

STANDING COMMITTEE DESCRIPTIONS  
First Baptist Church  
Savannah, MO

Effective: January 1, 2004

## General

- 1) All committees will observe terms based upon the calendar year unless otherwise noted.
- 2) This listing of committees is not to be considered as inclusive of all standing committees that may be formed to serve.
- 3) All recommendations for committee members will be made by the nominating committee in the November Business session and as positions become open for any reason. The nominating committee is responsible for naming a chair for each committee to be recommended to the church at the same time.
- 4) Anyone may recommend members to any committee in place of the nominating committee recommendations at the November Business session.
- 5) All positions become effective the first day of January after the November business session unless otherwise noted.
- 6) All committee members are to come from the membership of the church and must support the causes of the church.
- 7) Unless otherwise noted, all committee members serve for a period of one year and may succeed themselves in the positions.
- 8) A person may serve on no more than three committees at a time.

## BUILDING AND GROUNDS

### Description:

The Building and Grounds Committee exercises general responsibility over the church's physical plant. The committee is responsible for:

1. Establishing, subject to church approval, policies for the maintenance and care of all property.
2. Recommending to the Finance Committee the purchase of new equipment, major improvements, and repairs.
3. Completing repairs and other work as deemed possible by the committee. Any work they cannot accomplish will be hired out at the discretion of the Senior Pastor, his designee, or the church in general business session. (Any costs over \$500.00 must be approved by the church unless an emergency, such as AC or Heating failure, arises.

The Chair of the Building and Grounds Committee serves on the Church Council.

### Member Selection:

Members are chosen from volunteers who are interested in working on the upkeep of the church physical plant. The committee chair or any other church member may recommend individuals the Nominating Committee to place on the list to serve. The church must approve the Nominating Committee recommendations or other nominees in general business session.

### Number of Committee Members:

As determined according to need by the committee chair, Senior Pastor (or his designee) or the church in general business session.

Description Approved/Affirmed by Church Business Session on March 21, 2004:

\_\_\_\_\_  
Pastor Date

\_\_\_\_\_  
Church Clerk Date





## CHURCH HOSTESS

### Description:

The Church Hostess Committee is responsible for:

1. Regular church dinners.
2. Making recommendations for the repair, improvement, and addition/replacement of equipment.
3. Instructing and guiding users of the kitchen in the care of the equipment and in keeping the kitchen in a clean and orderly condition.
4. Formulating Kitchen/Food Service Policies and presenting them to the church for discussion/approval at a regular business session.

Both Church Hostesses serve on the Church Council.

### Member Selection:

Members are nominated to serve as Church Hostess on a yearly basis by the nominating committee.

### Number of Committee Members:

The committee consists of three (3) members. The members hold the positions of two (2) Church Hostesses and an Assistant Church Hostess.

Description Approved/Affirmed by Church Business Session on March 21, 2004:

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Church Clerk

\_\_\_\_\_  
Date

## FINANCE

### Description:

The Finance Committee develops, recommends and administers the church's fiscal stewardship program. It is responsible for promoting a program of tithes and gifts and exercising supervision of the church's revenues and expenditures. It serves in its entirety as members of the Budget Committee.

The Finance Committee is specifically responsible for:

- 1) Developing, recommending and administering plans to assure income adequate to cover the cost of the church program.
- 2) Setting up procedures for the purchase of equipment, supplies and services.
- 3) Approving all purchases. It is guided by the budget to the extent practical and considers the relative priority of the request to purchase. It may give blanket approvals for anticipated expenditure of certain classes of expense.
- 4) The purchase of new or replacement equipment, major repairs and improvements costing \$500.00 or more shall require church approval.
- 5) A church member taking exception to the committee's approval of or failure to approve an expenditure may refer the question to the church in business session for a final approval.
- 6) Determining the need for an outside auditor to review the church finance records, receiving the report and taking any required action indicated. The committee may elect to present the church with options related to the report and make recommendations for discussion/approval at a regularly scheduled or specially called business session.
- 7) Developing a budget to be presented to the church in November of each year for discussion/approval at the November Business Session OR at a specially called session if needed. The recommended budget must be made available for review by the church a minimum of two (2) weeks prior to the November business session.

### Member Selection:

The Senior Pastor serves as a permanent member of the Finance Committee for as long as he serves the church. Six Finance Committee members are nominated to serve 3 year terms. No more than two individuals will have term expiration dates of the same year. In addition, the following individuals will serve on the committee as Ex-Officio Members:

- 1) Minister of Pastoral Care and Administration
- 2) Recording Secretary
- 3) Treasurer

The Minister of Pastoral Care and Administration is called by the church according to the normal process of hiring staff for ministry positions within the church. The recording Secretary and the Treasurer are recommended by the Nominating Committee for discussion/approval at a regularly scheduled business meeting.





