

## **BUSINESS MEETING SCHEDULE PROPOSAL**

### **Current Reading:**

#### **Section 2 Regular Business Sessions**

Regular business sessions shall be held on the third Sunday night of each month. Should there be any unusual business or matter of unusual interest to be brought before such regularly monthly session, notice shall be given the membership by mail one week prior to the session.

### **Change to:**

#### **Regular Business Session**

Regular business sessions shall be held quarterly during the months of September, December, March, and June. Should there be any unusual business or matter of unusual interest to be brought before the regular quarterly session, notice shall be given to the membership through normal publications, media, and/or announcements one week prior to the session.

## **COMMITTEE RESTRUCTURING PROPOSAL**

### **Current Reading:**

#### **V. Standing Committees**

The Standing Committees of the First Baptist Church shall be responsible for various areas of the church life and shall assume their duties on September 1 (except as noted) for a term of one year (except as noted). Chairman of the committees shall be named as a part of nominations or appointments. Any committee may bring to the church recommendations concerning its area of service. Since the pastor is a member of the Church Council and an ex-officio member of every other team, he shall be informed as to the nature of all recommendations before they are presented to the church. All committee members, all church officers, and all officers in organizations related to First Baptist Church shall have been members in full standing of the First Baptist Church of Summit, Mississippi for at least one (1) year.

### **Change to:**

#### **V. Ministry Teams**

The members of the Ministry Teams of the First Baptist Church shall be responsible for various areas of the church life and shall assume their duties on September 1 (except as noted) for a term of three (3) years (except as noted). Leaders of the teams shall be named by the Ministry Teams Selection Committee. Any team may bring to the church recommendations concerning its area of service. Since the pastor is a member of the Church Council and an ex-officio member of every other committee, he shall be informed as to the nature of all recommendations before they are presented to the church. All team members, all church officers, and all officers in organizations related to First Baptist Church shall have been members in full standing of the First Baptist Church of Summit, Mississippi for at least one (1) year.

### **Current Reading:**

#### **Section 1 Church Council**

a. Personnel: To consist of all paid ministers (i.e., Pastor, Minister of Music and Education, Minister of Youth and Activities) Sunday School Director, Discipleship Training Director, Brotherhood Director, W.M.U. Director, Chairman of Deacons and Treasurer, with the Pastor serving as Chairman.

b. Duties: To coordinate the work of the various organizations, preparing a calendar of activities for the work of

the church for distribution to the membership; to project goals and means of achieving the purposes of the church, i.e., to have effective worship; to win the lost, to teach the disciples, and to minister to the needy; and to evaluate the results of the church program.

**Change to:**

**Church Council (COMPOSITION CHANGE ONLY)**

a. Personnel: To consist of the Pastor, Church Administrator, Chairman of Deacons, Men's Ministry Coordinator, and Women's Ministry Coordinator with the Pastor serving as Chairman.

b. Duties: To coordinate the work of the various organizations, preparing a calendar of activities for the work of the church for distribution to the membership; to project goals and means of achieving the purposes of the church, i.e., to have effective worship; to win the lost, to teach the disciples, and to minister to the needy; and to evaluate the results of the church program.

**Current Reading:**

**Section 2 Committee on Committees**

a. Personnel: To consist of two active deacons and one wife of an active deacon and two members to be selected by the active deacons during their February session and to be approved by the church in the month of February. There shall be no husband and wife combination or ministers' wives on the committee on committees. (Active deacons shall mean deacons in active service at the time of election to this committee.)

b. Duties: To nominate the members of all committees, except the committee on committees; to be responsible for the action of each committee and if any duly appointed committee or committee member fails to function properly, to replace any person or persons so that the committee may function properly and in accordance with its duties. The duties of this committee will begin upon election by the church and will continue until a new committee is elected.

**Change to:**

**Ministry Teams Selection Committee**

a. Personnel: To consist of two active deacons and one wife of an active deacon and two members to be selected by the active deacons during their February session. There shall be no husband and wife combination or ministers' wives on the Committee on Ministry Teams. (Active deacons shall mean deacons in active service at the time of election to this team.)

b. Duties: To select the members of the **Servant Leaders** Selection Committee by the month of April and the members of all other Ministry Teams by August. The **Servant Leaders** Selection Committee shall be announced to the Church in the June Business session and the teams shall be announced in the September business session. The Ministry Teams Selection Committee is to be responsible for the action of each team and if any duly appointed team or team member fails to function properly, to replace any person or persons so that the team may function properly and in accordance with its duties. The duties of this committee will begin upon their selection by the deacons and their agreement to serve.

