



FIRST BAPTIST CHURCH MOUNT STERLING

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Church Business Committees

Operations Manual



FIRST BAPTIST CHURCH MOUNT STERLING

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FIRST BAPTIST CHURCH MOUNT STERLING

Introduction

According to the Robert's Rules of Order, a committee is a polity body of an organization that may act in behalf of the whole assembly or conduct preliminary work to be presented to the entire body for their decision.¹ These standing committees derive their authority to act in a constituted charter that is approved by the church. When a motion is presented to the church from one of these committees for the church to vote, the moderator will say "This comes as a motion from a committee and needs no second." The reason is that under Robert's Rules of Order, the committee representatives of the church made a motion, seconded it, and voted on it within their meeting and now bring it to the larger church body for a full vote.

This operations manual serves as a resource for assisting these committees to effectively function as a ministry of the church. Having a clear plan of organization is nothing new to the church. Check out this event that occurred in the early church as recorded by Luke in Acts 6:1-6:

Now in those days, when the number of the disciples was multiplying, there arose a complaint against the Hebrews by the Hellenists, because their widows were neglected in the daily distribution. Then the twelve summoned the multitude to the disciples and said, "It is not desirable that we should leave the word of God and serve tables. Therefore, brethren, seek out from among you seven men of good reputation, full of the Holy Spirit and wisdom, whom we may appoint over this business; but we will give ourselves continually to prayer and to the ministry of the word." And the saying pleased the whole multitude. And they chose Stephen, a man full of faith and the Holy Spirit, and Philip, Prochorus, Nicanor, Timon, Parmenas, and Nicolas, a proselyte from Antioch, whom they set before the apostles; and when they had prayed, they laid hands on them

It's no surprise that conflict arose in the early church, but there are four keys of church administration that can be drawn from this passage. First, the church has a responsibility for ministry. Second, the church is to select (the Greek word is literally elect) the people to do the job. Third, the individuals selected must meet certain qualifications. Finally, the leaders of the church prayed over these new ministry leaders.

The very next verse from this passage tells us what happened when the church followed the guidance given to them by their leaders, "So the preaching about God flourished, the number of the disciples in Jerusalem multiplied greatly, and a large group of priests became obedient to the faith" (Acts 6:7).

Please know that I have spent personal time in prayer over each person serving in these leadership roles. You are a vital part of the health of our church. I want you to know that my office door is always open to you. If you have questions, concerns, or simply need to know that someone is praying for you, I'm here.

I thank God for you and the role you play in making sure the preaching flourishes, the number of new believers multiplies, and more people are obedient to God's call on their life to serve Him.

