

**THE FIRST BAPTIST CHURCH
of KENEDY, TEXAS**

*CHURCH POLICIES,
CHURCH COMMITTEES,
& MINISTRY TEAMS,
INCLUDING THEIR
RESPONSIBILITIES*

OCTOBER 16TH, 2022

TABLE OF CONTENTS

| | |
|-------------------------------------|------------|
| CHURCH COVENANT | PAGE 3 |
| CHURCH POLICIES | PAGE 3-4 |
| CHURCH ORDINANCES | PAGE 4 |
| USE OF BUILDINGS AND EQUIPMENT | PAGE 5-6 |
| WEDDING POLICIES | PAGE 7 |
| PURCHASE OF SUPPLIES | PAGE 7 |
| PERSONNEL | PAGE 8-12 |
| CHURCH COUNCIL | PAGE 12 |
| CHURCH OFFICERS | PAGE 12 |
| CHURCH TRUSTEES | PAGE 12-13 |
| DEACONS | PAGE 13 |
| SEARCH COMMITTEE (PASTOR/MINISTERS) | PAGE 13-14 |
| SPECIAL MISSION OFFERINGS | PAGE 14 |
| STANDING COMMITTEES | PAGE 14-15 |
| BENEVOLENCE COMMITTEE | PAGE 15 |
| CHILDREN'S COMMITTEE | PAGE 15 |
| FINANCE COMMITTEE | PAGE 15-16 |
| MISSIONS MINISTRY COMMITTEE | PAGE 16 |
| NOMINATING COMMITTEE | PAGE 17 |
| PERSONNEL COMMITTEE | PAGE 17 |
| POLICIES COMMITTEE | PAGE 17 |
| PROPERTIES COMMITTEE | PAGE 17-18 |
| WORSHIP COMMITTEE | PAGE 18 |
| YOUTH COMMITTEE | PAGE 18 |
| HISTORICAL & LIBRARY TEAM | PAGE 19 |
| HOSPITALITY TEAM | PAGE 19 |
| SENIOR ADULT TEAM | PAGE 19 |

CHURCH COVENANT

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, and this assembly, most solemnly and joyfully enter into covenant with one another as one body of Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealing, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the **use of all illegal substances, as well as the excess use or abuse of all substances**; to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other Church where we can carry out the spirit of this covenant and the principles of God's Word.

KENEDY FIRST BAPTIST CHURCH POLICIES

The following policies of the First Baptist Church, Kenedy, Texas, are in effect until fed or rescinded by a vote of two thirds (2/3) of the members present and voting at a regular church meeting provided that the proposed changes have been presented in writing to members present at the immediate past regular church meeting. The Church Clerk is responsible for keeping an up-to-date copy of these polices posted in the church office at all times.

- A. Kenedy First Baptist Church is an organized Baptist Church (choosing to cooperate with like minded Associations, State, and National Conventions). It agrees to abide by the Church Covenant and the 1963 Baptist Faith and Message.
- B. The church year will begin October 1 and end September 30.
- C. Promotion date for members of Sunday School classes where promotion is appropriate shall be between June 1 and August 31 of each year and shall be determined at the discretion of the Church Council. Newly elected teachers for classes in which promotions have occurred will assume their duties at the time of promotion.
- D. The financial year will begin January 1 and end December 31.
- E. The Church business meeting will be held monthly as determined by Church Council.
- F. A called business meeting must be announced at two (2) regularly scheduled Church services prior to the time for the called meeting.
- G. The church will follow Robert's Rules of Order when conducting its business meeting.

CHURCH ORDINANCES

- A. The Lord's Supper will be observed regularly. The speaker should give an explanation or sermon concerning the scriptural meaning and manner of observance preceding the actual observance unless otherwise lead by the Holy Spirit.
- B. The Ordinance of Baptism will be observed as the need arises and will be announced by the pastor and observed with the assistance of the deacons when available.
- C. The deacons will assume responsibility for the Church Ordinances.
 - 1. Make sure the elements are prepared for the Lord's Supper.
 - 2. Assist candidates for baptism.
 - 3. Appoint church members to assist as necessary.

