



# Fayetteville

FIRST BAPTIST

COMMITTEE AND  
MINISTRY TEAM HANDBOOK

**Adopted Fall 2025**

Fayetteville First Baptist Church

## Definitions:

**FFBC Nominating Committee:** The nominating committee is the group tasked with the nomination of committee and ministry team members. These nominations are made in coordination with the pastoral staff and church congregation. It is their duty to ensure that the administrative and ministerial needs of the church are carried out by responsible, trustworthy, and qualified members that represent the various demographics of FFBC. The nominating committee may also recommend (though not exclusively) the creation or dissolution of committees or teams not specifically enumerate in the by-laws.

**Committee:** Committees are those groups within the church that serve through administration. Their duties of these groups are primarily related to policymaking, budget administration, stewardship of church property or assets, or other administrative functions.

- **Rotating:** To ensure fresh perspectives, transparency, and collaboration, *all* committees rotate on 3-year terms.
- **Essential:** Each group deemed a committee serves an essential function to the church in the stewardship of its assets, property, or priorities.
- **Accountable:** Committees' work is closely related to one another as they administrate the resources and priorities of the church. As such, they are accountable to one another in their related functions (e. g. all financial decisions are transparent to the stewardship committee) and to the church in conference.

**Ministry Team:** Ministry teams are teams whose role includes the direction, leadership, policies or planning of a ministry of the church. These teams are chosen by the nominating committee, and while rotating membership is encouraged, it is not required.

**Serving Team:** The Committee and Ministry Team Handbook is silent with regard to serving teams. Serving teams are those teams within the church, organized by either a committee, ministry team, deacons, or pastor/ministry staff member whose function is purely that of service. Examples include children's ministry volunteers, audio-visual team members, and church musicians. These teams are not selected by the nominating committee, but are volunteers chosen by a related pastor *or* they are internally governed (like WMU).

**Officers:** Individuals affirmed by the church to lead a certain ministry, ministry team, service team or who has a designated purpose. For example, Church Treasurer, Sunday School Director, or Leader of Women By Design.

**Liaison (i.e. Assigned Pastor):** Per the FFBC church by-laws, it is the responsibility of the Senior Pastor to assign a pastor as liaison member as advisor to each committee or ministry team. Each chairperson shall notify the pastoral team liaison of all meetings. Liaisons are assigned annually and may be changed at any time by the pastor. As such, they are not required to go into the Nominating Committee’s report.

## Requirements for the Nominating Committee Report

The Nominating Committee report is forwarded to the church for adoption in a called business meeting. The nominations of the Committees and Ministry Teams are subject to approval in business meeting (and are thereby subject to Roberts Rules of Order). The Serving Teams and leaders chosen by Pastors are informational only and are not subject to congregational approval.

### Committees

*Constitutionally required committees will be noted by symbol (‡).*

<b>Nominating ‡</b>
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**Purpose:** To make nominations to the church for all church committees, ministry teams, and church officers.

**Duties:**

- A.** Select, vet, and nominate for service volunteer leaders for all church committees, ministry teams, and church officers.
- B.** Coordinate with the pastors and church staff regarding committee and ministry team needs, as well as

recommendations for those who may serve well.

- C.** Ensure a chairperson is appointed on each committee and ministry team.
- D.** Ensure all positions mandated by the FFBC constitutions and by-laws are filled by dually qualified church members.
- E.** Present annually a report to the church in conference of all nominated committee and ministry team members, in addition to those concluding their term of service. Adoption of this report constitutes the election of nominees to a committee or ministry team.

- F. Nominate special committees and ministry teams as assigned by the church.
- G. Nominate to the church in conference replacement committee or ministry team members for those who, for whatever reason, are unable or unwilling to complete their term of service.
- H. The committee *may* make recommendations related to the creation or dissolution of committees or ministry teams. All recommendations are subject to the approval of the church in conference.
- I. The committee *may* adopt policies and procedures related to the nominating process which accord with the FFBC constitution and by-laws.