Blessings,
Chris Dortch,
Lead Pastor

1. Robert's Rules of Order, revised (Upper Saddle River, NJ: Scott, Foresman, 1990).

2017 Committee Membership

Benevolence Committee

1. NAME (New)
2. NAME (2nd Year)
3. NAME (2nd Year)
4. NAME (3rd Year)
5. NAME (4th Year)

Building & Grounds Committee

1. NAME (New)
2. NAME (2nd Year)
3. NAME (2nd Year)
4. NAME (3rd Year)
5. NAME (4th Year)

Finance Committee

1. NAME (New)
2. NAME (2nd Year)
3. NAME (2nd Year)
4. NAME (3rd Year)
5. NAME (4th Year)

Missions Board/Committee

1. NAME (New)
2. NAME (2nd Year)
3. NAME (2nd Year)
4. NAME (3rd Year)
5. NAME (4th Year)

Personnel Committee

1. NAME (New)
2. NAME (2nd Year)
3. NAME (2nd Year)
4. NAME (3rd Year)
5. NAME (4th Year)

Nominating Committee

1. NAME (New)
2. NAME (2nd Year)
3. NAME (2nd Year)
4. NAME (3rd Year)
5. NAME (4th Year)



General Standing Committee Guidelines

Membership

1. All team members must be members of the church and should be actively involved in fulfilling the church's mission.
2. All team members shall be elected upon recommendation of the Nominating Committee. Should any committee need to add a team member or replace a member (mid-year), they must notify the Nominating Committee. The Nominating Committee shall appoint a church member, approved by the Church Council, to fill that vacancy for a term extending no longer than the next regular election of team members.
3. All team members shall serve a four-year term in their elected position. Upon completion of their four-year term, they are ineligible for re-election on the same committee for a period of one year.
4. All team members will receive a "notice of intent" each year to allow team members an opportunity to gracefully step away from their commitment.
5. The Senior Pastor shall serve as an ex-officio member of all committees.

Leadership & Meetings

1. Each committee will elect a chair and vice-chair annually.
2. Each committee will elect a recording secretary to keep written minutes of its decisions and activities and to file a brief report of its meetings with the church clerk.
3. Election of team officers should be done prior to the new calendar of each year to ensure the function of each team continues without a breakdown between committees.
4. Each committee will be responsible for operating within budget, if applicable, and shall serve in an advisory role in the development of the annual budget. Each committee shall keep a record of all expenditures and submit all receipts to the church offices.
5. Each committee will decide upon regular meeting times and shall meet as often as necessary to fulfill its responsibilities. All team members are expected to attend the meetings or notify the chair if unable to attend. Each team member is expected to contribute and fulfill individual responsibilities to the team.
6. Each committee will be prepared to provide a report to the church at regular business meetings.



FIRST BAPTIST CHURCH MOUNT STERLING

Nominating Committee Charter

Constitution of the Nominating Committee

The Nominating Committee is a standing committee that functions as an integral part of the recruitment of standing committee membership. The primary function of this committee is to prayerfully examine the membership of First Baptist Church Mount Sterling in search of potential candidates to serve on the church's standing committees. This committee works on behalf of the church body to conduct preliminary work to be presented to the church body for their decision.

Membership of the Nominating Committee

1. The Nominating Committee adheres to the policies and procedures as set forth by the Church Constitution & Bylaws and the Church Committees Operations Manual. This includes the length of the term and the election of team officers.
2. The Nominating Committee shall consist of at least five members.
3. The members of the Nominating Committee are nominated by the Church Council and approved by a majority vote at the Annual Church Conference.

Responsibilities of the Nominating Committee

1. The Nominating Committee shall nominate potential candidates for all standing committees to the church body for a majority vote at the Annual Church Conference.
2. The Nominating Committee shall work diligently and prayerfully to ensure that all candidates are active in fulfilling the church's mission. This would include active involvement in both worship services & small groups.
3. The Nominating Committee will send all current committee members a "notice of intent" postcard at the beginning of August each year. The purpose of the "notice of intent" is to allow committee members, if needed, an opportunity to gracefully step away from their committee commitment.
4. The Nominating Committee will work to develop a list of potential candidates during the month of September of each year. The pastoral staff prior to recruitment will review the list of potential candidates.
5. The Nominating Committee will seek to secure nominees from the list of potential candidates during the month of October of each year.
6. The Nominating Committee shall vote upon the list of potential nominees upon completion of securing names for each vacancy. The motion of this vote, the second, and the vote count must be recorded in the team's minutes and submitted to the Church Clerk prior to the Annual Church Conference.
7. The Nominating Committee shall be given the authority to appoint a church member to fill vacancies (mid-year) for a term extending no longer than the next regular election of team members.

Reports of the Nominating Committee

1. The Nominating Committee shall submit their meeting minutes to the Church Clerk prior to the next regularly scheduled church business meeting.
2. The Nominating Committee's preliminary work will be presented in the form of a motion at the Annual Church Conference.



Benevolence Committee Charter

Constitution of the Benevolence Committee

The Benevolence Committee is a standing committee that functions as an integral part of the care for both church members and the community. The primary function of this team is to prayerfully consider the needs of people within the church and the community as they are requested, then to implement a plan to meet those needs if the team feels led to do so. This team works on behalf of the church body and has the authority to meet needs pending funds are available and the team operates within the approved budget.