USE OF BUILDINGS AND EQUIPMENT

- A. The Worship Center will be used by individuals or organizations for the purpose of Christian services, including weddings and funerals, and those activities sponsored by the church and its organizations. The Pastor and/or Minister of Music will review for approval the music to be used in the Worship Center for such services.
- B. The pastor will approve the engagement of speakers, books taught, activities planned or news releases for approved activities. If the pastor is not available, the staff under the direction of the Deacon Chairman will review a request for approval.
- C. Merchandise, including but not limited to books, music, DVDs, CDs, tickets, etc, will not be offered for sale in the Worship Center of the Church, including the foyer. Such items in this category may be offered for sale in other areas of the church facilities with the approval of a church staff member.
- D. Use of church facilities by non-church members or organization(s) will be at the discretion of the pastor and church staff or Deacon Chairman in absence of pastor/staff. The fees will be determined by the use of the facilities.
- E. Church-owned vehicles will be used for church ministry only.
- F. Equipment will not be removed from the church except as follows:
 - 1. To establish mission(s) of this church.
 - 2. For church activities held off-site.

For emergencies or exceptions to the above, the request will be referred to the Pastor or staff or Deacon Chairman in the absence pastor/staff who will have the authority to grant or refuse the request.

Any equipment approved for removal from the church premises due to emergencies will be itemized and signed for in the church office.

Audio/Visual equipment used off-site for church related programs or activities will be under direct supervision of a member of the church staff.

The transport, use, and return of equipment removed from the church premises will be audited by a staff member.

- G. There will be no alcoholic beverages allowed at any time on church property or in church property (van/bus). Smoking is not allowed in any of the church facilities

or in church property (van/bus).

H. No Food and Drink except water will be allowed in the Worship Center.

PROPOSED BUILDING USE FEE SCHEDULE

I. JANITORIAL FEES FOR MEMBERS & NON-MEMBERS (IN CASH)

| | |
|---------------------|---------|
| Worship Center | \$50.00 |
| Fellowship Hall | \$50.00 |
| Kitchen | \$20.00 |
| Gym | \$50.00 |
| *Refundable Deposit | \$25.00 |

II. BUILDING USE FEES FOR NON-CHURCH MEMBERS

| | |
|---------------------------|----------|
| Worship Center | \$300.00 |
| Fellowship Hall & Kitchen | \$200.00 |

III. WEDDING FEES & DEPOSITS

Wedding fees for church members: Organist, Pianist, Sound Technician, Wedding Coordinator and Staff Member on premises if pastor not used will be \$50.00 for each person. Suggested Honorarium for Pastor: \$100 and four counseling sessions will be required before the wedding at the expense of \$25 per session payable before the first session.

Wedding fees for non-church members: Organist, Pianist, Sound Technician, Wedding Coordinator and Staff Member on premises will be \$100.00 each. Pastor fee will be \$250.00 and four counseling sessions will be required before the wedding at the expense of \$25 per session, payable before the first session.

Wedding Fees: Non-Refundable deposit of ½ of all fees paid to reserve the date on the calendar. All fees must be paid in full two weeks prior to the wedding.

WEDDING POLICIES

In accordance with our beliefs and pursuant to the provisions of Senate Bill 2065, signed into law in June of 2015, the church will not perform or allow marriage ceremonies between the same sex to be done in our church or anywhere on church property. Furthermore, the church prohibits ministerial staff members to conduct marriage ceremonies between the same sex off church grounds under any circumstances.

PURCHASE OF SUPPLIES

All expendable supplies and non-durable items that have a life of less than one year and a total value of less than \$500.00 will be purchased by obtaining a purchase order from the church office. Authorized individuals may make small purchases at locations where credit has been established. For items over \$500.00 refer to the Finance Committee policies.

