



**First Baptist**  
**HUNTSVILLE**

***First Baptist Church***  
***Program Organization***

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# I. PROGRAM ORGANIZATION INTRODUCTION

First Baptist Church, as a fellowship of believers, has many individuals involved in ministries and committees, in addition to the times we come together for Worship and Bible Study. This Program Organizational Manual is a document in which the Committees and Ministry Teams are defined for the knowledge of the Church membership. The Committees and Ministry Teams are defined as to purpose, tasks for which they are responsible, and method of involvement.

If you have an interest in serving in one of these areas, please contact either the chairperson of the group or the minister liaison for the group.

A unique partnership exists between two groups of First Baptist Church members: the ministerial staff and the Deacons. Under the guidance of the Holy Spirit, each is called by the church and charged with providing spiritual leadership, pastoral care, and equipping for ministry throughout the entire body of the church.

**Professional Ministerial Staff.** The Senior Pastor and other staff ministers lead the church in proclamation of the Gospel, worship of God, Christian education and discipleship, active ministry and mission service, and belonging and caring in the family of faith. Each staff minister provides leadership and expert counsel for groups of laity who serve as biblically mandated ministers in the church, in the community, and to the uttermost parts of the world.

**Deacons.** As ordained ministers alongside the professional ministerial staff, Deacons share in all of the tasks of spiritual leadership, extending the ministry reach of the church. Deacons support the spiritual health of the congregation by considering the spiritual nature of decisions and plans of the church, and by offering living examples of serving Christ and the church according to the spiritual gifts God has entrusted to each of them. Deacons provide primary leadership for pastoral ministry teams including Hospital Visitation, Home Visitation, Bereavement, and Prayer Teams. These ministry teams serve as prototypes for this proposal, in which church-elected leaders enlist other church members to serve alongside them in hands-on ministry. Deacons are elected by the church membership after prayerful consideration from both the candidates and the church. Thirty-six voting deacons serve a rotating 3-year term with twelve rotating off each year and twelve rotating on.

**Leadership Council.** The Leadership Council meets monthly for the purpose of communication and coordination among the Church's groups and organizations. The Leadership Council is further charged with serving the congregation and assisting the Senior Pastor to recommend, develop and implement strategic direction to ensure that the direction of FBC is consistent with our stated vision. Chaired by the Senior Pastor, this group consists of the Chairs from Personnel, Finance, Trustees, Missions and Deacons. The Church Treasurer, WMU Director, and Sunday School Director are also members of the Leadership Council along with two at-large members enlisted by the Nominating Committee. The Church Moderator, Executive Pastor, and Church Business Administrator are ex officio, non-voting members.

# II. PROGRAM LEADERS

## A. Director of Sunday School

The Director of Sunday School gives overall administrative direction to the Sunday School in its planning and functioning. The Director of Sunday School works with the Faith Development Staff, which is comprised of the Program Ministry Staff and the Executive Pastor in implementing the teaching and learning goals of the church through the Sunday School.

The Director of Sunday School is enlisted by the Nominating Committee, to be approved by the church, for a one-year term, and may serve consecutive terms. The term of office will run from October through September.

The Duties of the Director of Sunday School include the following:

1. Leads in developing Sunday School goals, plans, and budget.
2. Works with the Faith Development Staff in evaluating and using curriculum for all age groups.
3. Helps enlist the division directors and other general officers as needed.
4. Meets with Sunday School Departments for social and outreach events.

#### **B. Church Clerk**

The Church Clerk is enlisted by the Nominating Committee, to be approved by the church, for a one-year term, and may serve consecutive terms. The term of office will run from October through September.

**The Duties of the Church Clerk include the following:**

1. Records minutes of regular and special business meetings; works with the Executive Pastor's Ministry Assistant to get these minutes in final typed form for the permanent church minutes book.
2. Is responsible for the proper preparation, recording, and storage of the Church Minutes, records, and any other official church actions.
3. To alert the Church Moderator at church business meetings as to old and new business or other items of interest on which the church needs to take action.

#### **C. Assistant Church Clerk**

The Assistant Church Clerk is enlisted by the Nominating Committee, to be approved by the church, for a one-year term, and may serve consecutive terms. The term of office will run from October through September.

The Duties of the Assistant Church Clerk include the following:

1. Assists the Senior Pastor and other Ministerial Staff in the reception of new members at all church services. (This individual will request the other Assistant Church Clerk to serve whenever he/she expects to be absent from his/her respective service.)
2. Fulfills the duties of the Church Clerk when the Church Clerk is unavailable.

#### **D. Church Treasurer**

The Church Treasurer is enlisted by the Nominating Committee, to be approved by the church, for a one-year term, and may serve consecutive terms not to exceed five years. The term of office will run from October through September.

**The Duties of the Church Treasurer include the following:**

1. Assures that funds that are received are maintained, accounted for, and expended in accordance with church policy. The Treasurer is assisted in this effort by the Accounting Assistant who maintains financial records, prepares deposit slips, and writes checks for approval by the Finance Committee and signature of the Treasurer.

2. Serves as a member of the Finance Committee. In this capacity, the Church Treasurer assists in preparation of the church budget and monthly financial reports, and keeps informed on the financial status of the church.
3. Signs checks for expenditures covered by the approved budget, or items approved after vouchers are approved by two members of the Finance Committee.
4. Approves withdrawal of funds from savings accounts based on Finance Committee decisions.

#### **E. Woman's Missionary Union Director**

The Woman's Missionary Union Director is responsible for working with the First Baptist Church Women's Missionary Union. The WMU Director is selected by the WMU members.

##### **The Duties of the WMU Director include the following:**

1. Plans any WMU promotions for church awareness.
2. Prepares WMU yearbook for the WMU members.
3. Attends associational WMU meeting, state meetings, and training conferences
4. Assists with mission offering goals with help of church staff.
5. Serves on the Leadership Council
6. Serves on the Missions Committee

#### **F. Church Librarian**

The Church Librarian leads the Library/Media Center Ministry Team.