**Current Reading:**

**Section 3 Nominating Committee**

a. Personnel: To consist of five members nominated by the committee on committees in the month of April and presented to the church no later than the church business session in the month of April.

b. Duties: To nominate all general church officers; to nominate leaders for the church organizations and to present them to the August business session. Organizational heads will then become a part of the Nominating Committee. The duties of this committee will begin upon election by the church and will continue until a new committee is elected.

**Change to:**

**Servant Leaders Selection Committee**

a. Personnel: To consist of five members selected by the Ministry Teams Selection Committee in the month of April and announced in the June business session.

b. Duties: To select members to fill all church ministry positions by the end of the month of August. Those positions shall be announced on the **Servant Leaders** Report in the September business session. The duties of this committee will begin upon their selection and agreement to serve.

**Current Reading:**

Section 4 **Constitution and By-Laws Committee**

a. Personnel: To consist of three members.

b. Duties: To keep the Constitution and By-Laws under study; and to recommend changes as needed, to meet annually.

**Change to:**

**Constitution and By-Laws Ministry Team (NAME CHANGE ONLY)**

a. Personnel: To consist of three members.

b. Duties: To keep the Constitution and By-Laws under study; and to recommend changes as needed, to meet annually.

**Current Reading:**

Section 5 **Stewardship Committee**

a. Personnel: The Administrative Ministry Team shall meet each month, usually on the first Sunday night, to review the finances of the church. The team shall consist of two active deacons and three other individuals from the church membership at large..

b. Duties: To promote stewardship through suggestion of goals and methods by the Church Council; to evaluate budget requests and present a church budget for the calendar year to the deacons and to the church for revision recommendations by the month of November and to the church for adoption at the December business session; to audit the church financial records at least annually; to review recommendations for adjustments to the budget and recommendations for expenditures not specifically authorized in the budget . (Any committee or individuals requesting alteration of the budget or further expenditures should refer them to the Stewardship Committee at least one week prior to the business session so this committee may report on how adoption would affect the church finances.)

**Change to:**

**Administrative Ministry Team**

**(COMBINATION OF STEWARDSHIP AND PERSONNEL)**

a. Personnel: The Stewardship Committee shall meet each month, usually on the first Sunday night, to review

the finances of the church. The Committee shall consist of two active deacons and three other individuals from the church membership at large.

b. Duties: To promote stewardship through suggestion of goals and methods by the Church Council; to evaluate budget requests and present a church budget for the calendar year to the deacons and to the church for revision recommendations by the month of November and to the church for adoption at the December business session; to audit the church financial records at least annually; to review recommendations for adjustments to the budget and recommendations for expenditures not specifically authorized in the budget . (Any committee, team or individuals requesting alteration of the budget or further expenditures should refer them to the Stewardship Committee at least one week prior to the business session so this committee may report on how adoption would affect the church finances.) To assist the church in matters related to employed personnel. Its work includes such areas as seeking and nominating personnel for the church, other than the ministerial staff; job descriptions, salaries, benefits, staff needs, and personnel services.

**Current Reading:**

**Section 6 Properties Committee**

a. Personnel: To consist of at least five members including a majority of men but at least one woman.

b. Duties: To guarantee the maintenance of all church properties for ready use; to make recommendations concerning modification and use of properties.

**Change to:**

**Properties Ministry Team**

**(COMBINATION OF PROPERTIES AND TRANSPORTATION)**

a. Personnel: To consist of at least five members including a majority of men but at least one woman.

b. Duties: To guarantee the maintenance of all church properties for ready use; to make recommendations concerning modification and use of properties. To insure that all church owned vehicles are maintained economically and are ready for use. Set standards for usage, practice, operations, policies and recommend budget to cover church transportation.

**Current Reading:**

**Section 7 Benevolence Committee**

a. Personnel: To consist of at least one deacon, one WOM Officer concerned with mission action, and one other individual chosen from the membership of the church.

b. Duties: To perform acts of benevolence to persons in need in the name of Christ and His Church. These needs may be physical, social, or mental. Any gift over \$250.00 must be approved by the church.

**Change to:**

**Eliminate Section 7 Benevolence Committee**

Duties will be accomplished by Staff Ministers.