Teachers, Directors and Committee Chairpersons will place a request for materials with the appropriate staff member. The pastor or other ministers will approve the request for items less than \$500.00. The purchase can then be made and the items charged to the appropriate budget account. Before making any purchases, it should be determined if funds are available in the budget account.

Literature will be ordered by the church office personnel after consulting with the organization heads concerning quantity, etc.

Periodically, the Finance Committee will review the purchasing activities and make recommendations when needed.

PERSONNEL

1. PASTORAL OFFICE

All paid personnel are to report to the pastor, who will be responsible for the workload as well as the quality and performance of their work. The pastor may designate any part of the responsibility to other individuals or committees, as long as it is in keeping with the Church Policies. When the church is without a pastor or when the pastor is absent, the remaining staff will direct all personnel issues to the Chairman of the Deacons.

2. VACATIONS

All regular full-time employees are eligible for full vacation benefits according to the guidelines shown below. Vacation schedules for all employees are maintained on a calendar year basis.

In the year of employment, employees who are employed between January 1 and June 30 are considered to have accrued one-week vacation after six months of continual service. Those employees who are employed July 1 or later would accrue no vacation for that year. No vacation is to be utilized prior to six months continual service without Personnel Committee approval. In

addition, any employee who terminates or retires prior to six months continual service is deemed to have accrued no vacation.

The following schedule will apply for the calendar years in which the first and subsequent anniversaries occur:

| <u>Anniversary Year</u> | | <u>Vacation Accrued</u> |
|-------------------------|------|-------------------------|
| First through Fifth | 1-5 | 80 hours per year |
| Sixth through tenth | 6-10 | 120 hours per year |
| Eleventh and more | 11+ | 160 hours per year |

Ministerial employees will be given credit for previous full-time ministry service. Professional Staff will be allowed the same number of Sundays off as the number of accrued weeks of vacation for any given calendar year.

Unused but accrued vacation may be carried over to the subsequent year only if the work schedule of the employee does not allow opportunity to utilize the vacation in the appropriate year, and with prior approval of the Pastor. Under no circumstances can the unused vacation be carried over beyond the first three months of the subsequent year.

In no circumstance other than separation will an employee be paid in cash for unused vacation time. At separation, the employee will be paid for accrued, but unused vacation, but only if at least two weeks' notice is given. However, any vacation not yet accrued but used by the employee will be deducted from the final paycheck at the time of separation.

If an official holiday occurs during a scheduled vacation, the employee will not be charged for vacation for that holiday. A schedule for vacations will be determined, at the direction of the Pastor, early in the calendar year to avoid conflict. Preferences will be given on the basis of job responsibility and the ongoing church program. Approved vacation schedule requests will be furnished in writing to the employee by the Pastor. In no case should any vacation be scheduled without written approval of the Pastor.

3. PAID SICK LEAVE

The church will pay the usual workday compensation to its full-time employees who experience illness, provided timely approval is obtained from the Pastor and according to the conditions illustrated below. "Illness" includes personal sickness, "off the job" injury, doctor visits and medical appointments for the employee or a member of the employee's immediate family. Such family illness must demand the personal attention of the employee to be considered paid sick leave.

The employee must report immediately to the Pastor the cause of such absence the first day of the period of absence due to illness and, if requested, present a physician's note setting forth the illness or incapacity.

Beginning after the first three months of employment, the employee will earn eight hours of paid sick leave for each full month worked up to a total of 9 months per year. Thus an employee may earn a maximum of 72 hours paid sick leave per year and an accumulation of up to 240 hours.

Sick leave credit cannot be used for any other purpose than specified and is not payable in cash or in any other form should the employee leave the employment of the church. This plan is designed to assist the employee to prevent loss of income due only to absence from work because of illness of the employee or an immediate family member.

If an employee becomes ill or injured while on vacation, any compensation paid will be considered as vacation pay. If the illness continues after the vacation or holiday period ends, benefits under the sick leave plan will commence upon completion of the scheduled vacation or holiday. At the option of the employee, vacation may be used for sick leave if insufficient sick leave time has been accrued; however, in no event shall accrued sick leave be used for vacation.