Membership of the Benevolence Committee

1. The Benevolence Committee adheres to the policies and procedures as set forth by the Church Constitution & Bylaws and the Church Committees Operations Manual. This includes the length of the term and the election of team officers.
2. The Benevolence Committee shall consist of at least five members. It is recommended that at least one deacon serve on this team.
3. The members of the Benevolence Committee are recruited by the Nominating Committee and then approved by a majority vote at the Annual Church Conference.

Responsibilities of the Benevolence Committee

1. The Benevolence Committee shall assist members of the church and the community who are in need of financial assistance. This may include assistance for food, clothing, rent, fuel, electricity, and water or any other area where need has been firmly established.
2. The Benevolence Committee shall vote upon each request for assistance for approval. The motion of this vote, the second, and the vote count must be recorded in the team's minutes and submitted to the Church Clerk.
3. The Benevolence Committee shall be given the authority to meet needs pending funds are available and the team operates within the approved budget.

Reports of the Benevolence Committee

1. The Benevolence Committee shall submit their meeting minutes to the Church Clerk prior to the next regularly scheduled church business meeting.
2. The Benevolence Committee should prepare an annual report that details the number of people that have received assistance, the type of assistance given, the amount spent on assistance, but should not include the names of those who have received assistance.

Benevolence Committee (Continued)

Policies and Guidelines for the Benevolence Committee

1. The Benevolence Committee has the authority to offer assistance in any area where the need has been firmly established.
2. When possible, checks are to be issued directly to the creditor (e.g. landlord, mortgage holder, utility company, etc.) and not to the person requesting assistance.
3. Checks are not to be issued directly to any member of the Benevolence Committee. If a member of the Benevolence Team is in need of assistance, approval must be obtained from the Church Council.
4. Assistance shall be limited to once per year per family. Should a family request additional assistance within the same fiscal year, subsequent requests must be approved with a unanimous vote by the Benevolence Committee (not just majority vote).
5. Priority for assistance shall be given to church members.
6. The Benevolence Committee shall assist non-members and non-attendees who live within the community with the goal of encouraging them to attend First Baptist Church Mount Sterling.
7. Members of the Benevolence Committee and Church Staff may offer assistance to those who are passing through the community. Transient requests for assistance should be limited to one tank of gas, food, and one night lodging in a local hotel, but does not require the team to vote since the need is often immediate.

Procedures for Processing Benevolence Requests

1. Completing the Application
 - a. All benevolence applicants should be directed to pick up the Benevolence Application from the church offices.
 - b. Applicants should complete all information on the appropriate application.
 - c. The completed application should be returned to the church offices upon completion.
 - d. The Benevolence Committee Chair will be notified and e-mailed a PDF of the application.
2. Receiving the Application
 - a. The Benevolence Team Chair should review the application and communicate the need to all team members. Phone calls and E-meetings are acceptable for the Benevolence Team and will likely expedite the process.
 - b. The Benevolence Team should consider alternate means of assistance without using church funds. The Benevolence Team should make sure funds are available through the church offices before proceeding.
 - c. The Benevolence Team should make a motion, second, and vote on each request. Since most requests are time sensitive, as soon as three votes are secured for approval, the chair contacts the church offices. The recording secretary should submit team minutes to the Church Clerk before the following business meeting.
3. Disbursement of Funds
 - a. Upon approval of using church funds to assist the applicant, the chair should contact the church offices to make arrangements for disbursement of funds.
 - b. Time sensitive requests may require check signatures. The church offices will work diligently to ensure that funds are disbursed in an expedient manner.
4. Contacting the Applicant
 - a. Once funds have been confirmed with the church offices, a member of the Benevolence Committee should contact the applicant and inform them of the team's decision. It is strongly recommended that team members do not give out personal phone numbers to applicants. If the applicant is not able to talk at the time of contact, arrange for another call that is more suitable for their schedule.
 - b. If the Benevolence Committee has decided not to assist the applicant or funds are not available, a member of the Benevolence Committee should contact the applicant and inform them of the team's decision. Whenever possible the committee should offer alternate sources of assistance.