**Current Reading:**

**Section 8 Usher Committee**

a. Personnel: To consist of at least twelve men of the church, and as many more as deemed essential in accord

with the growth of the church and activities demanded.

b. Duties: To greet members and visitors to the Church services; to distribute bulletins and other special materials; to assist in parking of automobiles as needed; to provide needed seating; to maintain proper temperature in the church; to receive the tithes and offerings during worship services; to perform other services as required in maintaining an atmosphere conducive to worship.

**Change to:**

Eliminate Section 8 **Usher Committee**

Ushers will be listed on the Servant Leaders Report.

**Current Reading:**

Section 9 **Preschool Committee**

a. Personnel: To consist of the Preschool Sunday School Division Director, one deacon, and at least three others members related in some way to the Preschool Ministry of the church.

b. Duties: To see that Preschool facilities are open, properly equipped, and adequately staffed for all worship services and special functions approved by the church; to sponsor the spiritual and social growth of Preschool children and when possible that of the parents; to make necessary recommendations to the church regarding the Preschool children.

**Change to:**

Section 9 **Preschool Committee**

Combine with Children's. See Section 21.

**Current Reading:**

Section 10 **Church History Committee**

a. Personnel: To consist of Church Clerk and four other members.

b. Duties: To collect and safe-guard all the records that can be found; assure the making and keeping of adequate records of current progress, and help the members appreciate their church through an understanding of its past. Materials such as, and including, the following should be preserved in an organized fashion; (1) legal papers and records, (2) minutes, (3) membership records, (4) financial records, (5) reports and records of organizations, (6) church publications, (7) Associational and Convention records and annuals and (8) pictures and miscellaneous materials of the history of the church in its various phases of development.

**Change to:**

Eliminate Section 10 **Church History Committee**

**Current Reading:**

Section 11 **Library Committee**

a. Personnel: To consist of five members.

b. Duties: To order, mark, and catalogue books, magazines, and other literature as directed by the church; to maintain the church library in orderly and usable condition; and to care for any visual or audio-aids the church may possess.

**Change to:**

Eliminate Section 11 **Library Committee**

Duties will be accomplished by Librarian and helpers to be listed on the Servant Leaders Report.

**Current Reading:**

Section 12 **Flower Committee**

- a. Personnel: To consist of three members.
- b. Duties: To be responsible for securing, arranging, and disposing (either by other members, a florist, or themselves) of floral arrangements for church services, to provide flowers for the bereaved in the event of a member's decease; and to care for special floral arrangements at the direction of the Church.

**Change to:**

Eliminate Section 12 **Flower Committee**

Flower placements can be arranged through the church office.

**Current Reading:**

Section 13 **Hostess Committee**

- a. Personnel: To consist of five members.
- b. Duties: To prepare facilities, make necessary arrangements, secure adequate provisions, and offer constructive suggestions for any organizational or church-wide function when called upon for such assistance. This committee shall be responsible for directing the social functions of the church and recommend policies for the use of church facilities for social functions. The chairman will serve as an ex-officio member of the Kitchen Committee.

**Change to:**

Section 13 **Hostess Ministry Team  
(COMBINATION OF HOSTESS AND KITCHEN)**

- a. Personnel: To consist of ten members.
- b. Duties: To prepare facilities, make necessary arrangements, secure adequate provisions, and offer constructive suggestions for any organizational or church-wide function when called upon for such assistance. This committee shall be responsible for directing the social functions of the church, recommending policies for the use of church facilities for social functions, and formulating policies of the kitchen and communicating these policies to the church members.

**Current Reading:**

Section 14 **Recreation Committee**

- a. Personnel: To consist of five members.
- b. Duties: To discover the recreational interests and capabilities of the membership; to coordinate the total recreational program of the church; to assist organizational leaders with specific recreational projects; to plan, promote, and direct those recreational activities not directly sponsored by a specific organization to guarantee that all recreational activities are consistent with Christian principles that they contribute to the ultimate objectives of the church; and to recommend necessary equipment in accord with the development of the church.

**Change to:**

Eliminate Section 14 **Recreation Committee**

Duties will be accomplished by Ministry Teams in the ministry area recreation needed.

**Current Reading:**

Section 15 **Music Committee**

Personnel: To consist of six members.

Duties: To plan, coordinate and evaluate the Music Program of the church. The Minister of Music will be an ex-officio member of the committee.

**Change to:**

Eliminate Section 15 **Music Committee**

Duties will be accomplished by Choir Officers.

**Current Reading:**

Section 16 **Youth Committee**

Personnel: To consist of five adult members.

