

Rotating Committees – These committees consist of varying numbers depending on the needs of the individual committees. On rotating committees the person listed at the top of the list will serve as chairperson of this committee. This chairman will roll off the committee the following year and the remaining committee members will move up one slot with the person who moves to the top being the chairperson for the upcoming year. At this same time a new person is recommended to fill the bottom position. Even though members understand that they are volunteering for at least 3 years on these committees, it is important that each person on this committee be contacted before their name is resubmitted for the upcoming year.

Non-Rotating Committees -- These committees can consist of varying numbers depending on the needs of the individual committees. The top person listed on these committees will serve as chairperson on this committee. Committee members will be reviewed yearly to meet the needs of the church.

A list of committees/positions/offices and their duties will be supplied by church office.

Articles & By-laws Committee

Appointed by: Nominating Committee

Rotating Committee

Duties and Responsibilities

1. The Articles & By-laws are written to direct the development of our leaders and members in the areas of proper attitude and behavior to work harmoniously along side of and in cooperation with each other.
2. The Articles and By-laws of this church will not be changed while the church is without a pastor.
3. This committee should meet at the beginning of each church year to read, study, and discuss these by-laws and make any recommendations to the church for updates or changes.

Association Executive Committee

Appointed by: Committee on Committees

Non-Rotating Committee

Duties & Responsibilities

1. This committee should consist of at least two members of the church who will serve as voting members of the Executive Committee to attend quarterly meetings of the Association.
2. This committee should also include any FBC members who serve on the Board of Directors of the Covington County Association.
3. These committee members must agree to attend the association meetings, vote in good faith for the church, and bring announcements that would be pertinent to our congregation from the meetings back to the church.
4. This committee acts as FBC's representative as the association works in the following areas:
 - a. Church Development – Equipping and assisting churches in their Kingdom work
 - b. Mission Action – Hands-on participation in mission work near and far
 - c. Christian Social Ministries – Meeting human needs in our area

Baptismal Committee

Appointed by: Committee on Committees

Non-Rotating Committee

Duties & Responsibilities

1. Make sure baptismal pool is ready for the day of baptisms (double check with custodians)
2. Make sure there are plenty of towels for people being baptized
3. Lay out plastic for those coming out of pool to step onto
4. Assist males & females in assuring they know where to go and get changed
5. Talk with people being baptized about the process of being baptized (what will happen before and after)
6. After baptisms are complete you will usually need to mop up standing water down the steps and into the fellowship hall.
7. Take care of washing the church towels and replacing them afterwards
8. Make sure that the office has a list of the people being baptized (at least by Wed)
9. Have someone clear stage area before baptisms and return podium for church service

Bereavement Committee

Appointed by: Committee on Committees

Non-Rotating Committee

Duties & Responsibilities

1. This committee is responsible for coordinating meals for church families during the loss of a loved one.
2. Someone on this committee is responsible for contacting the family involved to get the wishes of the family and decide what arrangements can be made to assist the family.
3. This committee should offer the church fellowship hall as an option for location for meal.
4. This committee is also responsible for scheduling servers when the church serves the family meal in the fellowship hall.
5. This committee should strive to include all church members whenever possible in this ministry.
6. In situations where there will be an extensive number of people to feed, the committee can request that the church purchase the meat.

Budget & Finance Committee

Appointed by: Nominating Committee

Rotating Committee

Duties and Responsibilities

1. Establish a clear Biblical basis in handling the financial resources provided by God
2. This committee will consist of the church treasurer, assistant church treasurer, and at least 3 church members that rotate.
3. Members should be dedicated to the work of the church, have good business ability and show a willingness to devote the necessary time and effort to serve on this committee.
4. Members will be voted on by the church congregation annually.
5. This committee develops and recommends an annual church inclusive budget indicating by items the amount needed for all expenses.
6. This committee considers financial input from all departments of the church.
7. This committee will approve/disapprove recommendations from the personnel committee for all staff salaries.
8. Present annual budget to the church for final approval
9. Meet monthly and review monthly reports submitted by the church treasurer to include explanations for unusual cost of activities related to church functions
10. Present monthly reports to church congregation at monthly business meetings. Answer any questions from church members about the church financial reports.
11. The church fiscal year shall begin on January 1 and end on December 31.
12. Comply with increasing federal and state government guidelines in operating non-profit organizations
13. Help members see ministry needs of the church
14. Review and monitor designated funds/accounts
15. Review annual contribution reports for distribution to church members
16. Review property and liability insurance policies annually or when needed
17. Review and monitor church credit/debit card usage