The Church Librarian is enlisted by the Nominating Committee, to be approved by the church, for a one-year term, and may serve consecutive terms. The term of office will run from October through September.

##### **The Duties of the Church Librarian include the following:**

1. Enlists members of the Library/Media Center Ministry Team.
2. Is responsible for the orientation and training of Library/Media Center Ministry Team members in library methods and procedures.
3. Serves as a member of the Library/Media Center Ministry Team and assists in the preparation of the library budget.
4. Provides a monthly report for the church.
5. Promotes and publicizes the use of the library through the organizations of the church.

#### **G. Church Historian**

The Church Historian serves as a focal point in matters related to First Baptist Church history. The Historian is enlisted by the Nominating Committee, to be approved by the church, for a one-year term, and may serve consecutive terms. The term of office will run from October through September.

##### **The Duties of the Church Historian include the following:**

1. Serves as a member of the Baptist History and Connections Ministry Team.
2. Advises the Baptist History and Connections Ministry Team of events, reports, and articles concerning First Baptist Church that should be included in the church history records.
3. Shares the History of the Church as requested by various groups.

## **H. Church Moderator**

The Church Moderator is enlisted by the Nominating Committee, to be approved by the church, for a one-year term, and may serve consecutive terms not to exceed five years. The term of office will run from October through September.

### **The Duties of the Church Moderator include the following:**

1. Presides at all business meetings maintaining unity of the people
2. Conduct orderly business meetings following church bylaws, all policy statements adopted by the church, and Robert's Rules of Order, using a fair and impartial manner.
3. Keep the business meetings on course.
4. Consult with Senior Pastor, Executive Pastor, and Church Clerk in preparation of church business meetings.
5. In the absence of the Moderator, a church member selected by the Leadership Council will preside.
6. Serves as an ex officio, non-voting member of the Leadership Council.

## **III. SUNDAY SCHOOL**

The function of our Sunday School Ministry is that of the Bible teaching agency of the church. Its responsibility is to reach people for the study of God's Word and church membership. Teachers and Directors serve on a volunteer basis. Their willingness to prepare and serve allows this organization to function smoothly.

The Sunday School is divided into major age group divisions: Experienced Adult, Median Adult, Young Adult, Students, and Kids.

The age-level Staff Ministers enlist Sunday School workers. Department Directors ideally are enlisted first. They may in turn enlist workers for their departments who are added to the overall Sunday School Staff. Workers are enlisted or re-enlisted for one year at a time and may continue without a break in teaching service.

## **IV. WOMAN'S MISSIONARY UNION**

The purpose of the WMU is to set goals with specific results and to provide plans of action for achieving these goals, which should be in accordance with the following five strategic principles of WMU:

1. Pray for and give to missions
2. Do missions
3. Learn about missions
4. Develop spiritually toward a missions lifestyle
5. Participate in the work of the church and the Denomination.

The duties of the WMU include the following:

1. Providing opportunities to pray for missions and missionaries, to do mission activities, to learn about missions, and to develop a mission concern and lifestyle.
2. Involving more people in missions.
3. Scheduling regular meetings and special activities.
4. Planning for the budget and expenditures.
5. Securing resources and supplies.
6. Keeping records and reporting.
7. Cooperating with Church mission activities and efforts.

## **V. COMMITTEES**

Committee members are those who have been a member of the church for a minimum of one year, enlisted by the Nominating Committee, and elected by the church. In conjunction with the staff member assigned by the Executive Pastor or Senior Pastor, these Committees will work to fulfill our Vision Team Report in their designated area. They will develop new plans and strategies to enhance ministry in their designated area and request financial resources to support the work of that committee within the Body.

Serving on these committee(s) is time intensive. Meetings once a month are normal. Due to various expectations of a committee's obligations, a minimum attendance may be imposed at the discretion of the committee. Referral to the Nominating Committee for replacement is appropriate.

Committees are enlisted in August and elected by the church in September. All assignments are for a three-year period beginning in October of the year elected and concluding at the end of September (3) three years later. The exception is the Stewardship Committee, which concludes its term in December. Each committee will elect a chairperson in October and report their selection to their staff liaison.

### **1. Finance Committee**

The purpose of the Finance Committee is to monitor contributions and expenses of the church, to assist in the development of the annual budget, to assist in the development of resources for future ministries, to provide for the weekly accounting of church receipts, and to arrange for internal review of church financial policies and practices.

The Finance Committee consists of nine (9) members, each member serving a term of three (3) years. The members are enlisted by the Nominating Committee and elected by the church. The Church Treasurer serves as an elected officer of the church. The Church Treasurer serves as an *ex officio, voting* member on the committee and works closely with the Finance Committee, with the primary responsibility of check signing. The Church Business Administrator, Church Accountant, and Executive Pastor also serve as *ex officio, non-voting* members of the committee.

**The Duties of the Committee include the following:**

1. To lead in the budget planning through study of the giving history and a reasonable rate of giving growth, evaluate the reasonableness of budget amounts based on a thorough understanding of the factors affecting the various accounts, analyzing budget requests from church organizations, consultation with church staff, leaders, and other members.
2. To meet monthly with appropriate staff to review all aspects of church financial management.
3. To establish policies and procedures regarding financial and stewardship concerns and to recommend these policies and practices to the church for adoption, as required.

4. To review and authorize weekly church expenditures, devising and implementing an adequate financial check-and-balance and record system.
5. To monitor circumstances that may necessitate an over-budget expenditure or the need for expenditures for unplanned, non-budgeted expenses.
6. To lead in the development of the annual church budget, in cooperation with the church staff, the Leadership Council, committee chairs and ministry team coordinators.
7. To monitor monthly line item budget expenditures.
8. To provide information on budget and giving status to appropriate church leaders and membership throughout the year.
9. To recommend prudent actions to insure that expenditures are maintained within expected receipts for the fiscal year.
10. To arrange for internal reviews of church financial policies and practices.
11. To meet monthly with appropriate staff to coordinate all aspects of church finances.