Duties: To plan, coordinate and evaluate the Youth Programs of the church. The Minister of Youth will be an ex-officio member of this committee.

**Change to:**

**Student Ministry Team  
(COMBINATION OF YOUTH AND COLLEGE)**

Personnel: To consist of five adult members.

Duties: To plan, coordinate and evaluate the programs of the church that relate to ministry to Youth and College. The Minister of Students will be an ex-officio member of this team.

**Current Reading:**

Section 17 **Kitchen Committee**

a. Personnel: To consist of three members.

b. Duties: The Kitchen Committee is responsible for formulating policies of the kitchen and communicating these policies to the church members.

**Change to:**

Combine with Hostess. See Section 13.

**Current Reading:**

**Personnel Committee**

a. Personnel: To consist of five members.

b. Duties: To assist the church in matters related to employed personnel. Its work includes such

areas as seeking and nominating personnel for the church, other than the ministerial staff; job descriptions, salaries, benefits, staff needs, and personnel services.

**Change to:**

Combine with Stewardship and change name to Administrative. See Section 5.

**Current Reading:**

Section 19     **Counting Committee**

- a. Personnel: To consist of six members.
- b. Duties: To be responsible for the timely counting and depositing all monies collected by the church and furnishing records of those deposits to the church secretary. Their duties must be fulfilled with a minimum of three members present.

**Change to:**

Section 19     **Counting Ministry Team (NAME CHANGE ONLY)**

- a. Personnel: To consist of six members.
- b. Duties: To be responsible for the timely counting and depositing all monies collected by the church and furnishing records of those deposits to the church secretary. Their duties must be fulfilled with a minimum of three members present.

**Current Reading:**

Section 20     **Evangelism Committee**

- a. Personnel: To consist of five members.
- b. Duties: To (1) plan evangelism events that will involve the church in evangelism activities within the church community; (2) maintain a file of evangelism prospects; (3) recommend methods of utilizing the church's resources and facilities in effective evangelism programs; (4) emphasize and publicize the church's evangelism efforts and report on committee activities at least twice each year.

**Change to:**

**Evangelism Ministry Team  
(COMBINATION OF EVANGELISM AND MISSIONS)**

- a. Personnel: To consist of five members.
- b. Duties: To (1) plan evangelism events that will involve the church in evangelism activities within the church community; (2) maintain a file of evangelism prospects; (3) recommend methods of utilizing the church's resources and facilities in effective evangelism programs; (4) emphasize and publicize the church's evangelism efforts and report on committee activities at least twice each year. To coordinate all mission activities involving church members; said activities to include, but not be limited to; (1) at least one major church wide mission trip each year (construction or other); (2) local mission projects as needed, such as; providing assistance to needy families in repairing homes, securing furniture, clothes, food, etc.; (3) other projects, such as; backyard Bible studies, handing out tracts, assisting with community wide mission activities or revivals.

**Current Reading:**

Section 21     **Children's Committee**

a. Personnel: To consist of five members.

b. Duties: To plan, coordinate and evaluate and publicize the children's program of the church. The committee will report on committee activities at least twice each year.

**Change to:**

**Section 21 Children's Ministry Team  
(COMBINATION OF CHILDREN'S AND PRESCHOOL)**

a. Personnel: To consist of five members.

a. To see that children's facilities are open, properly equipped, and adequately staffed for all worship services and special functions approved by the church; to sponsor the spiritual and social growth of children and when possible that of the parents; to make necessary recommendations to the church regarding the children. To plan, coordinate and evaluate and publicize the children's program of the church.

**Current Reading:**

**Section 22 New Member Committee**

a. Personnel: To consist of five members including at least one active deacon.

b. Duties: To insure that all new members are securely enjoined into the fellowship by (1) developing and insuring timely delivery of new member information packets; (2) introducing and honoring all new members at church-wide fellowship or reception within three months of their joining; (3) assisting new members in finding positions of service and support through the programs and organizations of the church; and (4) assist Staff with conducting the new member orientation and assimilation class as needed.

**Change to:**

Eliminate Section 22 **New Member Committee**  
Include on Servant Leaders Report as Decision Encouragers.

**Current Reading:**

**Section 23 Security Committee**

a. Personnel: To consist of five members including at least one member of the properties committee.

b. Duties: To insure that the church properties and facilities are secure by (1) analyzing and testing all security systems including locks, lights, alarms, signs, etc.; (2) arrange for building closure and shut down after usage.

