, or renovation projects.

Membership: Nine members, each serving three-year terms.

Duties:

1. Establish and maintain a catalog of FBC worship properties including:
 - a. significant dates (construction, renovations, etc.);
 - b. a list of historical drawings and documents related to each property including original construction and all renovations, and, where those documents are filed;
 - c. square footages;
 - d. major building systems;
 - e. insurance data (assessed value, coverage, exclusions, etc.);
 - f. warranty documents; and,
 - g. utility usage and cost tracking.
2. Conduct facility assessments of FBC worship properties when requested by the church or staff. Facility assessments should be conducted by the Planning and Development Committee and may require assistance of outside consultants and church staff. The purpose of the facility assessments may be to:
 - a. Thoroughly review facilities and develop a list of deficiencies requiring repair;
 - b. Evaluate existing space programming and recommend changes, if necessary, to maximize productive use of space;
 - c. Review energy usage and utility costs, identify trends, and recommend long-range strategies to mitigate rising costs;
 - d. Other investigation as requested by the church.
3. When specifically asked by the church, and with a specifically defined scope of work, the Planning and Development Committee shall conduct and oversee master planning or facility construction/renovation design efforts. This work may include the participation of church staff, the Historic Preservation and Design Team, and/or fee-based design professionals. When the services of design professional are required, and funds have been approved for this purpose, the Planning and Development Committee shall issue Requests for Proposals (RFP), negotiate scope and fees, finalize contract execution, and oversee the contract and work of the design professional. Projects of larger scope may require the Planning and Development Committee to establish a temporary sub-committee.
4. When specifically asked by the church, and with a specifically defined scope of work, the Planning and Development Committee shall negotiate, execute, and oversee contracts for construction. This work may include the participation of church staff, the Historic Preservation and Design Team, and fee-based professionals. When funds have been approved for a construction project, the Planning and Development Committee shall issue Requests for Proposals (RFP), negotiate scope and fees, finalize contract execution, and oversee the contract

and work of the contractor. Projects of larger scope may require the Planning and Development Committee to establish a temporary sub-committee.

5. When the Planning and Development Committee is made aware of the need for repairs or maintenance of church facilities, the committee shall forward all such requests to the Chair of the Facilities Maintenance Committee.
6. Coordinate and cooperate with other committees and teams specifically, with the Facilities Maintenance Committee and the Historic Preservation and Design Team.
7. Evaluate concerns of church members' and/or staff regarding FBC worship facilities and capacity for growth. Where necessary, forward those requests to the Church Council or church body.

Staff Resource: Senior Pastor

STEWARDSHIP COMMITTEE

Honor the Lord with your wealth, with the first fruits of all your crops. *Proverbs 3:9*

Mission: The Stewardship Committee integrates the finances of FBC and helps the church cohesively oversee its finances. The Stewardship Committee helps FBC members continually grow as Christian stewards, helps members and staff take part in the support of missions at home and abroad, and helps the church determine and support its various ministries. All members of the Stewardship Committee serve as the financial conscience of the church body.

Scope: The Stewardship Committee plans, organizes, structures, oversees, and promotes the budget. The Stewardship Committee also educates the congregation about the budget and finances of the church including all designated funds, special funds, endowment funds, finance campaigns, and general funds. All budget and finance duties not specifically designated to the Endowment & Scholarship Committee shall be reserved for the Stewardship Committee. The Stewardship Committee exercises Christian stewardship regarding discretion over all expenditures.

Membership: Six members, each serving a three year term. The Treasurer shall serve as an ex-officio member, making a seven member committee.

Duties:

1. Lead in the development and subscription of the annual budget.
 - a. The responsibility of the Stewardship Committee is to lead in preparation, presentation, and promotion of the annual church budget. In carrying out the above objectives, the Committee enlists the cooperation and support of all staff and chair of all committees.
 - b. Any member or group of members having need for funds shall present the request in writing to the Stewardship Committee for approval. If the Stewardship Committee does not approve the request, then the member or group of members may present the request to the church for action at the next business meeting.
2. Monitor the financial status and keep the membership informed as to receipts and expenditures through quarterly reports. When, in the judgment of the Stewardship Committee, it becomes apparent the approved budget is not being met by current contributions, the Stewardship Committee shall inform the church body, propose remedial recommendations, and seek guidance and approval from the congregation.
3. It is the responsibility of the Committee to advise the church body in all financial matters.
4. Receive and act on special requests for funding (other than approved line items in the church budget) up to \$5,000.00, provided the funds are available and collected. Any such expenditure shall be reported to the church body at the next church business meeting. Any contingent or special request over \$5,000.00 from any funding source shall be referred to the church body for action.
5. Plan and execute a stewardship education program in cooperation with the teaching, training and mission organizations of the church.
 - a. Serve as stewardship and educational resource to the organizations of the church;
 - b. Provide educational opportunities in the areas of wills, Christian money management and financial planning;
 - c. Schedule activities that encourage the development of all members to become Christian stewards.
6. Formulate stewardship aims and objectives for future planning and programs.
7. Minutes will not be released to the Church History Team until three (3) years following the resignation or termination of any staff member.