## **2. Fresh Expressions Committee**

The purpose of this committee is to help coordinate and administer resources, and to support the fresh expressions of church initiatives.

The Fresh Expressions Committee consists of five (5) members who will each serve a three-year term. The Senior Pastor and the Minister of Missions (or designee) will serve as *ex officio, non-voting* members of this Committee.

**The Duties of this Committee include the following:**

1. Establish and implement guidelines for the oversight of fresh expressions of church related to FBC.
2. Oversee and grant requests for money designated to fresh expressions of church
3. Work with the Senior Pastor to discern which fresh expressions should be implemented, terminated, or modified.
4. Pray for and encourage the teams beginning individual fresh expressions of church.

## **3. Legal Committee**

The purpose of the Legal Committee is to provide legal advice to the Trustees, church ministerial and other staff, and any church organization needing legal assistance.

The Legal Committee consists of three (3) members, each member serving a term of three (3) years. One (1) member completes his/her term of service each year and rotates off the committee. Each year one (1) member is enlisted by the Nominating Committee and elected by the church. The Executive Pastor and the Church Business Administrator serve as *ex officio, non-voting* members of the committee.

The duties of the Committee are expressed in the purpose.



#### **4. Missions Committee**

The purpose of the Missions Committee is to help coordinate the missions activity of the church and to administer church resources to support missions involvement of the church and its members.

The Missions Committee consists of nine (9) adult members who will each serve a three-year term with three rotating off each year. The Executive Pastor, WMU Director and Minister of Missions will serve as *ex officio, non-voting* members of this Committee.

**The Duties of this Committee include the following:**

1. To survey the needs for mission projects and activities and recommend to the church those considered most worthy of the church's support.
2. To coordinate all mission activities of the church, and working with church organizations, groups, and individuals, to determine and recommend appropriate mission projects and activities to the church for approval.
3. To recommend a budget for mission activities not specifically assigned to other church organizations such as the WMU, and in particular for special mission projects of the church, and to administer budget and designated missions funds approved by the church.

#### **5. Music and Worship Committee**

The purpose of the Music and Worship Committee is planning, implementing and leading First Baptist Church in the worship of God and to advise and support the Minister of Music and Worship.

The Music and Worship Committee consists of 6 (six) members. The Minister of Music and Worship will work with the Nominating Committee to suggest names for enlistment by the Nominating Committee that will include representation from the entire church.

**The Duties of the Music and Worship Committee include the following:**

1. To support the music ministry and give guidance in coordination and evaluation of the music ministry.
2. To provide leadership for applying the best of developments in Christian music, observances of seasons of worship from the Christian calendar, and other methods and practices of Christian music and worship to all areas of the church.
3. To survey the needs of the music ministry as to equipment, space, materials, and music for worship, and make recommendations to the church regarding these needs.

#### **6. Nominating Committee**

The purpose of the Nominating Committee is to identify, enlist, and develop church members, according to their spiritual gifts, for the church to accomplish its mission and ministry. The committee nominates church program leaders, committee members, and ministry team coordinators to the church for election, and assists in involving all members in ministry.

The Nominating Committee consists of nine (9) members, each member serving a term of three (3) years. Three (3) members complete their term of service each year, and rotate off the committee. Each year three (3) members are enlisted by the Deacons and elected by the church. The Executive Pastor serves as an *ex officio, non-voting* member of the committee.

**Enlistment and Election of Church Members for Service Should Follow the Following Schedule:**

Church Program Leaders - September

Committees- September  
Ministry Teams - April

**The Church Program Leaders Enlisted by the Committee for Election by the Church include the following:**

Director of Sunday School  
Church Clerk  
Assistant Church Clerk  
Church Treasurer  
Church Librarian  
Church Historian

**The Duties of the Nominating Committee include the following:**

1. To enlist nominees for church program leaders, committees, and ministry teams and present them to the church for election. All nominees must have been church members for a minimum of one year.
2. To provide follow-up contacts with all elected nominees, informing them of their election and provide elected nominees with a written description of the duties of their position.
3. To assist Faith Development Staff and other organizational leaders in enlisting church members to serve in the church elected positions of their various organizations. It is the responsibility of the Nominating Committee to present the completed organization to the Church for approval
4. To assist Ministry Team Coordinators in enlisting church members based on surveys of their interests and gifts.
5. To ensure that Trustees are elected by the church at regular or special called business meetings of the church after nominations have been received from this committee.

## **7. OneLess Committee**

The purpose of the OneLess Committee is to advocate for the orphan. The OneLess Committee should consist of five (5) members, each member serving a term of three (3) years. Two (2) members complete their term of service each year, and rotate off the committee. Each year, two (2) members are enlisted by the Nominating Committee and elected by the church.

**The Duties of the Committee include the following:**

1. To develop an overall plan for adoption and foster care education through the various ministries and programs of the church. This is done on a systematic, year-round basis, emphasizing our privilege to minister to the orphan and fatherless in our lives. Various publications are used as well as classes and training sessions.
2. To develop the operating guidelines, eligibility and application requirements, and procedures for the First Baptist Church Adoption Fund.
3. To enlist resource persons for use in church educational and promotional efforts.
4. To elect a leader, who serves as Chairperson of the committee.
5. To meet monthly to process any Adoption Fund applications and coordinate all aspects of church orphan care.
6. To lead the church to practice Christian compassion for the orphan and fatherless in all areas of life, both personally and together as a local body of Christ, including time, talents, spiritual gifts, and financial resources.

## 8. Personnel Committee

Our church staff is responsible for leading and guiding First Baptist Church in performing our mission and ministry. The purpose of the Personnel Committee is to lead and represent our church body in providing, supporting, administering, and caring for the entire church staff. This includes such responsibilities as personnel administration, performance evaluation, salary administration, policy and procedure review, issue resolution, and service recognition of the church staff, according to the Personnel Policy Manual.

