

FBC Ministry Team Handbook 2019

It is recognized that this Ministry Team Handbook is not all inclusive of ministries at First Baptist Church. There are many ministries which take place without official recognition of the church. The Ministry Team Handbook may be amended and approved by a vote of members at any regular church member meeting. The Constitution and By-Laws for First Baptist Church shall take precedence over the Ministry Team Handbook. Ministry Teams will directly or indirectly support the vision and mission of FBC.

Part I: Ministry Team Selection, Service, and Guidelines

Section 1: Qualifications for service:

All who serve as members of a Ministry Team will meet the following qualifications:

1. They must be a member or associate member in good standing with the church.
2. They must support the church financially.
3. They must support the church by regular attendance at Worship Services.
4. Non-church members may serve with members on a ministry team but may not be officially elected to the team nor serve in a leadership capacity.

Section 2: Terms of service:

1. Unless otherwise stated Ministry Team Members will serve for three-year terms. The terms should be staggered so that each year one third of the team members' terms will expire.
2. Unless otherwise stated Ministry Team Members may serve consecutive terms.
3. Each Ministry Team will select a Team Leader annually and inform the Ministry Placement Team so they may present these leaders to the church at the regularly scheduled December business meeting. The Team Lead may serve consecutive terms unless otherwise stated. The team lead is also considered a member of the team.
4. Unless otherwise stated each ministry team may work with the Ministry Placement Team to recommend new members to the team at the annual December Business Meeting or as needed.
5. As ministry needs of the church change ministry teams may be added to or removed from the list of inactive ministries at any time as deemed necessary by the Leadership Ministry Team and/or the Ministry Placement Team.

Section 3 : Duties:

1. It will be the duty of each ministry team to submit annual budget needs for the new year to the Financial Management Team by October 1st of the current year.
2. All other duties will be specified in the following sections.
3. Ministry teams may submit recommendations, concerning changes in the duties of the team, to the Ministry Placement Team. The Ministry Placement team will review the proposals and present them for approval at a regular church member meeting.
4. Each ministry team is encouraged to present an annual report of activities to the church by the first church member meeting of the year.

5. Members of the following teams are expected to attend the Annual Ministry Team Training Meeting unless providentially hindered. Those who are unable to attend the training should obtain a copy of the Training Handouts and material for self-study.
 - a. Financial Management Ministry Team
 - b. Ministry Placement Team
 - c. Missions Ministry Team
 - d. Property and Facilities Management Ministry Team
 - e. Staff Ministry Team
 - f. Other ministry teams are also welcome to attend.

Section 4: Annual Ministry Team Training Meeting

1. The Annual Ministry Team Training Meeting will be held in January. Members of the Ministry Placement Team will work with the various ministry teams at the meeting in an advisory capacity.
2. At this meeting each ministry team should:
 - a. Discuss their duties and responsibilities.
 - b. Write a vision/mission statement for the upcoming year.
 - c. Set action goals and implementation plans for the upcoming year.
 - d. Review the ministry handbook description and duties and make recommendations for changes to the Ministry Placement Team.

Section 5: Addition of Ministry Teams

1. There must be enough church members interested in serving to adequately staff the ministry.
2. A recommendation must be presented from the Leadership Team or Ministry Placement Team to the church at a regular business meeting for approval and inclusion of new ministry in the handbook.
3. The recommendation must include terms of election and duties.
4. Any new ministry added to the Ministry Team Handbook must be approved by the
5. church.
6. The Ministry Team Handbook may be amended at any church business meeting by a simple majority vote.

Section 6: Pastoral Liaison

1. Each ministry team established by the Constitution and Bylaws and those ministry teams needing annual church approval of members should have a liaison from the Leadership Team. The Leadership Team liaison should be present at the ministry team meetings. When the liaison cannot attend the Ministry Team meetings, the meeting may be conducted with their prior input and approval of the agenda. After the meeting the Team Leader must discuss the results of the meeting so that he is aware of decisions made during the meeting. As much as possible and practical all other ministry teams may have a Leadership Ministry Team Liaison.

Part II. Constitution and By-Laws established Ministry Teams

Section 1: Election, Term of Service or Duties

1. The following ministry teams of FBC are constitutional in nature. The FBC Constitution and By-Laws specifies terms of selection, service, and duties and for the following Ministry Teams and takes priority over the FBC Ministry Handbook. Changes to the Election, Term of Service or Duties requires an amendment of the constitution.
 - a. Leadership Ministry Team
 - b. Ministry Placement Team
 - c. Deacon Ministry Team
 - d. Staff Ministry Team
 - e. Pastoral Search Team as needed

Part III. Other Church Ministry Teams requiring annual FBC Member Approval

Financial Management Ministry Team

A. Election:

1. The Financial Management Ministry Team must consist of a minimum of seven members elected to serve for three-year terms.
2. The chair will serve as church treasurer.