Building & Grounds Committee Charter

Constitution of the Building & Grounds Committee

The Building & Grounds Committee is a standing committee that functions as an integral part of the maintenance and care for church properties. The primary function of this team is to work closely with the Facilities Manager to ensure proper maintenance of church facilities, grounds, and vehicles. This team works on behalf of the church body and has the authority to secure maintenance contracts and labor pending the team operates within the approved budget.

Membership of the Building & Grounds Committee

1. The Building & Grounds Committee adheres to the policies and procedures as set forth by the Church Constitution & Bylaws and the Church Committees Operations Manual. This includes the length of the term and the election of team officers.
2. The Building & Grounds Committee shall consist of at least five members.
3. The members of the Building & Grounds Committee are recruited by the Nominating Committee and then approved by a majority vote at the Annual Church Conference.

Responsibilities of the Building & Grounds Committee

1. The Building & Grounds Committee shall work in cooperation with the Facilities Manager to ensure that all church properties are maintained, cleaned, repaired, and ready for use (e.g. buildings, vehicles, grounds, etc.).
2. The Building & Grounds Committee shall work in cooperation with the Facilities Manager to annually review all service contracts to ensure the church is maintaining good stewardship practices for services rendered (e.g. lawn care, custodial services, trash disposal, pest control, etc.).
3. The Building & Grounds Committee shall work in cooperation with the Facilities Manager in securing and signing service contracts.
4. The Building & Grounds Committee shall work in cooperation with the Facilities Manager to maintain up-to-date records of the church's assets.
5. The Building & Grounds Committee shall work in cooperation with the Facilities Manager to schedule quarterly church workdays.

Reports of the Building & Grounds Committee

1. The Building & Grounds Committee shall submit their meeting minutes to the Church Clerk prior to the next regularly scheduled church business meeting.
2. The Building & Grounds Committee shall prepare an annual report that includes the major repairs, improvements, church workdays, and other accomplishments for the Annual Church Conference.



Finance Committee Charter

Constitution of the Finance Committee

The Finance Committee is a standing committee that functions as an integral part of the fiscal administration of the church. The primary function of this team is to provide financial oversight to both the development and management of the church budget. This team works on behalf of the church body and in cooperation with the church staff to develop the preliminary work of an operating budget to be presented to the church body for their approval.

Membership of the Finance Committee

1. The Finance Committee adheres to the policies and procedures as set forth by the Church Constitution & Bylaws and the Church Committees Operations Manual. This includes the length of the term and the election of team officers.
2. The Finance Committee shall consist of at least five members [not including the church treasurer(s)].
3. The church treasurer and assistant treasurer(s) shall be ex-officio members of this committee.
4. The members of the Finance Committee are recruited by the Nominating Team and then approved by a majority vote at the Annual Church Conference.

Responsibilities of the Finance Committee

1. The Finance Committee shall work in cooperation with the Church Council in developing a corporately designed budget of expected receipts and expenditures each year. The Finance Committee and Church Council together form the "Budget Council." Budget requests should be completed by the end of September and the Budget Council shall finalize the proposed budget in October.
2. The Finance Committee and Church Council shall vote on the proposed budget prior to the Annual Church Conference. The motion of this vote, the second, and the vote count must be recorded in the team's minutes and submitted to the Church Clerk prior to the Annual Church Conference.
3. The Finance Committee shall supervise the expenditures of the church in accordance with the approved budget, recommend changes in the budget when necessary, and plan for any other special expenses not otherwise provided for in the budget.
4. The Finance Committee shall be responsible for counting offerings on a weekly basis. It is recommended that no less than three people count offerings.