MEDIA/LIBRARY

Description:

Responsible for:

- 1) The care, maintenance, and use of the library area and its equipment including audio-visual equipment normally assigned to the library.
- 2) Promoting the use of the library facilities and consulting with the church leaders and members in the effective use of resources.
- 3) Establishing rules for the use of books and other equipment.
- 4) Arranging for the efficient checking out of materials.
- 5) Maintaining an inventory of all books, literature and equipment under its jurisdiction.

Member Selection:

Nominated by the Nominating Committee for discussion/approval by the church at a general business session

Number of Committee Members:

One person is nominated to serve as the Librarian. Other persons may be asked to assist as needed.

Description Approved/Affirmed by Church Business Session on March 21, 2004:

\_\_\_\_\_

Pastor

\_\_\_\_\_

Date

\_\_\_\_\_

Church Clerk

\_\_\_\_\_

Date

NOMINATING

Description:

The Nominating Committee is responsible for presenting names to the church to fill various positions in the church that are not staff/employee positions. The committee is responsible for filling two slates of names to the church on two occasions as indicated:

- 1) In November of each year, the committee presents a slate of names to the church to review/approve for positions on the Job List. The “Job List” consists of the following positions:
  - a. Moderator – Filled by the Senior Pastor
  - b. Clerk
  - c. Assistant Clerk
  - d. Treasurer
  - e. Assistant Treasurer
  - f. Recording Secretary
  - g. Church Hostesses (2)
  - h. Assistant Hostess
  - i. Head Ushers (2 – 1 for each service)
  - j. Associational Board Members – (3)
  - k. Organist
  - l. Substitute Pianist (As needed)
  - m. Church Council Member at Large
  - n. Other committee members as indicated in committee descriptions.

- 2) In May of each year, the committee presents a slate of names to serve as Sunday School leadership and teachers for the June through May class year.

Member Selection:

Members are recommended for a three year term by the Nominating Committee. The Nominating Committee presents the nominations to the church for approval in a regular church business session.

Number of Committee Members:

The committee consists of 6 members with two appointed each year for a three year term. No member may serve more than two consecutive terms

Description Approved/Affirmed by Church Business Session on March 21, 2004:

Pastor	Date

Church Clerk	Date



PERSONNEL

Description:

The committee shall assist the church in matters related to employed church personnel. Specifically, the committee is responsible for:

- 1) Identifying and/or the need for staff positions and employment of personnel.
- 2) Assisting in the review and preparation of job descriptions both for new positions and existing positions.
- 3) Annual evaluation of job performance in conjunction with pastor and administrator.
- 4) Recommending salaries, benefits and other compensation for employees to the Finance Committee.
- 5) Other personnel matters as may arise from time to time.
- 6) Personnel matters related to the pastor shall be the responsibility of the Deacon body and NOT the Personnel Committee. Deacons will also evaluate the pastor’s work annually, preferably in the month of August.
- 7) The primary lines of communication between the employees and the congregation relating to employment matters and job performance should be through the Personnel Committee.

Member Selection:

Members are proposed by the nominating committee to the church body for discussion/approval at a regular business session. No elected member may succeed themselves. The Senior Pastor and the Associate Pastor/Administrator serve as ex-officio members of the committee.

Number of Committee Members

There are three committee members. Each serves for three (3) years. No term served is to be concurrent with another committee member’s term. The committee will select annually one of its own elected members to serve as chair.

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Pastor	Date

Church Clerk	Date

## SUNDAY MORNING BIBLE STUDY

### Description:

The committee shall assist the church in matters related to Sunday morning Bible Study. Specifically, the committee is responsible for:

1. Assisting teachers in obtaining materials for their classes
2. Maintaining accurate records of Sunday Morning Bible Study attendance.
3. Counting Gifts and Offerings given in Sunday Morning Bible Study.
4. Obtaining materials for review for classes if a teacher requests samples.

### Member Selection:

Members are proposed by the nominating committee to the church body for discussion/approval at the regular May business session. This committee serves from June through May. The Church Administrator serves as an ex-officio member of this committee.

### Number of Committee Members

The committee is made up of the Sunday School Director, Assistant Director, and Sunday School Records Clerks. Each member serves for two (2) years and may succeed themselves twice for a total of six (6) years service. After six years a member must be out for at least one (1) year before returning to their duties. Terms should not be concurrent to provide for transitions if needed.

The Director serves as chair of this committee.

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\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Church Clerk

\_\_\_\_\_  
Date

## USHERS

### Description:

The ushers serve in the following areas:

- 1) Offering collection.
- 2) Greeting visitors and members as they arrive.
- 3) Helping people to find seating in the services.
- 4) Assisting in the providing of seating in overflow situations.
- 5) Providing direction and assistance needed.

### Member Selection:

Two persons are nominated by the Nominating Committee as head ushers for each service. The church discusses/approves the nominations at a general business session. Each head usher serves for one year and may succeed themselves.

### Number of Committee Members:

Each head usher is responsible for recruiting ample persons to assist at each service and to provide their names to the church office to be placed on a master list for inclusion on the schedule. All ushers remain on the list until such time as they remove themselves from the list.

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\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Church Clerk

\_\_\_\_\_  
Date