The Personnel Committee consists of twelve (12) members, each member serving a term of three (3) years. Four (4) members complete their term of service each year and rotate off the committee. Each year four (4) members are enlisted by the Nominating Committee and elected by the church. The Senior Pastor and Executive Pastor serve as *ex officio, non-voting* members of the committee, and therefore do not have committee voting privileges. The Chair of the Personnel Committee is elected each term by members of the Personnel Committee and moderates each meeting. A Vice-chair is also elected each term by members of the Personnel Committee and serves as the Chair's delegate in his/her absence. The Chair shall report periodically to the church at business meetings (or as required) to keep the church membership abreast of personnel actions. The Nominating Committee seeks church members who are able to assume strong leadership roles that can fill the needs of the subcommittees as outlined below.

The Personnel Committee shall organize three sub-committees each term. These sub-committees and their roles are outlined below:

1. Awards & Special Recognition Sub-Committee  
Identify, plan for, and execute all aspects of an eligible employee's service award recognition, as identified in the Personnel Policy Manual.
2. Policies & Procedures Sub-Committee  
Maintain the Personnel Policy Manual, Church Job Descriptions, and any other assigned Staff Documents. Draft and present to full committee any proposed policy revision language as directed by Personnel Chair or full committee.
3. Budget Sub-Committee  
Prepare and maintain Church Personnel Budget. Prepare and present recommended church staff salary adjustments to full committee for administration action per policy, which includes knowledge of insurance, retirement, etc.

### **The duties of the Personnel Committee include, but are not limited to the following:**

1. To lead the church to determine the staff needed to facilitate the church's mission and ministry, and the organizational structure by which the staff may serve most effectively.
2. To direct the employment, release, and satisfactory performance of all salaried, hourly, and part-time personnel. The employment of Support Services employees is the responsibility of the Church Business Administrator.
3. To establish and maintain job descriptions, compensation rates, and allowances for all church staff members.
4. To provide resources and to encourage training and staff education opportunities for all eligible staff members.
5. To establish and maintain personnel policies for staff members, including vacations, sick leave, holidays, recognitions, and awards.
6. To address any issues or actions related to employee morale and welfare.
7. To provide oversight in personnel matters to the WEE Ministry.

## **9. Stewardship Committee**

The Stewardship Committee should consist of six (6) members, each member serving a term of three (3) years. Two (2) members complete their term of service each year, and rotate off the committee. Each year two (2) members are enlisted by the Nominating Committee and elected by the church. The Church Business Administrator and Church Accountant will serve as *ex officio*, *non-voting* members of the committee.

**The Duties of the Committee include the following:**

1. To develop an overall plan for stewardship education through the various ministries and programs of the church. This is done on a systematic, year-round basis, emphasizing financial stewardship in all aspects of our lives. Various publications are used as well as classes and training sessions.
2. To develop goals and plans for stewardship education dealing with church members' attendance, prayer involvement, and places of service, using the concept of total stewardship. These goals and implementation of the goals are coordinated with other church organizations and ministries.
3. To develop an annual stewardship theme.
4. To enlist stewardship resource persons for use in church educational and promotional efforts.
5. To elect a leader, who serves as Chairperson of the committee.
6. To meet monthly with appropriate staff to coordinate all aspects of church stewardship.
7. To lead the church to practice Christian stewardship in all areas of life, both personally and together as a local body of Christ, including time, talents, spiritual gifts, and financial resources.

## **10. Trustees**

The Trustees of the First Baptist Church of Huntsville, Alabama, Inc. shall consist of nine (9) members. Nominees for Trustees shall be enlisted by the Nominating Committee and presented to the Church for election. The Church Business Administrator of the Church shall serve as an *ex officio*, *non-voting* member of the Trustees.

The Trustees of the First Baptist Church of Huntsville, Alabama, Inc. shall serve a three (3) year term. The terms of the Trustees shall be staggered and three (3) Trustees shall be elected by the Church each year with three (3) members rotating off each year.

**The Duties and Powers of the Trustees of the First Baptist Church of Huntsville, Alabama, Inc., Shall Be as Follows:**

1. To act at all times in a fiduciary/legal capacity on behalf of the Church and its members and to maintain a fiduciary/legal relationship toward the property of the Church, both real and personal. Action taken by the Trustees shall always be subject to review and approval by the Church. The Trustees shall submit a report to the Church at a regular business meeting on at least a quarterly basis.
2. To acquire, hold, purchase, and receive real and personal property of the Church whether by deed, by gift, by devise or by bequest, subject to approval by the Church. To convey, transfer, distribute and dispose of real and personal property of the Church by any form of legal conveyance or transfer, subject to approval by the Church. These functions of the Trustees will be coordinated with the Finance Committee and the procedures in the Church Finance Manual will be implemented and followed wherever practical.
3. To execute deeds, mortgages, promissory notes, contracts or other legal documents on behalf of the Church, subject to approval by the Church.
4. To represent the Church in any litigation brought by or against the Church.
5. To hold, administer, use, manage, and maintain the real and personal property of the Church in trust for the members of the Church, including, but not limited to, any alterations, additions

- or modifications to the Church, and to preserve and protect all Church property whether real or personal. This function will be coordinated with the Building Committee, if any.
6. To obtain adequate insurance coverage on all property of the Church, whether real or personal. This function will include a periodic inventory of the property of the Church.
  7. To oversee the buildings, grounds, computers, equipment, vehicles, and any other asset that facilitates the church to be on mission.
  8. To seek the advice and assistance, when needed, of the Legal Committee of the Church.

Vacancies on the Trustees must be filled at any regular or special called business meeting of the Church after nominations have been received from the Nominating Committee. Any Trustee may be removed by a majority vote of the Church sitting in a regular or special called business meeting for any cause the Church deems advisable; provided, however, any Trustee shall be given an opportunity to defend himself or herself either before or during such business meeting.