Reports of the Finance Committee

1. The Finance Committee shall submit their meeting minutes to the Church Clerk prior to the next regularly scheduled church business meeting.
2. The Finance Committee and Church Council's (i.e. Budget Council) preliminary work of the church budget will be presented in the form of a motion at the Annual Church Conference.



Missions Board/Committee Charter

Constitution of the Missions Board/Committee

The Missions Board/Committee is a standing committee that functions as an integral part of extending the mission of the church beyond the walls of the church. The primary function of this team is to provide oversight to short-term mission trips and projects. This team works on behalf of the church body and in cooperation with the church staff to carry out the missions strategy of the church through local, state, national, and international missions. This team will ensure the church fulfills its role as a missions board. The team will also carry out proper governing procedures as outlined by the IRS to ensure the church's tax-exempt status is protected.

Membership of the Missions Board/Committee

1. The Missions Board/Committee adheres to the policies and procedures as set forth by the Church Constitution & Bylaws and the Church Committees Operations Manual. This includes the length of the term and the election of team officers.
2. The Missions Board/Committee shall consist of at least five members.
3. The members of the Missions Board/Committee are recruited by the Nominating Committee and then approved by a majority vote at the Annual Church Conference.

Responsibilities of the Missions Board/Committee

1. The Missions Board/Committee shall work in cooperation with the church staff in developing an annual schedule of short-term mission trips/projects.
2. The Missions Board/Committee shall be responsible for the approval of specific mission team leaders and members for short-term mission trips.
3. The Missions Board/Committee shall be responsible for equipping all mission team leaders prior to short-term mission trips. This training must involve recruitment procedures, fund-raising policies, and other short-term mission trip policies, procedures, and expectations.
4. The Missions Board/Committee shall be responsible for the establishment and enforcement of clear guidelines for all missions participants.
5. The Missions Board/Committee shall make advisory recommendations concerning the area of missions for consideration during the Church Council's strategic planning process.

Reports of the Missions Board/Committee

1. The Missions Board/Committee shall submit their meeting minutes to the Church Clerk prior to the next regularly scheduled church business meeting.
2. The Missions Board/Committee should prepare an annual report that details the number of people that have participated in short-term mission trips, a list and total number of short-term mission trips, and the amount spent on missions (e.g. budget, designated, and any special missions offerings).

Missions Board/Committee (Continued)

Short-Term Mission Trips and Projects Guidelines

1. The Missions Board/Committee shall schedule all short-term mission trips for the upcoming calendar year. The proposed schedule should be submitted to the Church Council prior to the annual strategic planning. The proposed schedule should include dates, the purpose of the mission trip, and the mission trip leader who should already be recruited and secured.
2. Mission projects should be coordinated through small groups whenever possible. Mission projects that are church-wide should be proposed to the Church Council prior to the annual strategic planning.
3. Recruitment of participants for all short-term mission trips should be completed six months prior to departure. This is to allow adequate time for training prior to the mission trip.

Requirements for Short-Term Mission Trip Participants

The following requirements are non-negotiable essentials for participating in a short-term mission trip through First Baptist Church Mount Sterling. These requirements have been established to protect both the participants of short-term mission trips as well as First Baptist Church Mount Sterling as the sending mission agency.

1. Each team member must be a member of First Baptist Church Mount Sterling prior to submitting an application.
2. Each team member must have completed CLASS 101, 102, 103, and 104 prior to the mission trip.
3. Each team member must be actively involved in a First Baptist Church Mount Sterling small group.
4. Each team member must be actively attending worship services at First Baptist Church Mount Sterling.
5. Each team member must submit the First Baptist Church Mount Sterling Mission Trip Application and must receive pastoral approval prior to being added to the team. The Missions Team will inform applicant of approval status.
6. Each team member must attend an orientation meeting as well as any scheduled training meetings prior to the short-term mission trip. The dates for all training meetings will be presented at the orientation meeting for each short-term mission trip. Team training and trip preparation meetings will begin four to six months prior to the trip. Failure to attend at least 80% of the training meetings will forfeit the rights to participate on the trip.
7. Each team member must commit to raising personal funds for the trip. All funds must be submitted to the church offices before any airline tickets will be purchased. Failure to raise funds will forfeit the rights to participate on the trip. However, all funds raised for the short-term mission trip will remain with the missions fund and will not be refunded if the team member is not able to participate in the trip for any reason.