8. Chair of Stewardship shall have the authority to sign checks or audit electronic banking when the Treasurer is unavailable.

Organization:

1. The Stewardship Committee may be divided into two subcommittees: Budget and Stewardship Education. If this subdivision is made, the following division of duties will apply:
 - a. The Budget Subcommittee has all the responsibilities enumerated by the duties listed in one through four above.
 - b. The Stewardship Education Subcommittee has all the responsibilities enumerated in the above duties numbered five and six. The Stewardship Education Subcommittee may be expanded at the option of the Stewardship Committee to enlist non-voting members to work on the Stewardship Education Subcommittee. The purpose of expanding the Stewardship Education Subcommittee with non-voting members is seen as a way for the subcommittee to enlist specific skills for stewardship campaigns or education and/or means for sharing responsibility within our First Baptist community of encouraging Stewardship Education.
2. The Stewardship Committee will meet once a month to share information and to plan for the continuing development of Christian stewards.

Staff Resource: Senior Pastor

TRUSTEES

Mission: Trustees represent the epitome of servant leadership. As FBC's legal agents, Trustees hold title for all real and personal property owned by the congregation of FBC in a fiduciary capacity. The fiduciary relationship held by a Trustee requires congregational approval of all transactions involving FBC assets.

Scope: Trustees serve as legal representatives in all transactions related to the church. Trustees sign all documents related to the purchase, sale, mortgaging or rental of FBC real property and investment of intangible assets after approval by the church in a business session.

Membership: Seven (7) individuals who have been members of FBC for at least five (5) years. Trustees serve a term of six (6) years. A Trustee may not serve more than two consecutive terms. Following a three (3) year period after service as a Trustee, a member is eligible to serve again as a Trustee. For the purpose of transitioning from our current number of Trustees, the current Trustees may continue serving with their term limited to two (2) years. Two additional trustees will be selected to serve a four (4) year term. Two more additional members will be selected to serve a full six (6) year term. Thereafter, all Trustees will serve a six (6) year term.

Duties:

1. Trustees shall hold legal title to all church property and shall act only as directed by the church in a business session.
2. Trustees shall maintain an up-to-date inventory of all church property, loans, investments, and insurance on church property. Such information should be kept in a safety deposit box with copies filed in the church office for ready reference by the Trustees, Church Council, the Moderator, and chairs of appropriate committees.
3. Trustees, on direction by the church in business session, shall affix their signatures to all legal documents involving FBC's real and personal property, including security instruments and documents of transfer. A minimum of four (4) trustees' signature shall be required on all legal documents (contracts, notes, deeds and all other documents of transfer or conveyance.)
4. Trustees will counsel with appropriate church officers, ministers, professionals, and committees concerning matters related to FBC properties, assets, and accounts.
5. When authorized by the FBC church body, Trustees will borrow money in accordance with terms approved by the church body in a business session, including executing all agreements, notes, security agreements, and security transfer documents.
6. The Trustees shall meet when called by the Moderator or by two or more of the Trustees themselves. The Trustees shall convene at least annually. The Moderator may chair any meeting of the Trustees but shall not have voting rights.
7. Trustees will have access to the church's safety deposit box. When the need arises to open it, any two members of the Trustees may request the key from the Financial Administrator's office. Then, two Trustees are required to be present at the bank to open the safety deposit box together. No one Trustee can access this box alone.

Staff Resource: Senior Pastor

AUDIO VISUAL TEAM

Mission: The Audio Visual Team contributes expertise in audio visual technology to FBC worship services and events, and records for archival purposes, services and events in the life of FBC and its members.

Scope: The Audio Visual Team maintains and operates the audio visual equipment owned by FBC. The Audio Visual Team coordinates with the Technology Team to suggest appropriate A-V equipment for use

Membership: Ten (10)⁵ individuals.

Duties:

1. Provide manpower to operate sound and recording equipment during church services, weddings (as requested), and funerals. Make copies of all such services as requested by staff or members. Recommend for approval by the Church Council fees as necessary to curtail the cost of such copies;
2. Provide audio visual aid as requested for other FBC events;
3. Provide orientation to any team member unfamiliar with A-V equipment they need to operate;
4. Arrange for maintenance service or perform routine maintenance of FBC-owned equipment;
5. Project the Audio-Visual budget and submit same to the Stewardship Committee by September of each year;
6. Provide copies of audio/visual material of FBC services and events for homebound members; and,
7. Maintain an inventory of all FBC A-V equipment currently in use. A-V equipment shall not include musical instruments owned by FBC or computers or ancillary devices under the control or oversight of the Technology Team.

Staff Resource: Choirmaster / Praise Band Director

CHURCH HISTORY TEAM

Mission: The Church History Team serves to gather, preserve, organize, and archive historical records of FBC's life and work; and, to maintain and promote FBC's library. Additionally, the Church History Team works with other teams and committees to display historical and other library assets and promote the story of FBC.