## **VI. MINISTRY TEAMS**

A second type of grouping in the Program Organization is Ministry Teams. Ministry Team Coordinators are enlisted by the Nominating Committee for a (3) three year rotation with the term beginning in May of the year elected and concluding at the end of April (3) three years later. Ministry Team Coordinators will be elected by the church. Ministry Team Coordinators recruit as many church members as needed to accomplish the work assigned to their team. These team members do not have to be voted on by the church (i.e. there would be open enrollment so that new members could immediately begin service on a ministry team). Team members will serve a (3) three-year term (or a partial term if recruited for a specific event or at some point during the year).

### **1. Audio-Visual Ministry Team**

The purpose of the Audio-Visual Ministry Team is to support First Baptist Church ministries with electronic, acoustical, optical/visual media, church dramas, musical productions, radio and television broadcasts, applications of the technologies, video equipment, stage and television lighting, broadcast sound and sound reinforcement systems, telecommunications/satellite systems, and other technologies.

The Audio-Visual Ministry Team is coordinated by two (2) adult church members, each of whom serves a two (2) year term. These coordinators do not have any limitation to successive years of service, due to technical skills required to provide broadcast engineering, telecommunications, stage lighting and sound system operations, and due to the long period of training required for broadcast operations. The coordinators are enlisted by the Nominating Committee and elected by the church.

The coordinators of the Audio-Visual Ministry Team are to recruit as many church members as needed to accomplish the work assigned. Participation in the ministry does not require that team members be elected by the church, but is open to any persons who recognize God's gifts and calling for this area of ministry.

#### **The Duties of the Ministry Team include the following:**

1. To provide engineering design, system implementations, system operations, corrective and preventive maintenance, augmentation and modification of audio, visual media, television systems, and sound reinforcement systems.
2. To generate television, radio, telecommunications, audiovisual systems, special stage lighting requirements and specifications and initiate procurements for systems, subsystems and maintain inventory of spares.
3. To be responsible for radio and TV broadcasting operations, telecasts, and coordination with radio and TV stations.

4. To produce TV promotional spots, musical events, and forms for broadcasts.
5. To perform audio and video tape recording and tape editing for special events and normal Sunday broadcasts.
6. To provide assistance to Committees, Ministry Teams, Sunday School, and to respond to requests from Church Staff.
7. To submit a budget request for equipment and supplies to the Trustees for inclusion in the annual church budget.

## **2. Baptismal Ministry Team**

The purpose of the Baptismal Ministry Team is to assist with the practice of the church ordinance of Believer's Baptism.

Three (3) pairs of adult church members, each of whom serves a three (3) year term, coordinate the Baptismal Ministry Team. One pair rotates off the team, and one pair is elected to the team each year. The pairs are enlisted by the Nominating Committee and elected by the church.

The coordinators of the Baptismal Ministry Team are to recruit as many church members as needed to accomplish the work assigned. Participation in the ministry does not require that team members be elected by the church, but is open to any persons who recognize God's gifts and calling for this area of ministry.

The Baptismal Ministry Team relates directly to the Senior Pastor's Ministry Assistant.

### **The Duties of the Ministry Team include the following:**

1. To assist the minister and the baptismal candidate(s) before and after the service of baptism, as needed, concerning the preparation of the baptistery, dressing rooms, equipment, and accessories.
2. To provide a current inventory of supplies, furnishings, and accessories and to request additions and/or replacements as needed.
3. To see that robes, handkerchiefs, and towels are laundered and ready for next service.

## **3. Church Aesthetics Ministry Team**

The purpose of the Church Aesthetics Ministry Team is to assure the provision for floral decorations and to coordinate other aesthetic enhancements for the Church at appropriate times.

Three (3) adult church members, each of whom serves a three (3) year term, coordinate the Church Aesthetics Ministry Team. One (1) coordinator rotates off the team, and one (1) coordinator is elected to the team each year. The coordinators are enlisted by the Nominating Committee and elected by the church. The Associate Minister of Music/Organist is an *ex officio, non-voting* member of this ministry team.

The coordinators of the Church Aesthetics Ministry Team are to recruit as many church members as needed to accomplish the work assigned. Participation in the ministry does not require that team members be elected by the church, but is open to any persons who recognize God's gifts and calling for this area of ministry.

### **The Duties of the Ministry Team include the following:**

1. To be responsible for the flowers in the Sanctuary for the Sunday services.
2. To prepare arrangements for special worship services as needed.
3. To coordinate other aesthetic enhancements for the Church (e.g. Banners, communion table runners, hangings, etc.) as appropriate for seasons of the Christian calendar and for special worship services.

## **4. College Ministry Team**

The purpose of the College Ministry Team is to plan, implement, and support the college ministry of the church and to assist, consult with, and advise the Minister to Students.

The College Ministry Team consists of five (5) members. The five (5) members will include the College Sunday School Teacher, College Outreach Leader, and three (3) additional members, which are elected by the church. Each would serve a three-year term, with one (1) member rotating off the Ministry Team each year. These three (3) members are enlisted by the Nominating Committee and presented to the Church for election. The Minister of Students serves as an *ex officio, non-voting* member of this Ministry Team.

**The Duties of the Ministry Team include the following:**

4. To promote evangelism and Christian growth among all college students.
5. To present a calendar of college ministry activities and publish the calendar for college students, college ministry workers, and families.
6. To assist college students and adults on any committees or ministry teams which pertain to students' plans; publicity and promotion of college ministry activities, retreats, fellowships, trips, specific college ministry-centered activities, and college students on mission.
7. To encourage college students' support of the total Church program.
8. To evaluate and suggest improvements of college students' activities.
9. To work with the Minister to Students in the preparation of a proposed college ministry budget and to assist the Minister to Students in the administration of the approved church budget as needed.