Missions Board IRS Regulations

IRS Regulations: Contributions for a Short-Term Mission Trip

Source: Church & Clergy Tax Guide 2010 Edition: Richard R. Hammar, J.D., LL.M, CPA.

Subject: Are contributions to a local church tax deductible if the donor is the designated participant short-term mission trip?

Answer: "You can claim a charitable contribution deduction for travel expenses necessarily incurred while you are away from home performing services for a charitable organization. However, note that the tax code specifies that no charitable contribution deduction shall be allowed 'for traveling expenses (including amounts expended for meals and lodging) while away from home, whether paid directly or by reimbursement, **unless there is no significant element of personal pleasure, recreation, or vacation in such travel.**" *IRC 170(j)*. This rule also applies to a taxpayer's spouse and children. The purpose of this rule is to deny a tax deduction to persons who perform only nominal services for charity while traveling or who are not required to render services for significant portions of a trip" (Hammar 2010, 407).

IRS Regulations: Contributions Designating a Specific Individual (Short-Term Missionaries)

Source: Church & Clergy Tax Guide 2010 Edition: Richard R. Hammar, J.D., LL.M, CPA.

Subject: Are contributions to a local church tax deductible if the donor designated a particular missionary who is not associated with any mission board or agency?

Answer: "Contributions to a local church designating a particular missionary not associated with any missions board or agency may be deductible if it can be established that the contribution was for the use of a charitable organization (i.e. a church or religious denomination exercises control or supervision over the missionary)" (Hammar 2010, 378).

According to the IRS 1962 ruling, such contributions (stated above) are deductible only if the church "has full control of the donated funds, and discretion as to their use, so as to ensure that they will be used to carry out its functions and purposes." This means that the local church must assume the role of a missions board and implement the kinds of procedures described below with regard to each such missionary. The Supreme Court's decision in the *Davis* case, *Davis v. United States*, 110 S. Ct. 2014 (1991) ensures that contributions to local churches for independent missionaries and short-term "lay missionaries" from one's own church are not tax-deductible without such controls (Hammar, 377-378).

1. Require each missionary to complete a periodic (e.g. quarterly) activity report summarizing all missionary activities conducted for the previous period. This would include services conducted, teaching activities, and any other missionary activities. The summary should list the date and location of each activity.
2. Require the missionary to complete a periodic accounting of the donated funds received from the missions agency. The agency should prepare an appropriate form. The form should account for all dollars distributed to the agency. Written receipts should be required for any expense of more than \$75. This report should indicate the date, amount, location, and missionary purpose of each expense. It can be patterned after the expense report used for business travel. Keep in mind that "religious purposes" includes not only those expenses related directly to missionary activities but also ordinary and necessary travel and living expenses while serving as a missionary.
3. The missions agency must approve each missionary's ministry as a legitimate activity in furtherance of the church's religious mission.
4. Prepare a letter of understanding that communicates these terms and conditions. The agency should specifically reserve the right to audit or otherwise verify the accuracy of any information provided to the church. For example, you may on occasion wish to verify that the activity reports are accurate.
5. Reconcile the expense summaries with the activity summaries. That is, confirm that the expenses claimed on the expense reports correspond with the missionary activities described in the activity reports.

Missions Board IRS Regulations (Continued)

How First Baptist Church Mount Sterling Assumes the Role of a Missions Board

In order to accept donations for the expenses of team members on a short-term missions trip, the IRS requires the church to assume the role of a Missions Board. Listed below are the procedures and requirements to satisfy the IRS regulations and to maintain our tax-exempt status as a non-profit organization.