B. Term of Service:

1. A Financial Management Ministry Team member may not serve consecutive terms.

C. Duties:

1. The Financial Management Ministry Team will have supervision over all financial accounts, trusts, and investments held by the church so much as it fits with the overall vision of the church.
2. The Financial Management Ministry Team will develop a proposed annual budget. In the process they will receive needs from the various ministries of the church.
3. The Financial Management Ministry Team will have supervision over the expenditures of the church so much as it fits with the overall vision of the church.
4. The Financial Management Ministry Team will make a monthly financial available.
5. The Financial Management Ministry Team will provide for an independent audit to be conducted once every three years.
6. The Financial Management Ministry Team will submit for church approval all those authorized to sign checks on all accounts.
7. The Financial Management Ministry Team may make changes to the budget not to exceed \$1000 without church approval.
8. All other non-budget expenditures must be approved by the congregation prior to actual expenditure, emergency repairs being the only exception.

Missions Ministry Team

A. Election:

1. The Missions Ministry Team will consist of a minimum of eight members elected for three-year terms.
2. Members should possess a missionary vision, concern for people, ability to gather facts, and analyze data about community needs, ability to work with people, and leadership skills.

B. Term of Service:

1. Members may serve consecutive terms.

C. Duties:

1. Work with the Pastor responsible for Outreach to develop and maintain a yearly program of mission activities that reflect the Great Commission.
2. Work with the Pastor responsible for Outreach to develop and maintain multiple ministries to the Fulton community and beyond in accordance with the Great Commission.
3. Work with other church organizations to develop ways to increase their own ministries.
4. The Missions Ministry Team shall be divided into four sections as outlined in Acts 1:8, each is to work in conjunction with the others to achieve the Great Commission through accomplishing the vision of the Missions Ministry team as a whole while being primarily responsible for educating the church, researching new opportunities, executing mission objectives, directing mission funding, and maintaining communication with current affiliated missionaries in their specific area.

The four sections are as follows:

- a. Jerusalem - This area represents the most local mission efforts, specifically in Fulton and the surrounding area. The Jerusalem team shall include having the responsibility of planning community outreach events to minister the Gospel to Fulton, Callaway County, and the surrounding area.
 - b. Judea- This area represents the next broadest geographic missions focus primarily the state of Missouri.
 - c. Samaria- The represents the third broadest geographic area the remaining United States.
 - d. The end of the earth-The broadest geographic area this represents our international missions focus.
5. Submit budget proposals for mission efforts to the Financial Management Team by October 1st.

Property and Facility Management Ministry Team

A. Election:

1. The Property and Facility Management Ministry Team will consist of seven members.

B. Term of Service:

1. A team member may not serve more than two consecutive terms.

C. Duties:

1. The Property and Facility Management Team will have the actual care of the church property, real and personal, but will have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the church authorizing such action.
2. The team will see that all property is kept in good condition.
3. The team will create and maintain a rotation plan so that each area of the church is reviewed and updated on a regular basis.
4. The team will see that repairs and improvements are made to church property as they see necessary, within the scope of their budget. Emergency needs may be handled at the discretion of the team.
5. They will prepare and submit annual budget needs to the Financial Management Ministry Team.
6. The Property and Facility Management Ministry Team will prepare and submit an annual report on the state of all church properties. The report will be presented at the December business meeting.
7. The team will prepare and maintain a list of needed repairs, maintenance, and improvements that need to be made to church properties and the status of those projects.

Part IV: Other FBC Ministry Teams with Indefinite Terms of Service

Guidelines:

As appropriate each ministry team will yearly pick a team leader or co-team leaders to serve in that capacity and report the name or names to the Ministry Placement Team in November for the upcoming year. The team leader or co-team leaders may serve consecutive terms.

Children's Ministry Leadership Team

A. Election:

1. The Children's Ministry Leadership Team will consist of a minimum of three members selected by the Leadership Team.

B. Duties:

1. Work with the Pastors to formulate and recommend policies for the preschool and children's areas for adoption by the church.
2. Ensure that the facilities are properly and adequately staffed at all times when they are open for use.
3. The team is responsible for staffing the preschool and children's areas during Sunday School, Worship Services, AWANA and other special activities.
4. Make recommendations to the Staff Ministry Team regarding any required paid workers and coordinate supervision of all paid workers that may be hired.

Counting Ministry Team

A. Election:

1. The Counting Ministry Team will consist of a minimum of three members and an alternate selected by the Ministry Placement Team in consultation with the FBC Office Administrator.

B. Duties:

1. The Counting Ministry Team will meet weekly with the FBC Office Administrator to count and record the tithes and offerings received.