4. MATERNITY/PATERNITY LEAVE

Regular full-time employees will be granted leave for illness or disability associated with pregnancy. Mothers will be granted 6 weeks (30 days) paid maternity leave. Fathers will be granted 1 week (5 days) paid paternity leave. This will not be counted against sick leave or vacation pay. The Personnel Committee may require a doctor’s certification of illness or disability.

5. BEREAVEMENT LEAVE

In case of death in the immediate family, regular full-time employees will be paid for absence from scheduled work for a period not to exceed one week. Definite arrangements, in such matters, shall be with the Pastor, or in the absence of the Pastor, the Chairman of the Deacons. Immediate family here and elsewhere in this policy shall pertain to spouse, children, parents, and others living in the same household.

In case of death of relative other than immediate family, regular full-time employees will be paid for the day of burial, plus up to two (2) additional days if travel is required. If the relative lives in the home of the employee at the time of death, the above policy for immediate family will apply. If more time is needed, approval will be sought from the Personnel Committee.

6. CIVIC RESPONSIBILITIES

Regular full-time employees will be paid for the time of absence while on jury/witness duty. If the employee’s services are not required for the entire day, the employee is expected to return to work for the remainder of the day.

7. LEAVE OF ABSENCE

Under extenuating circumstances, a regular full-time employee may be granted a non-paid leave of absence not to exceed ninety days. Such leave may only be granted by the Personnel Committee in consultation with the Pastor. Continuation of benefits during the leave shall be determined by the Personnel Committee.

In the event a regular full-time employee is called up to active military duty, extended leave of absence will be granted. The church will provide a temporary employee to fulfill the responsibility of the employee and will guarantee that the position will be open upon the return of the employee.

8. EMERGENCY CLOSING

Decisions to close the church due to inclement weather or other extenuating circumstances will be made by the Pastor, or in the absence of the Pastor, the Chairman of the Deacons. Should an emergency occur which requires cancellation of a regularly scheduled Sunday or Wednesday service, the Pastor and Chairman of Deacons shall make a joint decision regarding closure. Appropriate notification shall be made through available media regarding the closing.

Employees are allowed to use discretion in determining their ability to be at work during weather emergencies. In such incidences, whether the church has been closed or not, employees are free to make personal judgments to protect life and personal property. When it is not possible to report to work, employees should make every effort to communicate their personal situations to the Pastor. Regular employees shall not be required to make up time lost due to an emergency, and shall receive normal compensation for scheduled work time during the emergency period. In an emergency closing when the employee has already arranged time away for vacation or other events, that time shall be charged as previously arranged.

9. STAFF DEVELOPMENT

The Senior Pastor is allotted 10 workdays (2 of which may be Sundays) to attend conferences, trainings, state and national conventions. More time can be requested through the Personnel Committee and may require church action. Funds for such activities as listed above will be granted in advance in the annual budget and will be subject to available funds in church account. Additional funds can be requested through the Finance Committee and may require church action. The cost of a spouse's attendance will be considered by the church.

Other Ministerial Staff are allotted 10 workdays (2 of which may be Sundays) to attend conferences, trainings, state and national conventions with prior approval given by Senior Pastor. More time can be requested through the Senior Pastor who may consult with the Personnel Committee and may require church action. Funds for such activities as listed above will be granted in advance in the annual budget and will be subject to available funds in church account. Additional funds can be requested through the Finance Committee and may require church action. The cost of a spouse's attendance will be considered by the church.

Non-Ministerial Staff are allotted 5 workdays to attend conferences, trainings, state and national conventions with prior approval given by Senior Pastor. More time can be requested through the Senior Pastor who may consult with the Personnel Committee and may require church action. Funds for such activities as listed above will be granted in advance in the annual budget and will be subject to available funds in church account. Additional funds can be requested through the Finance Committee and may require church action. The cost of a spouse's attendance will be considered by the church.

