

**OFFICERS AND COMMITTEE HANDBOOK OF THE
FIRST BAPTIST CHURCH
WEST POINT, VIRGINIA**

GENERAL

All church officers, committee chairmen, and Sunday school staff shall be members of this church. Members of all categories are entitled to equal rights and privileges pertaining to the life and work of the church. In addition, the following must consist of church members:

Audit	Budget & Finance Committee
Trustees	Scholarship Committee
Deacons	Nominating Committee
WMU Officers	Personnel Committee
Tithes & Offerings Committee	Transportation Committee

Any changes to the officers and committee handbook is referred in section 3, article V of the church by-laws.

TRUSTEES

The trustees shall consist of three members, who shall be nominated by the nominating committee and elected by the church. The terms of office shall be for a period of six years with one member elected every two years. Members of the trustees shall be able to succeed themselves. Names may be presented and elections may be held at any business meeting of the church to fill unexpired terms. In accordance with Virginia law, within thirty days after election of a new trustee, the recording clerk shall notify the clerk of the circuit court of King William County to certify his/her election.

DEACONS

The deacons shall consist of at least twelve (12) or more men and/or women with each member being elected to serve a term of three years. No member shall be eligible for reelection for a period of one year unless there is a shortage of eligible deacons for that year. Each year on or before the October meeting, four or more new members shall be recommended by the deacon officers and senior pastor to the nominating committee, and elected by the church to replace the four members whose terms are expiring. In the case of a vacancy, the same procedure shall be followed to fill the unexpired term.

The duties of the deacons shall be those laid down in the New Testament (Acts 6 and I Timothy 3). They shall have the responsibility of aiding the senior pastor in the spiritual supervision of the church. They shall assist the senior pastor in observance of the Lord's Supper, and shall advise him/her in all matters related to the spiritual interest in the church. The deacons shall be responsible for carrying out other assignments as deemed necessary by the senior pastor or the church. Husbands and wives shall not serve together during the same term as a deacon.

The deacons shall promote and participate in the systematic visitation of church members and prospects. They shall be responsible for the orientation and instruction of new church members. They shall show concern for, and interest in, all the various aspects of the whole life of the church. They shall further be responsible for determining and ministering to local charity needs.

The deacon officers will conduct the annual Senior Pastor review as specified under the bylaws, "article X, church staff, Senior Pastor, Paragraph 3."

The chairman of the deacons shall serve as vice-moderator.

The chairman of the deacons, or his/her designee, shall be a member of church council and the personnel committee.

A representative from the deacons shall serve on the library and nominating committees.

RECORDING CLERK

The recording clerk shall be nominated each year by the nominating committee. The nomination for recording clerk shall be made to the church at the October business meeting. The term of office shall be for one year beginning January 1. The recording clerk shall be able to succeed him or herself.

It shall be the duty of the recording clerk to record the minutes of all business meetings of the church and present such minutes at the next business meeting for approval. It shall be the duty of the recording clerk to notify the church secretary by Monday, two weeks prior to a regularly scheduled business meeting, to include an announcement in the weekly bulletin calling for items to be included on the agenda of the business meeting to be submitted to the church office by the following Monday. This announcement will run in the bulletin for two weeks. On the Monday before the business meeting, the recording clerk will contact the moderator and the church secretary to collect any agenda items, draft an agenda and provide copies to the moderator, ministerial staff, and church secretary. The recording clerk will furnish the moderator, the ministerial staff, and the church secretary with a copy of the minutes within six weeks following the business meeting.

It shall also be the responsibility of the recording clerk to combine copies of all annual reports collected from officers, chairpersons of a standing committee, and directors of church programs after the annual meeting in January and have them available in the church office by the April business meeting.

The recording clerk shall serve on any committee whose purpose is to nominate church members to serve on a pastor search committee.

Periodically, the recording clerk will be required to provide a signature for banking purposes or other official documents.

In accordance with Virginia law, within thirty days after election of a new trustee, the recording clerk shall notify the clerk of the circuit court of King William County to certify his/her election.

The recording clerk shall work with the Historian to insure that an electronic copy of minutes is prepared and stored in the History Room and on the computer in the church office prior to the minutes being taken to the Baptist Historical Society to be archived.

MEMBERSHIP CLERK

The manner of election and the term of office of the membership clerk shall be the same as prescribed in this Officer and Committee Handbook for the recording clerk.

The membership clerk shall keep a register of all church membership. When a letter of church transfer is received, the membership clerk will be notified by the church secretary to provide appropriate information to update church records. A report to the church will be presented at the next scheduled business meeting.

The membership clerk shall act in the capacity of the recording clerk in his or her absence.