Deacon Ministry Team

A: Election:

1. See FBC Constitution and By-Laws Article 5 Ministry Leaders, Section 4 for election and duties of deacons.

B. Duties:

1. Our Deacon Ministry is broken up into seven ministry areas. Each serving deacon, serves in two of these areas.
 - a. Visitation of Homebound
 - b. Hospital Visitation.
 - c. New Visitor Contact
 - d. Baptism/Lord's Supper
 - e. Widow Ministry
 - f. Benevolent
 - g. Missing Member Contact
2. Areas of ministry under a deacon's care should be led and organized by the deacons responsible for those ministries. Teams may also include non-deacon members.
3. Deacon led teams include:

Deacon - Baptism/ Lord's Supper Ministry Team

A. Election:

1. The Baptism/ Lord's Supper Ministry Team will consist of a minimum of three members appointed by the deacons.

B. Duties:

1. The team will make all necessary arrangements for the ordinances of baptism and the Lord's Supper and will render such assistance to the Pastor and to the candidate as may be necessary.

Deacon - Benevolence Ministry Team

A. Election:

1. The Benevolent Ministry Team shall consist of a minimum of three members.

B. Duties

2. The team shall work to develop benevolent ministries to needy populations with the Fulton Area. They shall work with the deacons and pastoral staff to approve benevolence applications and assisting those in need an oversee disbursement of benevolent funds.

Deacon - Homebound Ministry Team

A. Election:

1. The Homebound Ministry Team will consist of a minimum of two members recruited by the deacons.

B. Duties:

1. Visit elderly and shut-in members of the church. Distribute requested literature to elderly and shut-in members of the church.

Decorating Ministry Team

A. Election:

1. The Decorating Ministry Team will be composed of a minimum of three members recruited by the Ministry Placement Team.

B. Duties:

1. This committee will see that the church is decorated properly on any special all church occasion which may call for its decoration.

Funeral Meals/Memorials Ministry Team

A. Election:

1. The Funeral Meals/Memorials Team will consist of a minimum of three members recruited by the Ministry Placement Team.

B. Duties:

1. This team will have the responsibility of ordering flowers for funerals of church members.
2. The team will organize a meal for family members to partake in following the Funeral or Celebration of Life for a church member.
3. The team will work with family members to see if a meal is wanted and recruit church members to provide the food.

Greeters and Ushers Ministry Team

A. Election:

1. The Greeters and Ushers Ministry Team will consist of a minimum of three members recruited by the Ministry Placement Team and/or Pastors:

B. Duties:

1. Oversee the collection the offerings. Ensure that guests and members are welcomed with a personal greeting.
2. Provide for the general comfort and seating of the congregation in all services of worship.
3. Maintain a welcome and information center in a central area of the church and assure that it is staffed with trained individuals both before and after service to answer questions and direct guests.

Helping Hands Ministry Team

A. Election:

1. The Helping Hands Ministry Team will be composed of a minimum of two members recruited by the Ministry Placement Team.

B. Duties:

1. Assist church members and others with repair and maintenance needs on their home or automobile.

Homebound Ministry Team

A. Election:

1. The Homebound Ministry Team will consist of a minimum of two members recruited by the deacons.

B. Duties:

1. Visit elderly and shut-in members of the church.
2. Distribute requested literature to elderly and shut-in members of the church.

Media Center Ministry Team

A. Election:

1. The Media Center Ministry Team will consist of a minimum of two members recruited by the Ministry Placement Team

B. Duties:

1. The members of the Media Center **Ministry Team** will maintain the print and digital resources in the Media Center.

Music Ministry Leadership Team

A. Election:

1. The Music Ministry Leadership Team will be composed of a minimum of three members recruited by the Pastor responsible for music ministry.

B. Duties:

1. They will serve in an advisory capacity to the Pastor responsible for music ministry in regard to the music program.
2. On the occasions when the church lacks a staff member to serve as the Pastor responsible for music ministry they will serve in a consultative role with the search team in the calling of a new Pastor responsible for music ministry.
3. Work with the Pastor responsible for music ministry to train workers and staff audio and visual equipment for Worship Services and special presentations.

New Facilities Ministry Team

A. Election:

1. The New Facilities Ministry Team will consist of a minimum of three members recruited by the Ministry Placement Team

B. Duties:

1. The New Facilities Ministry Team will oversee planning and construction of new church facilities:
2. Work with the Property and Facilities Management Ministry Team to update and remodel existing church facilities.

Safety and Security Ministry Team

A. Election:

1. The Safety and Security members will be recruited by the Leadership Ministry Team liaison to the team in consultation with the other Leadership Ministry Team members.

B. Duties:

1. Maintain appropriate training and certification
2. Provide security at church functions as determined by the Leadership Ministry Team.