## **5. Experienced Adult Ministry Team**

The purpose of the Experienced Adult Ministry Team is to assist the Minister of Experienced Adults in organizing and performing ministries involving adults, age 60 and older, in ministry, missions, and fellowship. The Experienced Adult Ministry Team is made up of seven (7) senior adults, including Hallelujah Choir President, Fellowship Club President, Sunday School Experienced Adult Division Director, Deacon Home Visitation Ministry Chairperson, and three (3) members enlisted by the Nominating Committee and elected by the church. An effort to have representation from the following age groups: 60-70; 71-80; 81 and older is made. The Minister to Experienced Adults will serve as an *ex officio, non-voting* member of the Ministry Team.

**The Duties of the Ministry Team include the following:**

6. To assist the Minister of Experienced adults in planning and implementing ministries involving and addressing the needs of senior adults.
7. To assist the Minister of Experienced adults in formulating Christ honoring objectives and goals to meet senior adult needs.
8. To help establish new ministries and activities designed to reach senior adults of all ages, and to involve senior adults in ministry.
9. To maintain communication with senior adult organizations through the president/chairperson members of the Ministry Team to assure coordination of all Experienced adult ministries and activities sponsored by First Baptist Church.
10. To coordinate the calendar of Experienced adult ministries and activities with the church calendar.
11. To assist in preparing budget recommendations for Experienced adult ministries, according to church budgeting policies, and to help administer church approved budget funds.

## **6. First Kids Ministry Team**

The purpose of this team will be to work with the Minister to Kids and Families and the Associate Minister to Kids and Families to promote a smooth transition from birth through elementary and to help families be active in their child's faith journey as they grow and mature. The First Kids Ministry Team will help process, plan and evaluate various programs, activities and opportunities for children, with an awareness of age level appropriateness. First Kids Goals and Values will be a part of any planning for an event or program.

The First Kids Ministry Team will consist of seven (7) adult members, each of whom serves a (3) three year term. At least one (1) should be a parent of a preschooler and one (1) should be a parent of a child to allow for a multi-generational ministry team. The members are enlisted by the Nominating Committee and presented to the church for election. Ex-officio members include: Nursery Coordinator, WEE Director, Associate Minister of Music and Organist, Minister to Kids and Families, and Associate Minister to Kids and Families.

### **The Duties of the Ministry Team include the following:**

1. Preschool Sunday School Coordinator – checks classrooms on Sunday and steps in if help is needed in a class; helps enlist volunteers for Sunday School.
2. Children's Sunday School Coordinator – checks classrooms on Sunday and steps in if help is needed in a class; helps enlist volunteers for Sunday School.
3. Volunteer Coordinator – help enlist volunteers for other events, i.e. Missions, Music, VBS, etc.
4. Month a Quarter Coordinator- Coordinate Month-a-Quarter teams to assist with ongoing ministry activities such as family movie nights, Kids Night In, Easter Event, fall kick off, and any special events that may be added to the calendar.
5. Training Coordinator – encourages teachers to view the online training sessions and facilitates training for volunteer positions within the First Kids Ministry.
6. GEM Coordinator - works with Great Expectations Ministry to serve new and expectant families.
7. First Kids Welcome Coordinator – enlists church members to be greeters at check in to assist guest and new families.
8. Each Coordinator will assist with publicity by writing follow up articles for the Messenger for events.
9. The Ministry Team will work with ministers to keep calendar planned at least 18 months out.

## **7. Heart of the City Kids Ministry Team**

The purpose of the Heart of the City Kids Ministry Team is to provide leadership to the ministry and activities of the Heart of the City Kids Ministry, as well as advising, consulting with, and supporting the Heart of the City Kids Director.

The Heart of the City Kids Ministry Team consists of seven (7) adult members, each of whom will serve a three (3) year term. Nominees are enlisted by the Nominating Committee and presented to the Church for election. The Heart of the City Kids Director and Minister to Kids and Families are ex officio, non-voting members of the Heart of the City Kids Ministry Team.

### **The Duties of the Ministry Team include the following:**

1. As the representative of the church, the Heart of the City Kids Ministry Team is the support group that assists the Heart of the City Kids Ministry through budget development, staff recognition, marketing outreach, and integration into the church life and community.



2. The Heart of the City Kids Ministry Team will work with the Heart of the City Kids Director and the Minister to Kids and Families to enhance the ministry and seek ways to connect the Heart of the City Kids ministry to the larger ministry of the church.
3. The Heart of the City Kids Ministry Team will consider ways that all ministries of the church can be engaged in the Heart of the City Kids ministry.
4. The Heart of the City Kids Ministry Team will bring a report annually to the church at one of the Quarterly Business Meetings.

## **8. History Ministry Team**

The purpose of the History Ministry Team is to assure that the history of the church is duly recorded, collected, and utilized to understand the church's relationship to other Baptist entities, the broader Christian family, and to society as a whole.

The History Ministry Team consists of seven (7) adult members, each of whom serves a three (3) year term. Nominees are enlisted by the Nominating Committee and presented to the church for election. The Executive Pastor is an *ex officio, non-voting* member of this Ministry Team. The Church Historian also serves as an *ex officio* member of this Ministry Team.

**The Duties of the Ministry Team include the following:**

1. To encourage the church to keep and maintain adequate historical records.
2. To collect and safeguard all church records, assuring that they are accurate and complete.
3. To collect and/or write reports of all significant events and matters relating to First Baptist Church and add them to the church history records.
4. To gather information concerning Baptist heritage, organization, statements of faith, current issues and future developments to establish the context of Baptist life in which the church lives.
5. To encourage First Baptist Church members to attend and participate in local, state, and national Baptist meetings which are supported by First Baptist Church.
6. To share pertinent information concerning contemporary developments in Baptist life, historical perspectives on these developments, and implications for the church's denominational and worldwide connections.
7. To help all church members to appreciate the church through an understanding of its past.
8. To prepare exhibits of historical interest and act as consultant on dramatic and/or media presentations of church historical events.
9. To oversee the writing and publication of additions to the History of First Baptist Church, Huntsville.
10. To make recommendations to the church regarding its official identification with other Baptist entities, in light of the church's historic Baptist principles.