The Senior Pastor is allotted 5 workdays to conduct conferences, trainings, revivals, and provide guest preaching or teaching. More time can be requested through the Personnel Committee. If a Sunday is needed it must first be granted by the Personnel Committee and may require church action.

Other Ministerial Staff are allotted 5 workdays to conduct conferences, trainings, revivals, and provide guest preaching or teaching with prior approval given by the Senior Pastor. More time can be requested through the Personnel Committee and may require church action. If a Sunday is needed it must first be granted by the Senior Pastor who may consult with the Personnel Committee and may require church action.

10. HOLIDAYS

All regular employees will be paid at their applicable rates for the following observed holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Day (2 days, Pastor's discretion)

*If a holiday falls on a Saturday or Sunday, the Pastor will designate an appropriate day to be observed.

11. OTHER ITEMS

Weekly Days Off

Each Ministerial Staff member shall have one day per week (Monday – Friday) as a scheduled time off. A schedule will be established by the Pastor so as to provide proper coverage of activities. Sunday will not be considered an office day, as such, but will require whatever activity is necessary to lend proper support to the services and activities of the day. Should situations arise that require Ministerial Staff to work on a scheduled day off, the staff member will be allowed to take another day off within a week if scheduling and activities permit.

Handling of Money

The Finance Committee, Financial Secretary, Ministry Assistant, and Church Treasurer are officially responsible for the receiving and proper accounting for the funds of the church. Staff members will exercise diligence in channeling receipts promptly to the person/persons responsible for receiving them.

Ministerial Staff's Scheduled Absences

The pastor and other ministers will try not schedule activities which would require all to be out of town for more than twenty-four (24) hours at the same time. When the church is without a pastor or when the pastor is absent, the Chairman of the Deacons will serve as moderator.

Sabbaticals for Ministerial Staff

Full-time Ministerial Staff shall be eligible for a sabbatical with pay and benefits upon the completion of every seven years of service at FBC Kenedy. This leave is in addition to other time off and should not be considered as vacation time. Rather, it is an investment by the Church in a renewed, better equipped, and more productive minister. The Senior Pastor will be granted six weeks and all other Ministerial Staff will be granted four weeks. Using vacation time in conjunction with sabbatical leave is prohibited. Ministers will have access to the professional expenses provided by the church for conferences, retreats, etc. during the sabbatical but days off for such activities will be counted against the time allotted for the sabbatical. The Personnel Committee shall approve the Senior Pastor's sabbatical leave request. The Senior Pastor will grant initial approval for other Ministerial Staff with the Personnel Committee giving final approval. Requests must be submitted six months prior to the sabbatical and should include intentions, dates, and plans for who will cover the minister's duties while absent. Sabbaticals will not be available to more than one staff member at a time. Upon completion of the sabbatical, Ministerial Staff will be asked to give a report to the church body. No compensation is offered in lieu of sabbatical. A sabbatical is not an earned benefit or part of compensation but is intended for ministerial renewal for future service at FBC Kenedy.

CHURCH COUNCIL

The Church Council is to be composed of the Pastor, other Ministers, Adult Small Group Director, Church Treasurer, the Chairman of the Deacons and the Chairperson of the Children, Finance, Missions, Worship and Youth Committees. The Pastor will serve as Chairman and the Chairman of the Deacons as Vice-Chairman. The duties are as follow:

1. Establish and maintain a church calendar of activities.
2. Recommend yearly goals and objectives.
3. Unify church programs and develop workable understanding between the various organizations.
4. Nominate members of the Nominating Committee.

CHURCH OFFICERS

The Church Officers and their duties are as follow:

1. Church Clerk keeps the minutes of all church meetings.
2. The church treasurer and/or financial secretary will account for all bills, keeping the church current and give a financial report at each monthly business meeting.
3. Tellers assist the Church Officers, in the accounting and depositing of church receipts as needed.