Scope: All designated FBC material (bulletins, minutes of all congregational, committee, and team meetings), all books and materials (whether hardcopy or electronically formatted) designated for the FBC library, all 3-D items gathered by or given to FBC from mission trips or visits, building plans, all copies of programs, services and sermons (whether hardcopy or electronically formatted) are within the purview of the Church History Team's responsibility once such items and material are released by the committee, team or staff originating such items and material. "Designated FBC material" does not include minutes from Personnel or Stewardship Committees or the Church Council until three (3) years following the resignation or termination of any staff member.

Membership: Four individuals including the church librarian and church historian and Chair.

Duties:

1. Collect and safeguard all FBC records that can be found within the History Team's purview.
2. Help FBC's staff, committees, and teams make and keep adequate records of its current activities, missions and programs.
3. Help FBC members and the community appreciate FBC through understanding its past.
4. Develop and recommend to the congregation policies and procedures regarding gathering, maintaining, archiving, storing and displaying its historical materials.
5. Organize, maintain and promote the FBC library.
6. Regularly contact chairs of FBC's committees and teams to arrange for the collection of materials and items as committees and teams complete tasks or release items.
7. Collect and maintain copies of all FBC committee and team annual reports.
8. Work with the Technology Team to efficiently preserve and store FBC historical material.

Staff Resource: Senior Pastor

Emergency Response Team

Mission: The Emergency Response Team helps create a safe environment for, and response to, emergencies of members and guests at First Baptist Church Waynesboro.

Scope: The Emergency Response Team will have a pre-planned response for major emergencies (fire, medical, hostile situation) that may occur within the campus of First Baptist Church.

Membership: The Emergency Response Team is comprised of 16 to 20 members including:

- Chair (with an appointment of a 6-year term; the chair may not serve more than one term and may not succeed himself or herself);
- Vice-Chair
- Scheduler:
- Training Officer
- (other members should be selected from a cross-section of the FBC membership)

Duties: The responsibilities of the Emergency Response Team include:

1. Implementing the emergency plans as written for medical, fire, and hostile situations;
2. Training the team members in AED, CPR, First Aid, Fire Extinguisher, and verbal de-escalation techniques;
3. Remaining current with updated safety equipment, and procedures;
4. Develop emergency response plans as needed for responding to emergencies including fire, medical, hostile, or personal safety incidents and missing children situations. All such plans or response policies shall be presented to the church body.

Staff Resource: Senior Pastor

FAMILY MINISTRY TEAM

Mission: The Family Ministry Team functions to assist FBC's Associate Pastor for Spiritual Growth with support for FBC's family programming and provide continued Christian support and education both by example and through FBC developed or sponsored events.

Scope: The Family Ministry Team shall work in coordination with the Associate Pastor as needed to assist with the delivery of programming and services. The Family Ministry Team is not responsible for Sunday School instruction or for programs or teaching during the Sunday School hour.

Membership: Seven to ten individuals including a Team Chair and, at the discretion of the Nominating Committee in consultation with the Team Chair, a Co-Chair. Membership on the team should be balanced when possible between parents of children and youth and individuals who may not have children and youth currently in the program, but who have an interest in building the youth program.

Duties: The Family Ministry Team:

1. Working with and in cooperation with the Associate Pastor, develops a support network and communications conduit for the Associate Pastor;
2. Meet not less than quarterly, and when otherwise called by the Associate Pastor, the Team Chair or any two members of the Team, to help plan, chaperon, conduct, and/or orchestrate events and provide feedback on events, programming and the needs of children and youth and their families;
3. Plans an annual fundraiser alongside the Associate Pastor to offset the cost of camp, tours, Passport, or other children and youth oriented events and miscellaneous needs;
4. Helps recruit volunteers for special events.
5. Organizes a volunteer training each summer to prepare upcoming teachers and volunteers for expectations within the family ministry;
6. Update and monitor current social media and social networking opportunities to maintain communication with college graduates;
7. Assist the Associate Pastor as needed to help college students stay connected with FBC. Offer information to students regarding Christian activities, coffee houses located near their colleges, and provide information such as Christian scholarship opportunities, Christian outreach opportunities, etc. Provide college students with information on opportunities for involvement with FBC during college breaks;
8. In the event of a vacancy of the Associate Pastor position, acts as a liaison to the Senior Pastor and helps coordinate the communication, events, activities, and programming to maintain the family ministry.

Staff Resource: Associate Pastor for Spiritual Growth (If the position is vacant, then Senior Pastor)

FLOWER TEAM

Mission: The Flower Team provides seasonal or thematic floral arrangements and decorations that enhance the primary worship areas of the Church.

Scope: Provide appropriate arrangements for the primary worship areas each Sunday; and, plan and arrange decorations for special events.

Membership: Twelve individuals.