## **9. Hospitality Ministry Team**

The purpose of the Hospitality Ministry Team is to address all issues associated with welcoming guests who attend both regular and special church services.

Three (3) adult church members, each of whom serves a three (3) year term, coordinate the Hospitality Ministry Team. One (1) coordinator rotates off the team, and one (1) coordinator is elected to the team each year. The coordinators are enlisted by the Nominating Committee and elected by the church. The Minister of Missions serves as an *ex officio, non-voting* member of the ministry team.

The coordinators of the Hospitality Ministry Team are to recruit as many church members as needed to accomplish the work assigned. Participation in the ministry does not require that team members be elected by the church, but is open to any persons who recognize God's gifts and calling for this area of ministry.

**The Duties of the Ministry Team include the following:**

1. To provide ushers, greeters, and other appropriate assistance for receiving and welcoming church members and guests to all Sunday services and other special services. Examples of special services are revivals, music programs, funerals, etc.
2. To guide Sunday School new-comers to Welcome Centers, where they may be provided with information about church programs, services, and Bible study options, registered and escorted to appropriate Bible study classes.
3. To promote a spirit of worship at all church services, by such actions as directing members and guests to available seats, distributing the church service order of worship, and taking the initiative to assure the comfort and safety of the congregation.
4. To establish and maintain a training program for participants in the Hospitality Ministry Team.

## ***10. Library/Media Center Ministry Team***

The purpose of the Library/Media Center Ministry Team is to promote and strengthen the program of the church through the ministry of the library/media center.

The Library/Media Center Ministry Team consists of the church librarian, technical processes director, circulation director, and a number of library associates. The librarian is enlisted by the Nominating committee, to be approved by the church each year. The librarian enlists all other members of the committee for a one (1) year term with no restrictions on the number of consecutive terms of service. Church approval is not required.

**The Duties of the Team include the following:**

1. To catalog and prepare books and other materials for circulation to the church family.
2. To open and operate the library/media center on a scheduled basis for lending books and other materials to the church family.
3. To maintain records defining the status of each book or document contained in the library/media center's collection.
4. To inform the church of the library/media center, its services and materials and how to use them.
5. To establish library/media center policies.
6. To administer funds allocated for acquisition of library/media center materials and operations.

## ***11. Lord's Supper Ministry Team***

The purpose of the Lord's Supper Ministry Team is to be responsible for all details relating to the observance of the Lord's Supper.

Three (3) pairs of adult church members, each of whom serves a three (3) year term, coordinate the Lord's Supper Ministry Team. One (1) pair rotates off the team, and one (1) pair is elected to the team each year. The pairs are enlisted by the Nominating Committee and elected by the church. During their second year of service, coordinators on the Lord's Supper Ministry Team will serve as chair. The chair is to do the following:

1. Coordinate schedule of services with Senior Pastor's office
2. Have quarterly meetings with other team members to plan and correct methods.
3. Train new members, especially the new chair when that time comes.
4. Communicate needs and suggestions with the Senior Pastor's office.

The coordinators of the Lord's Supper Ministry Team are to recruit as many church members as needed to accomplish the work assigned. Participation in the ministry does not require that team members be elected by the church, but is open to any persons who recognize God's gifts and calling for this area of ministry.

The Lord's Supper Ministry Team relates directly to the Senior Pastor's Office and the Deacons.

**The Duties of the Ministry Team include the following:**

1. To prepare the elements and the table(s) for the observance of the Lord's Supper services.
2. To be responsible for cleaning, maintaining, and storing equipment used for serving the Lord's Supper.
3. To recommend purchase of new items when needed.
4. To coordinate with the deacons to determine the number of element trays needed and the locations needed.

## **12. Median Adult Ministry Team**

The purpose of the Median Adult Ministry Team is to provide leadership for the median adult ministries of the church. The Ministry Team will advise, consult with, and support the work of the Median Adult Ministry Coordinator with regard to Median Adult Ministry.

The Median Adult Ministry Team is composed of six (6) members: three leaders among Median Adult Sunday School groups and three members-at-large. Working in conjunction with the Median Adult Ministry Coordinator, the members-at-large are recruited by the Nominating Committee and presented to the church for election. Members at-large are elected for a two year term of service beginning in May.

**The Duties of the Median Adult Ministry Team include the following:**

7. Based on a thorough understanding of the mission and character of First Baptist, Huntsville, to develop and articulate an overarching approach to Median Adult Ministry. This approach will be based on sound biblical, theological, spiritual, and developmental principles.
8. To develop a calendar of specific strategies and ministry events consistent with this overarching approach. This calendar will include a variety of ongoing classes and group meetings, small groups, mission activities, outreach activities, and special events.
9. To work with the Median Adult Ministry Coordinator in the development of an annual budget request and assist the Median Adult Ministry Coordinator in the administration of the approved church budget for these ministries as needed.
10. To identify and train leaders to assist in the implementation of the Median Adult Ministry.
11. To communicate the approach, the specific strategies, and the ministry events to median adult members, the church family, and the community.
12. To implement the Median Adult Ministry calendar.
13. To evaluate the approach, the strategies, and the events, modifying as needed.
14. To encourage all median adults to participate in the overall life of the church family.

## **13. Outreach Ministry Team**

The purpose of the Outreach Ministry Team is to heighten public awareness of the church and its mission and ministries, using all available secular and church-related media.

The Outreach Ministry Team consists of six (6) members. The Executive Pastor will serve as an *ex officio* member of the committee.

**The Duties of the Outreach Ministry Team include the following:**

1. To develop strategies for creating and maintaining awareness of First Baptist Church and its mission and ministries among the general population of Huntsville and surrounding areas.