**Stewardship ‡**

**Purpose:** To steward the resources of Fayetteville FBC and to adopt fiscal policies and practices in the best interest of the church. This committee consists of eight members, including the church treasurer and assistant treasurer.

**Duties:**

- A. Develop the church budget with due consideration to proposals and requests from appropriate committees, organizations and staff members.
- B. Present an annual budget to the church for approval.
- C. Determine pastoral staff compensation in collaboration with the personnel committee using

- internal precedent and external salary studies as guidelines.
- D. Administer the budget through the development and adoption of fiscal policies and procedures.
- E. Educate and inform the church on the stewardship of church resources.
- F. Serve as an advisory body to church leadership, including pastoral staff, on fiscal decisions.
- G. Ensure that the fiscal management of the church reflects both the financial obligations of the church as well as the ministry priorities of the church in close consultation with the Senior Pastor.
- H. Provide fiscal oversight as desired, and input as needed, to committees, programs, ministry teams, and staff of the church.
- I. Direct the church's annual audit.
- J. Review and approve special expenditures including capital campaigns, building projects, etc., as it relates to the financial needs of the various projects, etc.
- K. If the occasion arises where budget cuts or spending freezes are required, this committee will direct and oversee those measures.
- L. Provide financial oversight and accountability to *all* administrative committee work, including the property and space committee, apartment committee, etc.

## Personnel †

**Purpose:** To assist the Senior Pastor in matters related to personnel administration and management. To assist the Stewardship committee in matters related to the personnel budget.

### **Duties:**

- A.** The committee shall be responsible for the formulation or elimination of staff positions. Pastoral staff positions must be approved by the church in conference.
- B.** Work with the Senior Pastor in the formulation and/or modification of all church job descriptions.
- C.** Advise the Senior Pastor and/or Administrator in the hiring, management, or termination of hourly employees.
- D.** In coordination with the Senior Pastor, structure the church organizational chart.
- E.** Make recommendations for compensation for church employees related to the annual budget.
- F.** Develop and recommend policies and procedures for church personnel.
- G.** Seek and secure opportunities to support and encourage the church staff, whether through financial blessing, professional development, counsel, or public recognition.
- H.** In the absence of a Senior Pastor, the personnel committee *may* be called upon, in the event it is necessary, to assist in administration and execution of personnel policies, especially when it may become necessary to discuss

the performance and work of hourly employees.

## Property and Space †

**Purpose:** Assist the church in the care of all property and buildings.

### **Duties:**

- A.** Inspect all church property periodically, maintain inventory, and make recommendations relative to maintenance and repairs as needed.
- B.** Establish priorities on repairs and/or renovations within budgetary limits.
- C.** Work with Church Administrator to secure and negotiate work agreements with contractors and vendors to perform necessary repairs and maintenance within established priorities; likewise, meet emergency needs to keep building and property in good working condition.
- D.** Review and/or propose policies and procedures related to the use of church facilities.
- E.** Plan and supervise a program of grounds maintenance to ensure that all grounds are kept in a neat and attractive manner.
- F.** Maintain and make recommendations related to parking; continuously evaluate parking needs and address needs as able.
- G.** Survey and make recommendations regarding energy utilization and conservation.
- H.** Prepare budget recommendations in coordination with the Church Administrator and Stewardship Committee.

## Missions †

**Purpose:** To oversee, promote, and establish the missions activities and partnerships of FFBC.

**Duties:**

- A. Coordinate all missions work conducted by the church including but not limited to local missions partners and service opportunities, global missions partners and trips, Cooperative Program support, and missions funding relationships.
- B. Promote special missions causes to the church with friendly cooperation with the WMU.
- C. Prepare and recommend annual missions budget to the Stewardship Committee.
- D. Work alongside church staff to plan and coordinate mission projects for the church.
- E. In coordination with the senior pastor, consider and recommend plans for mission partnerships and mission work.