Duties:

1. The Chair of the Flower Team:
 - a. Organizes assignments January through November and enlists people for December decorating;
 - b. Is responsible for decorating during Advent;
 - c. Oversees Easter flowers ordering from vendors and placement for Easter Sunday;
 - d. Orders supplies as requested by team members or staff;
 - e. Trains new members (workshops);
 - f. Administers the budget, recommending purchases of decoration equipment and supplies;
 - g. Inventories all decoration equipment and supplies routinely utilized by the Flower Team.
2. Each member of the Flower Team:
 - a. Takes responsibility for flowers in the primary worship areas (and either a potted plant or some arrangement on the hall table) for one month of the year.
 - i. Each Monday (or as soon after as possible), the member responsible for arrangements that month shall remove the flowers from the worship area to the designated refrigerator for future use, placed on the hall table, or put in smaller containers and taken to the homebound or sick with a printed card (available in Flower Room) attached.
 - ii. Flowers may also be taken from the Sanctuary to the Fellowship Hall for any special services, events, or Wednesday night services. A refrigerator in a storage room at the foot of the steps near the Lower Fellowship Hall is used for storing flowers for later use.
 - b. Responsibly maintains keys to the Flower Room and the church during the time assigned to any given member.
 - i. Keys may be obtained from the Church Secretary. Keys should be returned to the church office at the end of an assigned month.
 - ii. Keys shall not be loaned to other individuals.
 - c. Reviews the Flower Calendar posted in the hallway just outside the Church Secretary's office.
 - i. Each team member should check the calendar throughout the month assigned to that member.
 - ii. The team member will fill the requirements designated on the calendar.

Staff Resource: Associate Pastor

HISTORIC PRESERVATION AND DESIGN TEAM

Mission: The Historic Preservation and Design Team shall provide consulting and oversight of all activities which may affect the esthetic appearance and preservation efforts of the FBC campus.

Scope: When requested by the Planning and Development Committee, Facilities Maintenance Committee, staff, or church body, or, when major renovation projects are planned, the Historic Preservation and Design Team shall provide guidance, direction, and opinion relative to the design and/or historical characteristics of FBC campus.

Membership: Three individuals. Individuals should possess skills or talents in architectural history, building construction or architectural design.

Duties:

1. Consult and provide guidance to the Planning and Development Committee, Facilities Maintenance Committee, or any other church group planning projects that may affect the esthetic character of the worship facilities; this includes representation and participation in the selection process of architectural firms.
2. Present analysis and its opinion to the church body regarding the design of upcoming planned projects.
3. Meet, as needed to respond to questions, issues, or concerns relating to the historic or design integrity of FBC campus.
4. Maintain an “information log” of all ongoing or planned major decorating, design, and construction work.
5. Consult and provide guidance on the use, display, and maintenance of church furnishings, memorabilia, and historic drawings and plans that contribute to the history and character of the church. This should include working with staff and the Church History Team to review and maintain the historical drawing record of FBC campus.
6. Work with ministry staff to assure that they have the flexibility to make *temporary* arrangements to facilitate their day to day ministries.

Staff Resource: Senior Pastor, and other ministry staff, as needed

HOSPITALITY TEAM

Mission: The Hospitality Team serves all worship services for the purpose of assisting the congregation and guests before, during, and after services, and assisting staff as needed in maintaining a worshipful atmosphere in the church. The goal of the Hospitality Team is to meet and greet each member and visitor each Sunday as an extension of the warmth and friendship of our congregation.

Scope: Coordinate greeting and ushering duties for Sunday worship services and special events as needed in coordination with the Minister of Music and Worship

Membership: Twenty Eight (28)⁶ individuals.

Duties:

1. Greet members and visitors each Sunday before worship services;
2. Promote a spirit of fellowship and friendliness among visitors and members;
3. Have at least one person to work in each vestibule or entrance to the worship area;
4. Be prepared to perform necessary duties *at least* fifteen minutes before the service begins;
5. Keep the entrances to the church orderly and quiet;
6. Notify the pastor and staff of dignitaries, preachers, and others of special note attending services;
7. Speak to visitors at the close of services, when possible, and remind them about visitor cards;
8. Provide visitors with information packet, as requested.

Duties of Chairman: The Chairman shall:

1. Make monthly reminder contact to those serving that month;
2. Chairman to serve as substitute or assist with finding replacements when scheduled greeters cannot find replacements on their own;
3. Provide information and guidance to team members as needed;
4. Maintain schedules and determine the number of greeters needed for all special services;
5. Assure offertory duties are performed;
6. Oversee the performance of all team greeters and their responsibilities;
7. Maintain an accurate count of all people attending all Sunday services.

Duties of Greeters: The Greeter shall:

1. Assist as directed by staff with lighting candles or placement of items in the worship area as needed;
2. Distribute bulletins, folders, or offering plates as directed by the Chair of the Hospitality Team;
3. Be aware of available seating and direct or assist people to such seats at appropriate times during services;
4. Count the number of people attending services;
5. Be alert for emergencies;
6. Assist Diaconate members with overseeing offertory receipts, as needed.

Staff Resource: Associate Pastor

KITCHEN TEAM

Mission: The Kitchen Team contributes to FBC worship by providing nourishing meals for weekly Wednesday night fellowship meetings and appropriate food for other FBC functions as directed by the Senior Pastor or the Church Council.

Scope: The Kitchen Team is responsible for food preparation and orderly kitchen service in connection with Wednesday night suppers and special functions or events of the church involving food preparation and food service. The Kitchen Team is also responsible for organizing, stocking, and maintaining kitchen supplies, kitchenware, and equipment.

Members: Nine individuals.