Building & Grounds Committee

Appointed by: Committee on Committees

Non-Rotating Committee

Duties and Responsibilities

1. This committee consists of a varying number of church members and should include the church custodian if possible.
2. This committee is in charge of all new building projects, building & grounds improvements, and large maintenance projects.
3. All projects must be presented to this committee in writing before any project is started and B & G Committee should be given time to discuss the proposed project.
4. This committee should be informed in writing by custodians or church members of any needed repairs.
5. This committee should work closely with the custodians to establish a maintenance schedule and housekeeping schedule
6. Coordinate with contractors or church members the minor electrical, plumbing, and equipment repairs
7. Make sure church office is made aware of projects that are planned to prevent scheduling problems
8. Make recommendations to church concerning new equipment, repairs, or new projects that need to take place.
9. Each committee should know where to locate all electrical boxes, water cut-offs, sewer outlets, heating & cooling controls, etc.
10. Make recommendations to custodial staff on additional cleaning or maintenance jobs
11. At beginning of each church year a time should be scheduled with custodians to look over church so each committee member is aware of electrical, plumbing, & heating areas.

Committee on Committees

Appointed by: Nominating Committee

Rotating Committee

Duties and Responsibilities

1. The purpose of the Committee on Committees is to select, enlist, and nominate persons to serve on church committees.
2. The Committee on Committees helps reduce a large work load for the Nominating Committee.
3. This committee should review committee policies and procedures and make recommendations to the church.
4. This committee should review committee duties and make recommendations for revisions to the church. Generally committee duties do not change from year to year. But, often new committees are added, some are combined with other committees and some are deleted. The Committee on Committees should have responsibility for studying and recommending these changes annually to the church.
5. This committee should select, enlist, and nominate members and present them to the church for approval for the upcoming church year. Using the rotation system, there is only one slot to fill per committee per year on the Rotating Committees unless another slot is vacated due to resignation, death, or leaving church.
6. This committee consists of 4 or more church members.
7. This committee should be presented to the church by the newly elected Nominating Committee during the June regular business meeting to allow the committee ample time to complete duties.
8. This committee will present to the church at the August business meeting the committees for the upcoming church year. *(This list should be in the church office AT LEAST one week before business meeting.)*
9. The Committee on Committees must contact each person individually that serves on a committee. This also includes contacting the returning committee members.
10. If vacancies occur during the church year on committees it is the duty of the Committee on Committees to fill these vacancies and present names to the church.
- 11. When contacting committee members that will serve for the upcoming year make sure that each person understands their responsibilities on this committee and that the chairperson realizes they are in charge of this committee. It is recommended that you give each member this list of Duties & Responsibilities.**