## Security

**Purpose:** To ensure the security, safety and well-being of all FFBC's members, staff, children, authorized visitors and property.

**Duties:**

- A. Provide security for members and visitors through trained security volunteers and the arrangement of paid security in collaboration with church staff.
- B. Train volunteers to carry out church security plan.
- C. Respond to emergencies to provide necessary assistance.
- D. Protect the church's assets relative to theft, assault, fire and other issues.
- E. Develop and enact procedures for various security initiatives, including fire prevention, severe weather, and active shooter scenarios.
- F. Provide guidance on security measures and security equipment for the church.

## Apartment Management

**Purpose:** To establish policies and procedures related to the church-owned apartments and work in coordination with the Church Administrator in their operation to maintain and advance legal requirements as well as a kingdom purpose.

**Duties:**

- A. Employ a qualified individual as apartment manager to:
  - 1. Advertise vacant apartments for rent as needed.
  - 2. Screen applicants.
  - 3. Collect security deposits.

- 4. Collect rent payments.
- 5. Engage vendors/contractors to perform routine maintenance as necessary.

**B.** Provide oversight related to the performance of the apartment manager, including addressing feedback from tenants.

**C.** Collaborate with apartment manager on any recommendation of the church, or its leadership related to the apartments or their operations.

**B.** Establish rent prices and price policies, including late fees and eviction policies.

**C.** Ensure that monthly bills are paid in a timely way.

**D.** Provide quarterly reports to the Stewardship Committee and Treasurer as requested. Financial accountability is expected.

**E.** Make annual reports to the church conference, including explicit reporting on the financial standing of the apartments as well as reporting related to the material condition of the units.

**F.** Collaborate with the Property & Space Committee and Church Administrator on any non-unit related improvements to the property (e. g. parking lot, building exterior, signage, etc.).

**G.** Ensure all laws and ordinances related to housing at fully kept in both policy and operation.

**H.** Cooperate with church staff and ministry teams on ministry and outreach efforts to apartment tenants.

**Constitution and By-Laws †**

**Purpose:** To prepare and recommend to the church any changes in our present constitution and by-laws.

**Duties:**

**A.** Be familiar with the content and intention of the constitution and by-laws.

**B.** Settle differences of interpretation, should they occur.

**C.** Recommend content for adoption as needed.

**D.** Recommend changes in content or wording which seems desirable in close coordination with the Senior Pastor.

**Money Counting**

**Purpose:** To perform money counting services on the morning following collection.

**Duties:**

**A.** Retrieve the collections deposited into the safe by the Deacon of the week.

**B.** Provide money counting services on the morning following a service where collection is taken and ensure that appropriate steps are taken to make a bank deposit.

**C.** Ensure accurate records of funds received are taken in the manner prescribed by the treasurer or his authorized designee.

**Weekday Education**

**Purpose:** To develop policies for the Weekday Education program and to serve and support the Director as representatives of the church.

**Duties:**

**A.** Determine policies and procedures related to the operation of the church weekday education program in collaboration with the WDE Director. Changes to WDE policy and procedures must be approved by the WDE Committee. Disputes over policy and procedure shall be decided by the pastor or his designee.

**B.** Make recommendations to the Director related to the purchase of furnishings and supplies.

**C.** Work with the Director in preparation of an annual budget, to be approved by the Stewardship Committee (or, alternatively, SC may designate the Church Administrator to act on their behalf).

**D.** Sign off on personnel decisions made by the Director. In the case of hiring, to finalize hiring decisions. In the case of firing, to approve the decision before it is carried out.

**E.** The committee chair shall make an annual report of the church in conference.

**F.** Work to connect the church body to the WDE program through volunteering, service, prayer opportunities, benevolence, and outreach, etc.

**G.** Communicate regularly with church leadership about WDE needs, funding or fundraising needs, etc.

**H.** This committee exists to support the WDE Director, encourage best practices in the program, and connect the church as a whole to the program as supporters, prayer partners, and evangelists. Inasmuch as a goal fits those purposes, it is appropriate for the WDE to engage.