Duties:

The Kitchen Committee is responsible for:

1. Keeping the kitchen clean and in good order;
2. Formulating and recommending to the church policies regarding use, maintenance, organization, and care of kitchen facilities;
3. Recommending purchase of replacement equipment (new or used), as necessary;
4. Keeping the kitchen stocked with paper products and supplies;
5. Budgeting for Wednesday night fellowship meals. Funding for Wednesday meals is obtained through meal charges and written requests to the Stewardship Committee for budgeted funds;
6. Develop and maintain a Guideline and Procedures notebook for all Kitchen Team members. The Guideline and Procedures notebook should be kept by the Chair of the Kitchen Team with a copy in the church office.

Staff Resource: Senior Pastor

LANDSCAPE TEAM

Mission: The Landscape Team maintains and enhances the FBC grounds seasonally and generally creates a welcoming appearance for members, guests and the community.

Scope: The Landscape Team is responsible for maintaining the landscaping for FBC grounds, including the FBC worship and educational campus. The Landscape Team is responsible for the general care of FBC's lawn areas, but its responsibility does not include grass mowing and edging.

Membership: Twelve (12) individuals.

Duties:

1. Seasonally and as needed, the Landscape Team maintains and enhances the FBC grounds.
2. The Landscape Team organizes work days in the Spring prior to Easter (if possible) and throughout the year, as needed, to maintain and improve FBC grounds. The Landscape Team is responsible for promoting involvement by the entire congregation in these events.
3. Each team member may be assigned a specific area of the grounds as their responsibility for the year. Team members may recruit volunteers to help maintain their area throughout the year.
4. Coordinate with Facilities Maintenance Committee, as needed.
5. Coordinate with Real Estate Team, as needed.

Staff Resource: Associate Pastor

MUSIC TEAM

Mission: Work with the Minister of Music and Worship in the administration of FBC's music program which glorifies God through worship and teaching by proclaiming the Gospel of Jesus Christ and ministering to the needs of people through music.

Scope: The Music Team assists the Minister of Music and Worship with logistics associated with or needed for the successful administration of music programs at FBC including Praise Team and traditional choral worship as well as the development and maintenance of music education of children and students. The Music Team has no direct oversight of the Minister of Music and Worship. All staff oversight is reserved for the Personnel Committee.

Membership: Six individuals. *Participation in FBC music programs is not a requirement.*

Duties:

1. Work with the Personnel Committee when selecting a Minister of Music and Worship, Church Organist, and any other professional leadership in the music program, unless the Church Council or Personnel Committee has designated such responsibility to another committee or group.
2. Work with the Minister of Music and Worship in purchasing major supplies needed for the music ministry (choir robes, musical instruments, equipment, etc.). These needs should be anticipated and reflected in the budget request for each year. Working with the Minister of Music and Worship, the Music Team chairman will submit to the Stewardship Committee a written budget or proposal specifying the financial needs of FBC's music needs for the succeeding year.
3. While the responsibility of planning special musical programs within the music ministry is normally in the purview of the Minister of Music and Worship, the Music Team will assist, when requested, with planning of special musical programs within the music ministry of the church, and enlisting, as needed, the assistance of any other committees, teams, or church members.
4. The Music Team will be apprised and/or consulted before any outside groups are invited to give music programs in the Church facilities. The Music Team will assist in making preparations for visiting musical groups performing at FBC. These preparations may include making provision for housing and meals. Other committees, teams, and church members may be enlisted to assist in this activity. The Minister of Music and Worship will assist the Music Team as needed.
5. The Music Team should be alert to church members' response to the music program. The Music Team will discuss its findings with the Minister of Music and Worship, and, when appropriate, the Personnel Committee.
6. The Music Team and the Minister of Music and Worship shall be responsible for the maintenance and upkeep of FBC owned equipment (tuning pianos and organ, upkeep of hand bells, Praise Team instruments and equipment, etc.). Also, the Music Team should be consulted for determining the appropriate use of FBC music equipment by visiting groups or the loaning of equipment to other groups within the church or the community.

Staff Resource: Choirmaster / Praise Band Director

REAL ESTATE TEAM

Mission: The Real Estate Team shall oversee maintenance and management of all non-worship related FBC real estate.

Scope: Inventory, oversee, manage leasing of and make recommendations to the congregation on all non-worship related real estate held for investment or expansion of FBC. In between reports to the congregation, this team shall report to the Planning and Development Committee on all activities, events, leases, rental receipts, repairs, renovations, contracts, or other immediate activities involving real estate for which it has immediate responsibility. The Real Estate Team shall have no oversight of worship, fellowship, education, nursery, or other facilities directly related to or used in connection with worship and ministry at FBC, including parking or landscaping adjacent or auxiliary to the use of such facilities.

Membership: Five individuals, preferably with real estate rental, management or legal experience.