Pre-Short-Term Mission Trip Procedures:

1. During a team meeting, the Missions Board/Committee will vote to approve any and all mission trips to be taken during the upcoming calendar/fiscal year.
2. At the same meeting of trip approval, the Missions Board/Committee will generate an itinerary for each approved trip. The itinerary is to be submitted to the Church Clerk. Each trip's itinerary must contain the following:
 - a. The missionary services to be conducted (purpose of the trip).
 - b. The teaching activities or other missionary activities to be accomplished.
 - c. The date and location of the trip.
 - d. The trip team members. If the team members are not known at this time, the itinerary must be updated to list team members once they are identified. Both the original itinerary and the updated itinerary must be turned in to the Church Clerk.
3. The Missions Board/Committee Chair should send a letter to the Mission Trip Team Leader (with a copy sent to the Church Clerk) communicating the approval of the trip. This letter should contain the following:
 - a. The letter should state that the trip was approved and an itinerary was established for the trip. A copy of the itinerary should accompany the letter.
 - b. The letter should also remind the team leader that a missionary activity travel log (expense report) of expenses and missionary activities must be kept and that the report indicating this information must be turned in to the Church Clerk within one week of returning from the trip.
 - c. The letter should state that the Missions Board/Committee reserves the right to audit or otherwise verify the accuracy of any information provided to the church.
4. During subsequent team meetings, the Missions Board/Committee will identify trip team members for each of the approved trips. The minutes of the meeting must state the names of the team members and for what trip they are assigned. The trip itinerary must be updated and turned in to the Church Clerk along with the team minutes.

During the Short-Term Mission Trip Procedures:

1. A missionary activity travel log (expense report) will be kept during the mission trip to record the date, amount, location, and missionary purpose of each expense. This log should also list the missionary activity for the day.
2. A member of the mission trip team should be assigned to record the daily expenses and activities during the trip in this log.

Post-Short-Term Mission Trip Procedures:

1. This missionary activity travel log (expense report) should be turned in to the Church Clerk within one week of returning from the trip.
2. The next Missions Board/Committee meeting following the return date of a mission trip, the trip team leader(s) should meet with the Missions Board/Committee to give a report of their activities and expenses. The missionary activity travel log (expense report) should be made available to the Missions Board/Committee at this time.
3. The Missions Board/Committee should review the expense report against the activity noted in the itinerary at this time and should record in the minutes that this review was conducted.
4. The minutes of this meeting along with corresponding documents should be sent to the Church Clerk within one week of the meeting.



Personnel Committee Charter

Constitution of the Personnel Committee

The Personnel Committee is a standing committee that functions as an integral part of the ministries and programs of the church through meeting the staffing needs. The primary function of this team is to provide the proper and appropriate management of the personnel of the church. Their work includes such areas as determining staff needs, employment, salaries, benefits, other compensation, policies, job descriptions, and personnel services. This team works on behalf of the church body to recruit, interview, and hire support personnel.

Membership of the Personnel Committee

1. The Personnel Committee adheres to the policies and procedures as set forth by the Church Constitution & Bylaws and the Church Committees Operations Manual. This includes the length of the term and the election of team officers.
2. The Personnel Committee shall consist of at least five members.
3. The members of the Personnel Committee are recruited by the Nominating Team and then approved by a majority vote at the Annual Church Conference.

Responsibilities of the Personnel Committee

1. The Personnel Committee, in cooperation with the Lead Pastor, shall have the authority to employ or dismiss church employees (with the exception of Pastoral Staff), fill vacancies, and hire additional personnel. This must be done in cooperation with the Finance Team and necessary approvals.
2. The Personnel Committee shall work in cooperation with the Senior Pastor to review and discuss personnel salaries, benefits, expense accounts, and all other compensations. The Personnel Team will make recommendations to the Finance Team for consideration.
3. The Personnel Committee shall work in cooperation with the Lead Pastor in developing and maintaining personnel policies, job descriptions, and personnel services.
4. The Personnel Committee shall review at least annually the efficiency and effectiveness of personnel and the ministry in which they function.
5. Should the Personnel Committee deem it necessary to dismiss an employee and is refused by such employee to leave voluntarily, the Personnel Team must then seek legal counsel to protect the best interest of the church.