**Change to:**

Eliminate Section 23 Security Committee and include on Ministry Positions as Security.

**Current Reading:**

**Section 24 Audio-Visual Committee**

a. Personnel: To consist of five members.

b. Duties: To be responsible for the maintenance of the audio-visual equipment and arrange for the operation of that equipment and lighting during regular and special worship services and other church-wide programs.

**Change to:**

Section 24 **Audio-Visual Ministry Team (NAME CHANGE ONLY)**

- a. Personnel: To consist of five members.
- b. Duties: To be responsible for the maintenance of the audio-visual equipment and arrange for the operation of that equipment and lighting during regular and special worship services and other church-wide programs.

**Current Reading:**

Section 25 **Transportation Committee**

- a. Personnel: To consist of five members.
- b. Duties: To insure that all church owned vehicles are maintained economically and are ready for use. Set standards for usage, practice, operations, policies and recommend budget to cover church transportation.

**Change to:**

Combine with Properties and Insurance. See Section 6.

**Current Reading:**

Section 26 **Insurance Committee**

Personnel: To consist of 5 adult members.

Duties: (1) To ensure that all church buildings, vehicles, properties and contents are adequately insured against loss and liability claims. (2) To meet annually with insurance agents to tour the church facilities to ensure all facilities are properly insured and equipped with proper safety equipment, signs, etc. (i.e. fire extinguishers, exit signs, etc.) (3) To receive annual bids on costs to ensure adequate rates, and gain church approval of selected bid. (4) To make and maintain a comprehensive inventory (written and video) of all contents for appraisal purposes in case of loss due to fire, water, theft, etc.

**Change to:**

Section 26 **Insurance and Safety Ministry Team (NAME CHANGE ONLY)**

a. Personnel: To consist of five members.

Duties: To ensure that all church buildings, vehicles, properties and contents are adequately insured against loss and liability claims. To meet annually with insurance agents to tour the church facilities to ensure all facilities are properly insured and equipped with proper safety equipment, signs, etc. (i.e. fire extinguishers, exit signs, etc.) To receive annual bids on costs to ensure adequate rates, and gain church approval of selected bid. To make and maintain a comprehensive inventory (written and video) of all contents for appraisal purposes in case of loss due to fire, water, theft, etc.

**Current Reading:**

Section 27 **Long Range Planning Committee**

Personnel: The committee shall consist of nine members serving staggered nine year terms. The pastor and the chairperson of the Building and Grounds Committee shall serve as ex-officio members of the committee.

Duties: The Long Range Planning Committee shall be responsible to the church for formulating and maintaining a ten (10) year plan that meets the needs of First Baptist Church, Summit. This plan shall include facilities, parking, land, staffing and technology. The plan shall be a continuing work in progress. When plans

are formulated by the committee, they shall be presented to the church for approval. If approved by the church, the plans shall then be presented to the appropriate committee of the church for implementation.

**Change to:**

**Section 27 Long Range Planning Team (NAME CHANGE ONLY)**

Personnel: The committee shall consist of nine members serving staggered nine year terms. The pastor and the chairperson of the Facilities Ministry Team shall serve as ex-officio members of the committee.

Duties: The Long Range Planning Team shall be responsible to the church for formulating and maintaining a ten (10) year plan that meets the needs of First Baptist Church, Summit. This plan shall include facilities, parking, land, staffing and technology. The plan shall be a continuing work in progress. When plans are formulated by the team, they shall be presented to the church for approval. If approved by the church, the plans shall then be presented to the appropriate Ministry Team of the church for implementation.

**Current Reading:**

**Section 28 Missions Committee**

Personnel: To consist of five members

Duties: To coordinate all mission activities involving church members; said activities to include, but not be limited to; (1) at least one major church wide mission trip each year (construction or other); (2) local mission projects as needed, such as; providing assistance to needy families in repairing homes, securing furniture, clothes, food, etc.; (3) other projects, such as; backyard Bible studies, handing out tracts, assisting with community wide mission activities or revivals. To work with the evangelism committee in carrying out evangelism activities.

**Change to:**

Combine with Evangelism. See Section 20.

**Current Reading:**

**Section 29 College Committee**

Personnel: To consist of five adult members and one college student.

Duties: To plan, coordinate and evaluate the College Programs of the church. The Minister of Students will be an ex-officio member of this committee.

**Change to:**

Combine with Youth and be named Student. See Section 16.