CHURCH TRUSTEES

The Church Trustees will negotiate and care for legal documents authorized by the church.

1. The church will maintain five (5) active trustees.
2. At the direction of the Church, the Nominating Committee will nominate to the church personnel to fill vacancies.
3. A trustee having been elected to service will remain until removed by church action, by resignation, or other reasons.

DEACONS

Deacons will be co-laborers with the pastor in implementing the church's ministry.

1. A deacon, having been elected to active service in the church, will remain until removed by church action, by resignation or other reasons.
2. Transfer and inactive deacons will be eligible for nomination to active status by the deacons, semi-annually in July and January, provided they have been members of First Baptist Church, Kenedy, for six (6) months and/or found to be otherwise qualified.
3. Nomination for prospective deacons will be under the direction of the deacon body.
 - A. The pastor and deacons may determine in the semi-annual review (January and July) the need for additional deacons.
 - B. When a need is found for new deacons, the deacons will consider all qualified men in the church. All names submitted shall be held in confidence until candidates are presented.
 - C. The deacons will inform the church membership that they may pick up deacon nomination forms at the church office. The completed forms may be turned in to the church office or to any deacon. All names submitted will be held in confidence until candidates are presented.
 - D. The deacons will elect a committee from the deacon body to receive and review submitted names. This committee will interview and recommend candidates to the deacons for their approval.
 - E. The deacons will submit the names of those individuals found qualified and willing to serve to the church for election in a church business meeting.

SEARCH COMMITTEE For PASTOR and OTHER MINISTERS

When a vacancy occurs and a replacement is needed to fill the position of pastor or other ministers, a Search Committee will be selected in this manner:

1. The Nominating Committee and Church Council (except for the vacating ex-officio member) will:
 - A. Determine the number needed to serve on the Search Committee.
 - B. Nominate for election by the church twice the amount of the determined number needed to serve.
2. Additional nominations may be made from the floor.
3. The church members will vote by written ballot for the specified number to be elected.
4. Church members receiving the highest vote in excess of fifty percent (50%) of the ballots cast will be elected.
 - A. If additional ballot is necessary, the names of all nominees not previously elected will appear on this ballot with voting confined to the number needed to complete the committee.
 - B. If a third vote is needed the nominee (s) with the highest number of votes are elected.
5. The Search Committee will secure the supply for the pulpit or other open positions while seeking a permanent pastor or other ministers.

SPECIAL MISSION OFFERINGS

The four (4) special offerings which are suggested by the Southern Baptist Convention and the Baptist General Convention of Texas.

1. Lottie Moon Christmas Offering for International Missions.
2. Annie Armstrong Offering for North American Missions.
3. Mary Hill Davis Offering for State Missions
4. World Hunger

These will be observed along with the Woman's Missionary Union (WMU) sponsored weeks of prayer. The WMU may recommend a goal for each offering.

STANDING COMMITTEES, MINISTRY TEAMS & THEIR DUTIES

All standing committees herein named will consist of four members each or some other multiple of two if designated by the Nominating Committee. All committees will meet regularly and report to the church.

1. Nominations will be for three (3) year terms with one-third of the committee rotating off each year but eligible for re-nomination.
2. Nominations to fill vacancies will be for the unexpired term.
3. All nominations will be confirmed by the church.

4. All recommendations of major importance and expenditures in excess of regular budgeted amounts, except emergency maintenance and regularly used supplies, are subject to church approval and will be presented to the Finance Committee to determine the source and availability for funds prior to church action.
5. The pastor is an ex-officio member of each standing committee and the Budget Committee.
6. The chairperson of each committee is charged with the responsibility of instructing the committee with its specific duties and keeping expenditures within the budget allocation as well as in line with actual cash available.

BENEVOLENCE COMMITTEE

The Benevolence Committee will:

1. Recommend an annual benevolence fund amount to the Budget Committee yearly.
2. Oversee the benevolence fund account and approve distribution or bring before the church recommendations as needed.
3. Oversee the care and distribution of help for community needs.
4. Notify the church of the Christian Thrift Center needs.
5. Chairman of the Deacons will serve in an advisory role.