Reports of the Personnel Committee

1. The Personnel Committee shall submit their meeting minutes to the Church Clerk prior to the next regularly scheduled church business meeting.
2. The Personnel Committee may be asked to provide an update on hiring staff goals at the Annual Church Conference.

Standing Committees' Agenda & Minutes Instructions

Standing Committee Meeting Agenda:

1. The chair of each standing committee should prepare an agenda for each meeting. The following is a guideline for developing the agenda.
 - a. Include meeting date and time.
 - b. Read and approve minutes from previous meeting.
 - c. Ask for reports from individuals, sub-committees, etc.
 - d. Cover specific unfinished business.
 - e. Cover specific new business.
 - f. Motion to adjourn.
 - g. Close in prayer.
2. Providing an agenda to team members prior to each meeting will help team members be prepared and will also guide the discussion and keep the team on track during meetings. An agenda will also be helpful to the team's recording secretary who is responsible for taking minutes during the meetings.

Standing Committee Minutes of Team Meetings:

1. The recording secretary of each standing committee should record minutes during each meeting. The following information should always be included in the minutes.
 - a. Include meeting date and time at the top of the report.
 - b. Include the first and last names of all team members present at meetings. If team members are not at the meeting, note their names as absent. If non-members of the team are attending, include their first and last name(s) and their purpose in attending.
 - c. Notes on items discussed during the meeting should be brief and specific.
 - d. When a motion is made, write the motion exactly as it was stated. Ask them to repeat if necessary to ensure accuracy. Record who made the motion as well as who seconded the motion. Always include the result of the vote (e.g. majority vote, unanimous vote, etc.).
 - e. If individuals or sub-committees have been formed to carry out specific tasks, record who is assigned and to what task(s) they were assigned.
 - f. If any documents, brochures, or handouts were used during the meeting, copies of those should be included with the minutes.
 - g. Unless otherwise noted, submit your minutes prior to the next church business meeting to the Church Clerk.



Glossary

Ad-Hoc

Formed, arranged, or done for a particular purpose only. For example, an ad-hoc meeting is not a standing meeting, but rather a stand-alone meeting for a specific purpose. Likewise, ad-hoc committees can be formed for a specific purpose and are disbanded once the purpose is accomplished. Ad-hoc committees are often called a "Task Force."

Bylaws

The bylaws focus on the rights and privileges of the members, the responsibilities and powers of church officers, and the general rules for how the church will conduct business.

Charter

A charter is a formal document that gives a title, defines the principal function, grants the group authority to act, details the duties they will perform, and holds the group accountable with reports to the church.

Committee

A committee is a polity body of an organization that may act on behalf of the whole assembly or conduct preliminary work to be presented to the entire body for their decision.

Constitution

A constitution is a definitive statement of the name, location, doctrinal purpose, and rules of conduct of the church.

Councils

A council is an advisory group that usually provides assistance to a particular ministry department's leader. They assist leaders in doing their work. Councils are formed by interest and need. Members are allowed to serve as long as their interest and effectiveness last.

Ex-officio

An ex-officio member is a member of a body (e.g. board, committee, council, etc.) who is part of the group by virtue of their position or status. For this reason, they are not elected to be members of the body, but are members so long as they hold their particular position or status.

Ministry Teams

Not all teams in a church act in matters of polity. Ministry Teams are often task-oriented as opposed to polity-oriented groups. Membership for these teams are often recruited from within the ministry department/team itself.

Polity

Polity is a "form of government of a nation, state, church, or organization." Polity-oriented groups are decision-making groups that reflect the church's philosophy of conducting ministry.



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First Baptist Church Mount Sterling exists to love Christ and others,
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