Compassion Committee

Appointed by: Committee on Committees

Non-Rotating Committee

Duties and Responsibilities

1. This committee consists of 5 church members.
2. This committee assists people in our church and community in financial need.
3. All gifts to this fund are gifts to the church and should be placed in the Church Benevolence Fund.
4. Anyone who is in need of food or clothing should be directed to the Tri-Cities Christian Service Center in town with a written request from Florala First Baptist Church. If additional help is needed, the committee will review the needs and take appropriate action.
5. Assistance may be provided for payment on medicine with the payment going directly to the pharmacy or provider of medicine for the individual. Maximum amount will be \$100.00 on a per year per family basis.
6. Any need which is not covered herein by these policies or guidelines will be directed to the Deacons.
7. Whenever payments are made from the benevolence fund, documentation will be maintained to show that the benevolence policy was followed. This will be accomplished through the use of the Benevolence Request Form on file in the church office.
9. An annual review of this fund will be made by this committee.
10. Upon written request on FBC Benevolence Request form, money from the account may be given directly to Cindy Phillips to purchase additional/specific food for the Tri City Christian Service Center food pantry. (CSC distributes food once a month to the needy.)
11. The majority of the committee will determine if there is a legitimate need. Once the need is determined, they will present the appropriate form to the Financial Secretary. The Financial Secretary will issue the check.

Counting Committee

Appointed by: Committee on Committees

Non-Rotating Committee

Duties & Responsibilities

1. This committee normally consists of the treasurer, assistant treasurer, and 3 other counters.
2. This committee is responsible for the regular weekly counting of Sunday's tithes and offerings.
3. This committee normally will meet on Mondays to count the previous days offering unless that Monday is a holiday or some other reason causes a change. The office should be notified if counting date is changed.
4. This committee is also responsible for counting during special events/programs where love offerings or special donations are collected.
5. This committee is responsible for counting votes when the church votes on items using ballots. This committee should also check with office to make sure that ballots are being provided. A committee member will not count when they or a family member is on the ballot.
6. Because all the financial information is confidential, it is very important that this committee understands their responsibility to keep private any information they may see.
7. The church treasurer will set up a schedule for counters which will conform with auditing recommendations.
8. Counters will check the previous week's contribution recap sheet as a double check to promote accuracy.
9. Individual counters should notify the treasurer if they are unable to work on their scheduled day.
10. Counters must rotate their counting partners. Counters cannot count with the same person on consecutive weeks.

Flower/Decorating Committee

Appointed by: Committee on Committees

Non-Rotating Committee

Duties and Responsibilities

1. In charge of arranging and changing flower arrangements in the church to keep arrangements seasonal and attractive – this includes flowers in the front and back foyers of the sanctuary, foyer in fellowship hall, hall in front of library, and tables & piano in fellowship hall.
2. Coordinate poinsettias during the Christmas season – this would include contacting the florist, sending out info to the congregation concerning prices and deadlines, collecting money and forwarding to treasurer, putting together and giving to office memorial or honorarium info for the poinsettias, watering the poinsettias on a regular basis, and coordinating pick-up of flowers at end of holiday season.
 - a. Poinsettias are usually ordered one year in advance so always check with previous chairman to see if this has been done.
 - b. Make sure that sanctuary temp does not get too cold for poinsettias
 - c. If poinsettias are not picked up by individuals or were purchased by out of town families, it is a good idea to coordinate sending these flower to nursing home, hospital, or homebound church members.
 - d. Money collected for poinsettias should be deposited into Flower Fund – designated acct.
3. Decorate for Christmas – This should usually be done immediately after Thanksgiving. Unless the church is planning a ‘greening of the church’ the Flower Committee is in charge of decorating the entire church. If “greening” is planned then Flower Committee will need to coordinate with church office.
 - a. If Flower Committee decorates the church you should always remember to be respectful of our sanctuary area and not do anything that would deface or scar the walls or flooring.
 - b. Christmas decorations are stored in flower room (across from ladies bathroom downstairs) and rooms in back of sanctuary.
 - c. Special wreaths (Christmas and Fall) for church office are located in church office or flower room.
 - d. Christmas decorations should be removed and stored as soon as possible after Christmas
4. Set up Flower Schedule for sanctuary flowers each Sunday and turn list into church office. Ask church members to sign up for a week and explain they must get information that will be published in bulletin into the office no later than the Monday before the flowers are to be placed on the following Sunday.
 - a. WMU usually requests Homecoming weekend but you need to doublecheck.
 - b. During Christmas season do not sign up individuals for December -- use Advent candles.
 - c. Flower Committee sometimes provides arrangement on Sunday of “Breaking of Bread” during November.