Duties: The Real Estate Team shall:

1. Inventory all non-worship related FBC real estate;
2. Oversee the maintenance of all non-worship related FBC real estate;
3. Oversee leasing of FBC rental properties including the vetting of all applicants, compliance with all applicable federal and state law governing residential rental units, and utilizing standard Virginia Realtor Board approved lease forms, enter into leases with approved applicants
4. Report all rental events and activities and repairs to the Planning and Development Committee Chair within a reasonable and timely fashion;
5. Make recommendations to the Planning and Development Committee or the congregation concerning financing, maintenance, renovation, demolition, relocation, or other activities or uses for FBC non-worship related real estate;
6. Cooperate with the Planning and Development Committee and the Trustees in all matters involving non-worship related real estate.
7. Is authorized to spend up to and including ten thousand dollars (\$10,000) from the real estate reserve account in any single instance to effect repairs as needed to rental units owned by FBC, provided the Real Estate Team shall report any such expenditures at the next scheduled, general business meeting of the congregation. However, any expenditure exceeding ten thousand dollars (\$10,000) shall require congregational approval prior to the expenditure.⁷

Staff Resource: Senior Pastor

SENIOR SAINTS TEAM

Mission: The mission of the Senior Saints Team is the fellowship and ministry of FBC's senior adults.

Scope: The Senior Saints Team is responsible for planning and developing events for FBC senior adults and, when appropriate, the larger local senior adult community, based on the annual Senior Survey and on the success of prior years' events.

Membership: Six individuals including either a Chair or two Co-Chairs.

Duties: The Senior Saints Team:

1. Conducts an annual Senior Survey focusing on possible events, activities, and ministry for FBC's senior adults. In conjunction with the Senior Survey, the Senior Saints Team shall also evaluate success of prior events, activities, and ministries;
2. Plans and manages activities and events FBC senior adults including coordinating funding, transportation, venues, and miscellaneous logistics for all activities within its scope;
3. Communicates and publicizes events and activities;
4. Where appropriate, engages the broader local senior adult Christian community;
5. Maintains and updates as necessary a handbook for managing activity logistics, and passes such handbook on to each successive Chair or Co-Chairs;

Staff Resource: Associate Pastor

TECHNOLOGY TEAM

Mission: Assist the church and staff in research, planning, and implementation of IT assets that will help FBC conduct ministry and business efficiently and productively.

Scope: Catalog and keep track of the church's IT assets. Research and report on IT current practices and policies. Plan for procurement of consulting services which may be needed to support the church's efficient use of technology. Coordinate, as necessary, with other Teams and Committees where information technology may interface with other aspects of the church's ministry or business (security, access control, education, communication, marketing, etc.).

Membership: The team consists of five individuals who have familiarity with computer and related information technology, if at all possible.

Duties:

1. Annually review and update the catalog of hardware, software, and on-line subscription services owned or leased by the church:
 - a. Work with staff and consultants to prepare timetables and cost estimates for most practical hardware and software replacement and update cycles;
 - b. Work with staff and consultants to research and recommend best procurement options (lease, purchase, etc.);
 - c. Analyze web hosting (and other related) IT agreements;
 - d. Report to other committees, as requested, any annual or on-going financial liabilities associated with IT or its support.
2. Develop and maintain internet and on-line usage and security policies:
 - a. Work with staff and Personnel Committee in establishing usage and monitoring policies which are relevant and consistent with the church's standards;
 - b. Work with staff and consultants in defining appropriate practices for data storage, back-up, and recovery.
3. Plan and make recommendation for procurement of consulting services:
 - a. Annually, determine what technology-based consulting services, if any, the church may require in order to most efficiently fulfill its mission;
 - b. Define need and scope of services for technology-based consultants; issue Requests for Proposals, as needed, for consulting services; coordinate with other Committees regarding cost and terms; and, present recommendations to the church for action.
4. Respond to staff or church requests for information regarding new technology.
5. Coordinate and cooperate with the Audio-Visual Team and other Committees and Teams, as appropriate.

Staff Resource: Senior Pastor and/or staff as assigned by the Senior Pastor

WEEKDAY PRESCHOOL TEAM

Mission: The Weekday Preschool Team supports the Weekday Preschool Director and preschool staff in the ministry of providing a Christian learning environment for preschool age children and their families.

Scope: The Weekday Preschool Team assists the Weekday Preschool Director regarding staffing, parent and student needs and the planning and implementing of events. The Weekday Preschool Team informs the FBC congregation of upcoming activities and/or needs of the weekday preschool ministry.

Membership: Six to eight individuals including a Team Chair.

Duties: The Weekday Preschool Team will:

1. Meet not less than quarterly, or when otherwise called by the Weekday Preschool Director, the Team Chair or any two members of the Team, to help plan events and provide feedback on the response to programming, events and needs of the children and their families.
2. Assist the Weekday Preschool Director as needed, such as assisting with staff interviews and reviewing and updating handbooks.
3. Support the preschool mission and projects by keeping the congregation informed of school programs and needs that the school may have.

Staff Resource: Associate Pastor

MODERATOR AND ASSISTANT MODERATOR

Mission: Provide servant leadership by working with staff and congregation to assist with efficient and successful administration of church business and church business meetings.

Scope: The Moderator presides over business meetings, organizes business meetings, and keeps current on the business of the church between business meetings.