## Ministry Teams

*Ministry teams are teams whose role includes the direction, leadership, policies or planning of a ministry of the church.*

### Transportation

**Purpose:** To monitor the use and maintenance of the church's vehicles.

**Led by:** Chairman

**Duties:**

- A.** Establish policies for the church's vehicle use and maintenance.
- B.** Set up a maintenance schedule so that the vehicles are kept in good condition.
- C.** Advise Church Administrator on necessary insurance.
- D.** Establish and publish a list of regulations for drivers.
- E.** Recruit and train drivers.

### Church History

**Purpose:** To gather and preserve historical records of the church's life.

**Led By:** Chairman

**Duties:**

- A.** Collect and safeguard pertinent records.
- B.** Keep adequate records of current progress.
- C.** Help FFBC members appreciate their church through understanding the past.
- D.** Develop and recommend to the church and policies and procedures regarding its history.
- E.** Occasional work on history projects, particularly around special anniversaries.

### Counseling

**Purpose:** To establish policies for the administration of funds from the counseling account to provide for individuals in need of financial support to either begin or continue counseling.

**Led By:** Discipleship Pastor

**Duties:**

- A.** Create and maintain a standard set of policies by which the pastors may administrate and disburse counseling funds.
- B.** Participate in any efforts to raise funds for counseling support and/or to make the congregation aware of the help available.
- C.** Provide oversight to counseling needs in the event that counseling needs exceed 4 months.

**Church Hosts**

**Purpose:** To plan, carry out, and organize volunteers for church receptions, parties, and fellowship meals.

**Led By:** Chairman

**Duties:**

- A.** Work with church staff to identify hosting needs.
- B.** Maintain the hosts budget to account for annual host needs
- C.** Recruit and include volunteers to aid in the preparation and execution of church events.

**Men’s Ministry**

**Purpose:** To provide fellowship, resources, ministry opportunities, and equipping opportunities to help men grow as men into disciples of Jesus.

**Led By:** Ministry Leader

**Duties:**

- A.** Engage FFBC men in the call to discipleship.
- B.** Identify service opportunities for men in our community, our region, and our world to meet others’ physical and spiritual needs.
- C.** Teach and equip men on matters of manhood, fatherhood, and brotherhood as part of their call to discipleship.
- D.** Support the overall goal and vision of FFBC in discipleship and missions.

**Women By Design**

**Purpose:** To provide fellowship, resources, ministry opportunities, and equipping opportunities to help women grow as women into disciples of Jesus.

**Led By:** Ministry Leader

**Duties:**

- A.** Engage FFBC women in the call to discipleship.
- B.** Identify opportunities for women to serve in our community, our region, and our world to meet other women’s (and all others’) physical and spiritual needs.

**C.** Teach and equip women on matters of womanhood, motherhood, and building up other women as part of their call to discipleship.

**D.** Support the overall goal and vision of FFBC in discipleship and missions.

**WMU**

**Purpose:** To engage women in the Great Commission ministry of the church through the promotion of missions causes and related acts of service.

**Duties:**

**A.** WMU seeks to equip adults, youth, children and preschoolers with mission education to become radically involved in the mission of God by supporting community ministries, leading members in mission opportunities locally, nationally and internationally, organizing volunteer opportunities, praying for missionaries and financially supporting missionaries.

**B.** WMU work to cultivate support for the Lottie Mission Christmas Offering (IMB) and the Annie Armstrong Easter Offering (NAMB).

**Serving Teams and Other Officers/Leaders**

*Serving teams are those teams within the church, organized by either a committee, ministry team, deacons, or pastor/ministry staff member whose function is purely that of service. They are listed here only as a matter of record.*

**55+ Ministry**

**Purpose:** To support the ministry to the 55+ congregants.

**Selected By:** Pastor of 55+

**Duties:** Work with the Pastor of 55+ to organize events, fellowship opportunities,

and initiatives for the upbuilding of that age group at FFBC. This work also includes outreach efforts to that same demographic in Fayette County.