- d. Flower Committee usually provides patriotic arrangements during special holidays – ex. 4th of July, Memorial Day, Veterans Day
- e. If a date is left open, then committee should choose an arrangement from flower room.

Kitchen Committee

Appointed by: Committee on Committees

Non-Rotating Committee

Duties & Responsibilities

1. This committee normally consists of several individuals or couples who will supervise or operate the church kitchen and fellowship hall for all food related occasions.
2. This committee should maintain high standards of sanitation in food handling, preparation, service and storage of food.
3. This committee should arrange for servicing, repairing, and replacing equipment in the kitchen with the approval of Building & Grounds Committee.
4. This committee should work with church on table and room arrangements for all meals and Social functions.
5. This committee will turn in to the financial secretary, in a timely manner, all expense tickets or requests for reimbursements.
6. This committee is responsible for the regular Wed night meals. This will also include planning, purchasing, preparing, and serving of meals. They will also collect and remit to the church office donations received for these meals.
7. Whenever possible on Wednesday nights this committee will send out meals to our homebound church members.
8. This committee is responsible for the care of all church linens (except communion linens).
9. This committee is responsible for the general upkeep and cleanliness of the kitchen area and should be notified if kitchen will be used.

Lord's Supper Committee

Appointed by: Committee on Committees

Non-Rotating Committee

Duties & Responsibilities

1. The church calendar will show the Sundays that the Lord's Supper will be observed.
2. This committee consists of active deacons and their spouses.
3. Arrangements must be made ahead of time to set up the communion table in sanctuary and put sanctuary back in order after service.
4. Communion linens should be cleaned and ready for service and then cleaned and returned to church following communion.
5. Communion serving plates/wine holders should be cleaned & polished ahead of time for service.
6. Grape juice and wafers should be purchased before service.
7. Small disposable cups should be kept in inventory or purchased if needed.
8. Make sure after service that all disposable cups are removed from sanctuary.

Music Committee

Appointed by: Committee on Committees

Non-Rotating Committee

Duties and Responsibilities

1. Consists of 3 or more church members that are involved in the music department (ex: choir, pianist, hand-bells)
2. Assists or makes recommendations to Minister of Music on music selection
3. Assists Minister of Music with keeping music department and choir loft in good order
4. Presents suggestions/requests/ideas from choir to Music Director
5. Helps with organizing and scheduling any special events involving choir
6. Create and update guidelines for choir members
7. Assists with cards, letters, and gifts given by choir

Nominating Committee

Voted on annually by church at large with Sunday School Director added to committee

Non-Rotating Committee

Duties & Responsibilities

1. The Nominating Committee consists of not less than three (3) people plus the Sunday School Director
2. The Pastor and the Deacons shall nominate twice as many names as will be required for the composition of the committee, and the people shall be elected by the Church in a business meeting. This will be done in May, so as to allow time for the committee to have positions in place by the August business meeting and the new church year.
3. The first job this committee must do is recruit a Sunday School Director to complete this committee (Nominating Committee) and also add new person to Committee on Committees so both committees can begin selection of new committee members.
4. This committee coordinates the staffing of all church leadership positions filled by volunteer workers unless otherwise specified herein.
5. This committee shall first approve persons considered for any such positions before they are approached for recruitment.
6. The nominating committee shall present to the church for election all that accept the invitation to serve. *(The committee should present this list to the church office at least one week in advance of business meeting.)*
7. A list of committees/positions/offices to be filled by Nominating Committee will be supplied by church office.