2. To utilize advertising media, such as newspapers, radio and television, Internet, postal mail, etc., to spread the message of Christ and the church.
3. To develop and implement media market branding for First Baptist Church in all forms of the church's communications.
4. To recommend a budget for public relations expenses, according to church budget policies, and to administer budget funds approved by the church.

## **14. Special Events Ministry Team**

The purpose of the Special Events Ministry Team is to provide host(s) or hostess(es) for functions to support the church programs and activities.

Two (2) adult church members, each of whom serves a two (2) year term, coordinate the Special Events Ministry Team. One (1) coordinator rotates off the team, and one (1) coordinator is elected to the team each year. The coordinators are enlisted by the Nominating Committee and elected by the church. The Food Services Director serves as an *ex officio, non-voting* member of the team.

The coordinators of the Special Events Ministry Team are to recruit as many church members as needed to accomplish the work assigned.

### **The Duties of the Ministry Team include the following:**

1. To serve the church in all occasions of special church-wide entertaining, such as official receptions and dinners for the total church program. Some examples of this type function are receptions to welcome or bid good-bye to staff members, the First Missionary Baptist Church Joint Worship Reception, and the Church-wide picnics.
2. Special group receptions, parties, socials and the like are not the responsibility of this team.
3. To develop and oversee the Special Events Budget.
4. To keep an accurate inventory listing of the items kept in the Special Events closet. These items such as silver pieces, tablecloths, table runners, and other entertaining items are to be used only by church-wide events. The Special Events Team coordinators shall make decisions concerning the use by anyone else.

## **15. Special Needs Ministry Team**

The purpose of the Special Needs Ministry Team is to support and facilitate accessibility and inclusiveness of all persons, regardless of physical or mental disabilities, throughout the programs and ministries of First Baptist Church.

The Special Needs Ministry Team consists of nine (9) adult members. Three (3) members are elected by the church, and these members ideally recruit six (six) other members who include:

Person(s) with a disability  
 Caregiver of a person with a disability  
 Parent/Grandparent of a child with a disability  
 Professional person with experience in the disability field  
 Person with knowledge of facilities and construction  
 Usher/Greeter

The members elected by the church serve three (3) year terms, with one (1) member rotating off, and one (1) member elected to the Ministry Team each year. These members are enlisted by the Nominating committee and presented to the church for election. The Median Adult Ministry Coordinator and Minister of Preschool will serve as *ex officio, non-voting* members.

### **The Duties of the Ministry Team include the following:**

1. Accessibility - To identify, prioritize, and promote the elimination of physical and attitudinal barriers encountered by persons with disabilities and their families, and to inform the congregation and the community of special accommodations.
2. Disability Awareness - To increase the congregation's understanding of the needs of persons with disabilities and their families.
3. Needs Assessment and Ministry Development - To identify needs relating to disabilities among church members and the community and to facilitate ministries for meeting those needs.
4. Resource Development - To suggest and/or provide educational, curriculum, and other resource materials appropriate for persons with disabilities and their families, and equipping church members for ministry inclusiveness.
5. Ministry Consultation - To make recommendations to other committees and ministry teams regarding special accommodations needed to enable persons fully to participate in the activities of the church.

## **16. Student Ministry Team**

The purpose of the Student Ministry Team is to plan, implement, and support the student ministry of the church and to assist, consult with, and advise the Minister of Students.

The Student Ministry Team consists of seven (7) members. The seven members will include the Sunday School Middle School Division Director, the Sunday School High School Division Director, Director of Wednesday Night Live, and the Youth Choir Representative. Three (3) additional members are elected by the church. Each would serve a three-year term, with one (1) member rotating off the Ministry Team each year. These three (3) members are enlisted by the Nominating Committee and presented to the Church for election. The Minister of Students serves as an *ex officio, non-voting* member of this Ministry Team.

**The Duties of the Ministry Team include the following:**

1. To promote evangelism and Christian growth among all students, Grade 7-12.
2. To present a calendar of student ministry activities for church approval and publish the calendar for students, student workers, and families.
3. To assist students and adults on any committees or ministry teams which pertain to students' plans; publicity and promotion of student activities, retreats, fellowships, trips, specific student-centered activities, student camp, and students on mission.
4. To encourage student support of the total Church program.
5. To evaluate and suggest improvements of student activities.
6. To work with the Minister of Students in the preparation of a proposed student budget and to assist the Minister of Students in the administration of the approved church budget as needed.

## **17. Young Adult Ministry Team**

The purpose of the Young Adult Ministry Team is to provide leadership for the young adult ministries of the church. The Ministry Team will advise, consult with, and support the work of the Minister to Young Adults with regard to Young Adult Ministry.

The Young Adult Ministry Team is composed of seven (7) members: three leaders among the Young Adult Sunday School groups and four members-at-large. Working in conjunction with the Minister to Young Adults, the members-at-large are recruited by the Nominating Committee and presented to the church for election. Members at-large are elected for a two year term of service beginning in May.

**The Duties of the Young Adult Ministry Team include the following:**

1. Based on a thorough understanding of the mission and character of First Baptist, Huntsville, to develop and articulate an overarching approach to Young Adult Ministry. This approach will be based on sound biblical, theological, spiritual, and developmental principles.
2. To develop a calendar of specific strategies and ministry events consistent with this overarching approach. This calendar will include a variety of ongoing classes and group meetings, small groups, mission activities, outreach activities, and special events.
3. To work with the Minister to Young Adults in the development of an annual budget request and assist the Minister to Young Adults in the administration of the approved church budget for these ministries as needed.
4. To identify and train leaders to assist in the implementation of the Young Adult Ministry.
5. To communicate the approach, the specific strategies, and the ministry events to young adult members, the church family, and the community.
6. To implement the Young Adult Ministry calendar.
7. To evaluate the approach, the strategies, and the events, modifying as needed.
8. To encourage all young adults to participate in the overall life of the church family.