CHILDREN'S COMMITTEE

The Children's Committee will:

1. Serve as an advisory committee to help plan all programs and ministries for the children's groups of the church.
2. Supervise and provide chaperones for children's functions as requested.
3. Promote and publicize the children's activities of the church.
4. In consultation with the church staff, prepare an annual budget and recommend it to the Budget Committee.
5. Establish policies and procedures for nursery workers, children and parents in regard to the use and care of pre-school and nursery departments.
6. Coordinate all the activities of the nursery work in the church.
7. Supervise the nursery workers.
8. Strive for a high quality of teaching each time the nursery is open.
9. Determine the needs for necessary equipment in all the pre-school and nursery rooms and recommend any purchases in excess of \$500.00 to the Finance Committee for determination of fund source and availability.

FINANCE COMMITTEE

The Finance Committee will be composed of four (4) members including the Church Treasurer.

The Finance Committee will:

1. Promote the financial program of the entire church, including special authorized financial projects.
2. Keep financial structure basically strong.
3. Recommend special funds and accounts prior to their establishment by the treasurer.
4. Recommend salary adjustments in conjunction with Personnel Committee.
5. Allocate special gifts not otherwise allocated and recommend the amount to be paid guest speakers from regular church funds.
6. Request and approve documentation in the acquisition of material and services under the following conditions:
 - A. When the church has a need of a durable item with a life expectancy greater than one year, and the cost of the item (s) is in excess of \$500.00.
 - B. When the church requires a service and the cost is in excess of \$500.00
EXCEPTIONS:
 1. The Properties Committee will contract for repairs on an emergency basis for air conditioning units.
 2. The Properties Committee will contract emergency repairs on the church bus/van.
7. The proposed budget and any proposed major expenditures of more than \$500.00 will be presented to the Finance Committee for review and recommendations.

This committee is to be enlarged into a Budget Committee. The personnel for the Budget Committee will be composed of the Finance Committee and the Church Council. The Budget Committee will be dissolved after the budget has been adopted by the church. The budget will be adopted within a given Sunday prior to January 1st (unless circumstances make it impossible.). The Finance Committee will then present the proposed budget and/or any proposed major expenditure to the church for approval along with a financial evaluation.

MISSIONS MINISTRY COMMITTEE

The Missions Ministry Committee will:

1. Recommend an annual Mission Ministry budget amount to the Budget Committee.
2. Plan, schedule and publicize mission activities for the Church year, which would include the following:
 - A. Church wide mission trips
 - B. Apartment ministries
 - C. Community activities including festivals and parades.
3. Distribute Christian literature to hospitals, doctor and dentist offices.
4. The Missions Committee will be responsible for overseeing the application and interview process for applicants seeking financial support from the FBC World Mission Fund. The Committee will also be responsible for recommending to the church the amount of disbursement for approved applicant.

NOMINATING COMMITTEE

The Nominating Committee will:

1. Be nominated by the Church Council and approved by the church at a monthly business meeting.
2. Present to the church as needed officers, trustees, and directors (Adult Small Group Director and Vacation Bible School Director) for approval.
3. Present to the church for approval teachers before Promotion Sunday.
4. Present to the church for approval committee members before the start of the church calendar year (October 1st) and designate chairpersons for each committee.
5. Nominate only members of the First Baptist Church of Kenedy for all positions.

PERSONNEL COMMITTEE

The Personnel Committee will:

1. Be aware of employee's working conditions and make any necessary improvements.
2. Hear all grievances of personnel and attempt to resolve differences.
3. Consult with the pastor concerning the need to employ additional personnel.
4. Recommend to the church the release and/or replacement of any employed personnel. Before recommendations are made, the committee will collaborate with the pastor, other ministers, Children's Committee, Properties Committee when the work of these committees is involved.
5. Recommend to the Budget Committee changes in salaries.