Nursery Committee

Appointed by: Committee on Committees

Non-Rotating Committee

Duties and Responsibilities

1. This committee is responsible for having an assistant in the nursery to help the Nursery Director for the Sunday morning worship service. One member of the committee should go to the nursery on Sunday mornings to make sure that the workers have arrived and there are no problems. (Committee members may rotate this duty, but you must have a plan and the office needs to be informed of your plan.) If assistant does not show up then a committee member should stay and assist director.
2. If the Nursery Director is absent then this committee will assign two people to be in the nursery on Sunday mornings.
3. This committee should provide church office with a schedule for the upcoming calendar year of the nursery workers (Jan-Dec).
4. If a special event comes up and a nursery worker is needed this committee would take care of this always making sure that the office is informed.
5. Work with Nursery Director, church office, and pastor on improving our nursery and making it more "baby friendly".
6. Exchange contact info between committee members and nursery director and keep each other informed
7. Post list of workers schedule in nursery and also provide list to office
8. Committee should send reminders to nursery workers

Personnel Committee

Appointed by: Nominating Committee

Rotating Committee

Duties & Responsibilities

1. This committee assists the church in matters relating to personnel administration.
2. Makes recommendations related to employment and terminations. This also includes recommendations for additional church staff positions.
3. Supervise the staff and perform employee evaluations each year by the end of August
4. Prepare and update job descriptions and organizational charts
5. Recruit, interview, and recommend prospective employees
6. Develop and recommend a salary program. Submit recommendations to Budget and Finance Committee by Oct of each year concerning salary decisions for the upcoming church year.
7. Develop, recommend, and update personnel policies and procedures for Personnel Handbook. This handbook should be reviewed yearly by this committee.
8. Keep staff and church informed on legal and government requirements
9. This committee consists of 3 or more church members plus Treasurer
10. Works with office staff in Oct to set work schedule for upcoming calendar year (holidays, etc)

Safety Committee

Appointed by: Committee on Committees

Non-Rotating Committee

Duties & Responsibilities

1. Emergency situations can arise due to causes such as natural disasters, fires, violence, terrorism or crime. The safety committee is established to study our church situation, present safety suggestions, and monitor the overall safety of our church.
2. Inspect our church buildings on a regular basis to spot possible safety issues
3. Make sure that all persons, volunteering or working, with preschoolers, children, and youth have been cleared with the appropriate background & criminal checks.
4. Review and make suggestions on safety issues around the outside of the building and in the parking lots.
5. Regularly check church stairs, elevator, balcony, nursery, kitchen, etc. for safety issues.
6. Make sure that custodians or outside fire authorities keep the fire extinguishers updated.
7. Prepare an exit plan for emergencies
8. Prepare a plan for remaining in safest area of building during bad weather or tornadoes
9. Make sure that lighting in and around the church promotes safety
10. Make sure that all safety plans are posted in visible areas of our church and that church members are trained to help with this plan

Scholarship Committee

Appointed by: Committee on Committees

Non - Rotating Committee

Duties and Responsibilities

1. This committee consists of 3 church members and the church treasurer.
2. Review all applications for annual scholarships presented from Florala First Baptist Church. (The Maggie B. Arnold Scholarship in the study of Liberal Arts and the Kate Johnson Scholarship in the study of Religion.)
3. Present the scholarships during Sunday morning church services at a time designated by the Pastor.
4. Payment for each scholarship will be given at 50% before the semester with proof of enrollment and 50% at the end of the semester with proof of completion.
5. The financial secretary will issue the checks to the school upon approval from this committee.

Special Events Committee

Appointed by: Committee on Committees

Non-Rotating Committee

Duties and Responsibilities

1. This committee assists the church office with all special events that take place at the church (ex: Homecoming, Pastor Appreciation Day/Month, EGGSTRAVAGANZA, Valentine Dinner, Thanksgiving & Christmas Dinners, Mothers' Day, Fathers' Day and all other special occasions).
2. Works with Hostess Committee if a meal is needed on these special occasions
3. Works with Flower Committee if special decorations are needed
4. If a special Homecoming Committee is not named then this committee assists church office, pastor, and minister of music with recommending a speaker, musical group, homecoming theme, and all other homecoming related needs.
5. This committee (unless a Homecoming Committee is named) is responsible for advertising the Nellie Skinner Award and presenting this award during the Homecoming service. This also includes picking up a card and whatever monetary gift is decided upon. The office will provide a certificate.