**Audio-Visual**

**Purpose:** Take responsibility for the

operation of audio-visual systems in the church for worship gatherings and events.

**Selected By:** Worship Ministry Leader

**Duties:** This team is led by the FFBC worship leader or pastor to meet A/V needs as needed. They are scheduled by that leader and expected to communicate with him about the church's needs and their availability to serve. Qualified operations should make known their availability for special events in advance.

**Baptism**

**Purpose:** Ensure the provision of facilities and supplies needed for baptism (cleanliness of prep rooms, towels, etc.) and to assist the pastoral team in administering baptisms.

**Selected By:** Discipleship Pastor

**Duties:** Include maintaining the cleanliness of the baptism prep rooms, recommending any needs for baptism to the pastors, being available to assist baptism candidates on the date of their baptism, and arrange for supplies as needed (towels, t-shirts, etc.)

**Greeters and Ushers / Welcome Team**

**Purpose:** Greeters and ushers establish and atmosphere of welcome and warmth as people arrive to church, as well as

make visitors feel informed and at-ease for whatever needs they may have.

**Selected By:** Discipleship Pastor

**Duties:** Duties include opening doors, smiling at and welcoming visitors, assisting those who may have large loads (diaper bags, boxes, handicapped individuals, lots of small children, etc.). They are informed and ready to offer directions to different events and gatherings on campus. They embody "welcome" and "service" at our church and are the first impression of FFBC for all who visit or gather with us.

**ESL Ministry**

**Purpose:** This outreach ministry seeks to teach the English language to internationals so that they may better assimilate into our community by gaining job opportunities and relationships with English speakers. As part of their English education, we also aim to introduce them to Jesus Christ and the fellowship of our church.

**Selected By:** Senior Pastor or Designee

**Duties:** The ESL Ministry prepares lessons and leads classes, seeks to form relationships with the students, assist internationals in feeling at home, report to the church and pastors any progress,

needs, or activities upcoming, and intentionally share the gospel with those in the program. They are also encouraged to recruit church members and church groups to engage in ministry to internationals and to make them aware of opportunities to teach, serve, talk, etc.

### Griefshare

**Purpose:** To provide a safe environment for people who are grieving to process the loss of their loved one in light of the hope of the gospel, truth of Scripture, and fellowship of the church.

**Selected By:** Discipleship Pastor

**Duties:** This group provides help and encouragement for grieving men and women, walking with them on the path towards healing, and providing hope for the future.

### Homebound Meals Ministry

**Purpose:** To prepare and deliver a safe and nutritious hot meal for the homebound members of our community during their time of need.

**Selected By:** Pastor of 55+

**Duties:** This group provides a cooked meal once a month, prepared and packaged for delivery, and hand delivers hot meals to the homebound members (as well as praying for and encouraging

them as opportunities come).

### Lord's Supper

**Purpose:** To assist the pastor and deacons in preparing for and administering the Lord's Supper.

**Selected By:** Senior Pastor or Designee

**Duties:** This group coordinates with church staff in the purchasing and preparation of elements for the Lord's Supper. They also prepare and place elements prior to the service, while arranging for related equipment to be cleaned before and after.

### Media Center

**Purpose:** To manage and promote the church media center and its resources.

**Selected By:** Senior Pastor or Designee

**Duties:** This group manages the media center, assists the acquisition of books and media materials, and processes material for circulation.

## FFBC Committee and Ministry Team Handbook

<b>Other Officers</b>
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Officers Chosen by the Nominating Committee	Chosen by Pastors
Treasurer	Leader, Homebound Meals
Vice-Treasurer	Director, ESL Ministry
Leader, Church Hosts	Leader, Griefshare
Sunday School Director	President, 55+
Parliamentarian	Leader, Women by Design
	Leader, Men's Ministry

Other Officers
WMU – leadership is chosen internally