Social Ministry Team

A. Election:

1. The Social Ministry Team will consist of a minimum of three members recruited by the Ministry Placement Team.

B. Duties:

1. The Social Ministry Team will plan, develop, and promote social functions and church dinners to encourage member involvement and fellowship.
2. Have oversight and care of the kitchen and equipment.

Technology Ministry Team

A. Election:

1. The Technology Ministry Team will consist of a minimum of three members recruited by the Leadership Ministry Team.

B. Duties:

1. Maintain digital, computer, audio and video equipment for the church.
2. Train church members in the use of digital, computer, audio and video equipment.
3. Ensure proper staffing and operation of equipment during Worship and other special services.
4. The team should record all services.

Transportation Ministry Team

A. Election:

1. The Transportation Ministry Team will consist of a minimum of three members recruited by the Ministry Placement Team.

B. Duties:

1. Maintain church owned vehicles.
2. Work with other ministry teams to provide transportation to special events,
3. Worship services, and other events as needed.

Women's Missionary Union (WMU)

A. Election:

1. The church has two WMU Groups, the Rose Marlowe and Murphy Baptist Women.
2. Membership is open to all women in the church.

B. Duties:

1. The duties and activities shall be determined by the leaders and members of the groups.

Youth Ministry Leadership Team

A. Election:

1. The Youth Ministry Leadership Team will consist of a minimum of three members recruited by the Pastor responsible for Youth Ministry

B. Duties:

1. Work with the Pastor responsible for Youth Ministry to formulate and recommend policies for the youth ministries of the church for adoption by the church.
2. Ensure that the youth ministries are properly and adequately staffed.

Part V: Inactive Ministry Teams

Guidelines:

These teams are inactive do to a lack of need, lack of interested volunteers or because the need they would meet is being met in other ways.

If there is sufficient interest from church members or the Leadership Ministry Team these ministries may be reactivated without church approval.

Adult Ministry Leadership Team

A. Election:

1. The Adult Ministry Leadership Team shall consist of a minimum of three members.

B. Duties:

1. Work with the Leadership Ministry Team to formulate and recommend policies for the adult ministries of the church for adoption by the church.
2. Ensure that the adult ministries are properly and adequately staffed.

Benevolence Ministry Team

A. Election:

1. The Benevolent Ministry Team shall consist of a minimum of three members.

B. Duties

1. The team shall work to develop benevolent ministries to needy populations with the Fulton Area.
2. They shall work with the deacons and pastoral staff to approve benevolence applications and assisting those in need.
3. They shall have charge of the disbursements of the benevolent monies funded annually by the church in the budget.

Body Life Assimilation Team

A. Election:

1. The Body Life Assimilation Team shall consist of a minimum of three members.

B. Duties:

1. Coordinate the visitation and outreach activities of Sunday school classes, youth

through adult.

2. Promote visitation to church-only visitors, community referrals, and other methods of contact.
3. Oversee on-going visitation and witness training.

Christian Moral Concerns Ministry Team

A. Election:

1. The Christian Moral Concerns Ministry Team shall consist of a minimum of three members.

B. Duties:

1. To work with the pastoral staff to keep the church informed concerning moral issues.
2. To inform the church of any moral issues that arise on a local, county, state, and national basis.
3. To work as contact persons with the Christian Life Commissions of the Missouri Baptist Convention and the Southern Baptist Convention, respectively.
4. To recommend to the church actions of response and involvement in response to issues of moral concern.

Church History Team

A. Election:

1. The Church History Team shall consist of a minimum of three members.

B. Duties:

1. Compile and maintain an ongoing historical record of significant church activities and decisions.

Deaf Ministry Team:

A. Election:

1. The Deaf Ministry Team shall consist of a minimum of three members.

B. Duties:

1. Work with the pastoral staff to plan and implement ministries to the hearing impaired members of the church and community.
2. Supply interpreters for Worship Services and other general church activities such as special programs and pageants.

Prayer Ministry Team

A. Election:

1. The Prayer Ministry Team shall consist of a minimum of three members.

B. Duties:

1. Develop, coordinate, and maintain a pastoral staff prayer support team.
2. Coordinate prayer efforts for special ministries and projects.

Prison Ministry Team

A. Election:

1. This Prison Ministry Team shall consist of a minimum of three members.

B. Duties:

1. To enlist and train personnel for the ministry.
2. To actively participate in Bible study at the local prison and jail.
3. To correspond with the prisoners and to help provide spiritual encouragement to those in prison or jail.

Senior Adult Ministry Leadership Team

A. Election:

1. The Senior Adult Ministry Leadership Team shall consist of a minimum of three members.

B. Duties:

1. Work with the Pastor and Leadership Team to formulate and recommend policies for the senior adult ministries of the church for adoption by the church.
2. Ensure that the senior adult ministries are properly and adequately staffed.