POLICY REVIEW COMMITTEE

The Policy Review Committee will:

1. Answer questions regarding interpretation or intent of the policies.
2. Handle complaints regarding alleged policy irregularities.
3. Continuously review the applicability of the policies.
4. Recommend changes, revisions, additions, or deletions of committees and policies as necessary.
5. Proposed new standing committees must be submitted to the church in writing, listing duties of each, and will not be voted on for authorization except at the next regular business meeting.

PROPERTIES COMMITTEE

The Properties Committee will:

1. Maintain all equipment except musical instruments, audio-visual, computers, and radio equipment.
2. Improve and beautify grounds.
3. Maintain all church owned properties.
4. Present to the church alterations in excess of \$500.00.
5. Supervise maintenance and repair of all vehicles.
6. Recommend purchase of vehicles and related equipment.
7. Train and supervise drivers of all vehicles.
8. Continuously survey the long-range building and property needs to accomplish the ministry of the church in the community.
9. Plan and recommend new facilities and/or remodeling to meet existing needs. Upon approval of the project by the church, the Nominating Committee will consider its extent and recommend to the church a committee to complete the project.
10. Maintain a permanent file of past surveys and preliminary plans to provide the basis for the construction of the recommended facilities.
11. Oversee the policies regarding church safety and the work of the Safety Team.

WORSHIP COMMITTEE

The Worship Committee will:

1. Create a broader base of participation in worship at First Baptist Church Kenedy.
2. Planning and promote special worship services.
3. Assist Music Minister or worship leader with special projects.
4. Promote the music ministry of the church.
5. Maintain audio/visual and computer equipment and materials.
 - a. Be responsible for the oversight of technology-based ministry tools.
 - b. Ensure audio/visual equipment used other than at the church will be under direct supervision of a member of the staff.
 - c. Receive all requests for purchases of audio/visual aids or audio/visual equipment.
 - d. Collaborate with the Properties Committee on the need for updating of audio/visual and computer equipment.
6. Enlist and train from the church membership volunteer personnel to operate the audio/visual systems as needed.
7. Present to the church the purchase or repair of audio/video equipment and instruments in excess of \$500.00.

YOUTH COMMITTEE

The Youth Committee will:

1. Serve as advisory committee to help plan all programs and ministries for the youth of the church.
2. Supervise and provide chaperones for youth functions as requested.
3. Promote and publicize the youth activities of the church.
4. Consult with the Church Staff Minister, and prepare an annual budget and recommend it to the Budget Committee.

HISTORICAL & LIBRARY TEAM

The Historical & Library Team will:

1. Assist the Church Clerk in locating and preserving Church minutes, initiatory documents, legal papers, legal records, financial reports, membership records, church publications, pictures, etc.
2. Insure proper care and preservation of the documents stated above (1).
3. Assist the Church Clerk in keeping an adequate record of the church's current activities.
4. Find creative ways to cultivate interest in First Baptist Church and its heritage.
5. Determine and establish library policies, rules and regulations.
6. Purchase books for the library in keeping with the needs of the various organizations and age groups, being careful not to exceed the amount allocated in the church budget.
7. Examine books donated to the library accepting only those that will lift the level of the reading habits of the people.
8. Assist in the operation and maintenance of the library.

The Church Clerk will serve as an ex-officio member of this team.

HOSPITALITY TEAM

The Hospitality Team will:

1. Care for kitchen equipment.
2. Recommend needs to the Properties Committee.
3. Plan menus and supervise securing food for church sponsored dinners, banquets, and other activities.
4. Arrange for food for the bereaved.

The Hospitality Team will not be responsible for returning dishes to the donors; therefore, empty dishes should not be brought to the church kitchen.

SENIOR ADULT TEAM

The Senior Adult Team will:

1. Serve as an advisory team in planning all programs and ministries for the senior adults of the church other than small groups and other organizations which are responsible for their own.
2. Promote and publicize the senior adult activities of the church.