Election & Term: The Moderator shall be an individual who has been a member of FBC for at least five (5) years. The Moderator shall be nominated by the Nominating Committee and elected by majority vote for an annual term. A Moderator may serve a maximum of six (6) years. After serving a total of six (6) years as Moderator, an individual must stand down for a period of two (2) years before being eligible for serving again as Moderator.

Duties: The Moderator is charged with the duty of:

1. Presiding over the business meetings of the church;
2. In church business meetings, striving to maintain fellowship within the body of the church;
3. Resolving conflict creatively and respecting diverse opinions within the church body and church staff;
4. Conducting business meetings in an orderly fashion;
5. Clarifying all matters of business brought before business meetings;
6. Preparing all business agenda in orderly fashion and in consultation with the staff, committees, and teams;
7. Being familiar with Robert's Rules of order and parliamentary procedure;
8. Maintaining a spirit of Christian love;
9. Being fair and courteous with all members; helping members understand motions and procedures brought before the church body;
10. Encouraging full and free debate during meetings by encouraging discussion or debate as necessary to air all relevant aspects of issues before the church body; and, adequately inform the body prior to a vote on any motion;
11. Maintaining a neutral position while presiding over business meetings;
12. Calling special business meetings in consultation with the church staff, committees, and teams;
13. Coordinating with the Church Council, Committee and Team Chairs, Trustees, and staff on matters of business to be brought before the church and follow up on matters of business previously approved for action;
14. Being familiar with and performing general duties of a presiding officer set out in Robert's Rules; and,
15. Encouraging FBC members, in the spirit of Matthew 18:15 to talk through their disagreements.

Limitations:

- While serving as Moderator, an individual may not serve as Chair of any committee.
- While serving as Moderator, an individual may not serve as a Trustee.

Assistant Moderator:

The Assistant Moderator serves only for the purpose of leading business meetings when the Moderator is unable or unavailable to preside over such meetings. The Assistant Moderator has no other duties than to preside over meetings in the absence of the Moderator. The Assistant Moderator is not limited from serving in any other capacity in the church.

RECORDING SECRETARY

Mission: The Recording Secretary advances the mission of FBC by creating a record of the business of FBC.

Scope: The Recording Secretary is responsible for recording minutes of all business meetings and where appropriate, recording other events of FBC. The Recording Secretary works with the Church History Team to develop the records that will be transferred from current business of FBC into its archive.

Election & Term: The Recording Secretary is nominated by the Nominating Committee and elected annually by majority vote of the church. The Recording Secretary shall be an individual who has been a member of FBC for at least three (3) years. The Recording Secretary may serve successive terms.

Duties:

1. Accurately records the minutes of all church business meetings. All issues discussed and decisions made by the body shall be recorded. The Recording Secretary assists the Moderator, Committee Chairs, and staff with all business meetings and follows through on necessary actions approved by the body.
2. Preserves records for present and future use. The Recording Secretary is responsible for preparing and maintaining accurate minutes and precise wording of motions.
3. Works with the History Team by providing necessary records and information.
4. Works as necessary with FBC's administrative assistant and other staff to provide information to the Augusta Baptist Association and the Baptist General Association of Virginia.

TREASURER

Mission: The Treasurer monitors the maintenance of precise records of FBC's budget, receipts, expenditures, and investments for the benefit of the church body and its committees.

Scope: The Treasurer oversees the receiving, accounting, and disbursing of all FBC's moneys.

Election & Term: The Treasurer is nominated by the Nominating Committee and elected annually by majority vote of the church. The Treasurer shall be an individual who has been a member of FBC for at least three (3) years. The Treasurer may serve successive terms. The Treasurer serves as an ex-officio member of the Stewardship Committee and the Endowment & Scholarship Committee.

Duties:

1. Works with the Stewardship and Endowment Committees to develop and recommend to the church policies and procedures relating to receiving and disbursing church moneys.
2. Oversees all FBC funds received and disbursed as recorded by FBC's Financial Administrator.
3. Presents quarterly and annual reports in business meetings.
4. Signs all checks and audits all electronic banking prepared by the Financial Administrator.
5. Works with the Trustees to hold or move investment accounts (whether held with the Virginia Baptist Foundation or with other investment institutions) in such manner to maximize return on yield.

Limitations: While serving as Treasurer, an individual may not serve as Chair of the Stewardship Committee or the Endowment & Scholarship Committee.

While serving as Treasurer, an individual may not serve as a member of the Personnel Committee or as a Trustee.

DIACONATE

Mission: The Diaconate of FBC is responsible for serving the congregation as spiritual leaders and developing an environment of care and concern for the FBC family. The mission of the diaconate is accomplished through Deacon Ministry Teams.

Scope: The Diaconate serves a unique place in the life of FBC. Composed of proven servant leaders, the Diaconate is self-governing within the mission, scope and guidelines chosen by the FBC congregation. The Diaconate both responds to FBC's need for delivery of ministries to its members and as a bridge for delivery ministry to the community.

Membership: Membership in the Diaconate shall consist of a total between 15 to 21 women and men. Members of the Diaconate shall:

- Be at least 25 years of age;
- Be a member of the church for at least two (2) years;
- Elected for a term of three (3) consecutive years starting January 1 of the calendar year and limited to a single term, unless a Deacon is filling an unexpired term. If a Deacon is serving an unexpired term, the Deacon will be eligible to serve a full term upon completion of that term;
- May not succeed herself/himself by less than one year at a time.

Duties: The principal duty of the Diaconate is to provide spiritual leadership and assist with the pastoral care of FBC's membership. The Diaconate shall be alert to the needs of our members and shall meet these needs with care and concern. The Diaconate accepts responsibility for the training of its membership through: new Deacon orientation, ministry conversations and team ministry reports.

The Diaconate provides leadership and care through the Deacon Ministry Teams. FBC members and attendees are asked to join these Deacon-led teams in taking a focused approach to effectively address the physical and spiritual needs that are part of the lives of the FBC staff, members, guests, and friends. Our hope is that every member will serve on a Ministry Team. Currently, the Diaconate is organized into seven (7) Deacon-led ministries:

1. Connection
2. Grief Support
3. Homebound
4. Hospital Care
5. Meals
6. Prayer
7. Small Jobs/Rides

Election of Officers: The officers of the Diaconate, its Chair and Vice-Chair, shall be nominated by the Nominating Committee, based on the joint recommendation of the Senior Pastor, current Diaconate Chair, and current Diaconate Vice-Chair.

Membership Selection: Diaconate members will be chosen from recommendations solicited annually from FBC membership between August and September. All recommendations will be forwarded to the Nominating Committee, which will then forward to the Diaconate Chair and Vice-Chair. The Chair and Vice-Chair will make calls to members to solicit new members to the Diaconate. The Chair and Vice-Chair will solicit new ministry team chairs and co-chairs to replace Deacons whose terms expire.

Upon selection, Deacon candidates will be presented in the Nominating Committee's full report at the annual November business meeting for the vote of the congregation.

When a Diaconate member cannot serve a full three (3) year term, a nominee for the unexpired term shall be selected by the Chair and Vice-Chair. If the number of Deacons drops below the minimum requirement, the Nominating Committee will present the requisite number of candidates to the congregation at a called business meeting.

Responsibilities of Officers:

- *Chair:* The Chair will be responsible for conducting all meetings of the Diaconate. The Diaconate shall meet monthly.
- *Vice-Chair:* The Vice-Chair will assume the duties of the Diaconate Chair in the Chair's absence. The Vice-Chair may continue to chair or co-chair a team on which they are serving prior to becoming Vice-Chair.
 - The Chair and Vice-Chair will organize a summer Diaconate picnic and a Christmas Meal.

Expectations of Serving on the Diaconate:

- a) *Presence-* The greatest ministry a Deacon provides is presence, whether in person, on the phone, or through the mail or internet.
- b) *Listen-* Being attentive to what members of the congregation share with a Deacon, whether personal circumstances or thoughts about FBC life.
- c) *Communicate-* Never assume the church office or other members of the Diaconate are aware of a need. .
- d) *Initiate-* Deacons are leaders at FBC. If something can be done to help someone, Deacons do it. If a Deacon is unsure, the Deacon should consult with the Pastor or another member of the staff for guidance. Deacons help set the pace of being doers of the Word and not hearers only.
- e) *Optimistic-* Deacons help radiate faith and hope, believing that God is up to something in the world and in the life of FBC.
- f) *Committed-* A Deacon is committed in his or her personal relationship to Jesus Christ; in consistent prayer; in regular attendance and participation in the life of FBC; in building a great congregation to the glory of God.
- g) *Service-* Deacons are asked to serve as a Co-Leader on at least one of the Ministry Teams. They may also serve as a member of other Ministry Teams.

Staff Liaison: Senior Pastor

Amendments:

Amendment to this manual may be made by majority vote of all FBC members present following notice of the amendment in writing to the FBC membership four (4) weeks prior to any called FBC business meeting. Notice of a proposed amendment shall be deemed sufficient if published once in the FBC newsletter provided such publication is four (4) weeks prior to the called FBC business meeting.

Governing Document:

By tradition and institutional memory, the membership of FBC agrees that it does not currently have, and has not for a number of decades had, either a constitution or bylaws. Accordingly, this church manual shall operate as the governing document of FBC until supplanted by any other document duly adopted by the FBC congregation. In the adoption of this manual, and in the governance of FBC, the congregation agrees to be governed by both this manual and by our general Baptist Distinctives that bind us in this community of faith with each other and with our fellow brethren of the Baptist General Association of Virginia, namely, the priesthood of all believers, the autonomy of this and every other Baptist church, soul freedom, the democratic principles of self-governance, the right of each member to vote on action brought to the church body, and the rule by simple majority vote.

Parliamentary Procedure:

The church body of FBC adopts for its parliamentary procedure Robert's Rules (the 12th Edition currently being the most recent edition and any future edition) for conducting its business meetings unless and except modified within this Manual.

² This paragraph amended and and Paragraph 4 added 09.11.13.

³ Size increased by amendment 1.20.16.

⁴ This duty added by amendment 2.23.16.

⁵ Size increased by amendment 11.13.13.

⁶ Size increased by amendment 11.13.13

⁷ This paragraph and attendant authorization added by amendment 5.7.14.