MODERATOR

The manner of election and the term of office of the moderator shall be the same as prescribed in this Officer and Committee Handbook for the recording clerk.

The moderator shall preside at all business meetings of the church, and shall keep the church informed as to the rules and regulations as set forth in the By-Laws. When authorized by the church and after consultation with the senior pastor, he or she shall appoint committees. He or she shall see that actions of the church in business session are carried out including oversight of work of both special and standing committees, except where responsibility is specifically fixed by the church.

The moderator shall be a member of church council.

The chairman of the deacons shall serve as vice moderator. The vice moderator shall preside at all business meetings of the church in the absence of the moderator.

SUNDAY SCHOOL DIRECTOR AND ASSISTANT DIRECTOR

The Sunday school director and the assistant Sunday school director shall be nominated by the nominating committee and elected by the church at the April business meeting. The term of office shall be for one year beginning in September.

Following his or her election, the Sunday school director or assistant Sunday school director shall be a member of the nominating committee.

The Sunday school director, with the cooperation of the senior pastor, shall promote in the church an effective program of Bible teaching, evangelism and training, in order to help church members gain knowledge, understanding, and skills needed in fulfilling the church's mission.

The Sunday school director shall serve as a member of church council.

The assistant Sunday school director shall assist the Sunday school director and act in the capacity of the director in his/her absence. Assistant Sunday school director shall be responsible for ordering all Sunday school literature.

Each shall be able to succeed him or herself.

SUNDAY SCHOOL OFFICERS, TEACHERS, AND WORKERS

The Sunday school officers, teachers, and workers shall be nominated by the nominating committee at the July business meeting and shall take office in September to serve for a period of one year.

Any Sunday school officer, teacher, or worker may succeed himself or herself.

Each Sunday school staff person must be a member of the church.

WOMAN'S MISSIONARY UNION DIRECTOR

The manner of electing the director of Woman's Missionary Union and remaining WMU executive council members, such as president, secretary, and youth leaders, shall be as prescribed by the rules of the Woman's Missionary Union organization. The nomination of the WMU director shall be presented to the church for its approval at the April business meeting. The nominations for the remaining executive council members shall be presented to the church for its approval at the July business meeting. The director shall direct the program of the Woman's Missionary Union and will promote an effective program of Christian missions for the church.

A member of WMU will serve on the nominating committee and will be selected by the WMU itself.

The Woman's Missionary Union director shall serve as a member of church council.

LIBRARIAN AND ASSISTANT LIBRARIAN

The manner of election and the term of office for the librarian and assistant librarian shall be the same as prescribed in this Officer and Committee Handbook for the recording clerk. The church librarian shall be the custodian for all books, papers, and documents contained in the library and shall, with the library committee, endeavor to promote the spiritual growth of the church through the library.

The assistant librarian shall assist the librarian and act in the capacity of librarian in his or her absence.

CHURCH HISTORIAN

The manner of election and the term of office of the historian shall be the same as prescribed in this Officer and Committee Handbook for the recording clerk. The historian shall be responsible for maintaining a current and complete history of the church. The historian shall serve as chairman of the history committee.

It shall be the duty of the historian to

1. Save and file each Sunday's bulletins and the monthly newsletters. These shall be bound annually and preserved in the history room
2. Collect and take the minutes of the church business meetings to the Virginia Baptist Historical Society located on the campus of the University of Richmond. This shall be done every five years.
3. Clip and file reports of any outstanding events which take place at the church, such as historical pageants, anniversary celebrations, etc.
4. Collect and label (using names and dates) any photographs taken.
5. The historian shall work with the recording clerk to insure that an electronic copy of minutes is prepared and stored in the History Room and on the computer in the church office prior to the minutes being taken to the Baptist Historical Society to be archived.

REPRESENTATION TO COOPERATING BODIES

Messengers to the Dover Baptist Association, the Baptist General Association of Virginia, the Southern Baptist Convention shall be elected as needed from the church membership at large. In each case, the number of messengers shall not exceed the number allowed the church.

The lay representatives to the executive committee of the Dover Association shall be nominated by the nominating committee and elected by the church at the October business meeting with the term to begin January 1st.

The senior pastor shall be included as a messenger to each meeting.

*All of the above officers, and persons holding church positions, shall submit an annual written report at the January business meeting.

COMMITTEES

In order to ensure an adequate distribution of authority throughout the membership, the following guidelines shall apply:

No member shall serve on more than one (1) of the following committees:

1. Nominating
2. Budget and Finance
3. Personnel
4. Audit

Note: Circumstances preventing these instances as stated above must be approved by the church at a regular or called business meeting.

The members of each standing committee shall be nominated by the nominating committee and be elected by the church at the October business meeting to take office on January 1. Each committee, with exception of church council, shall be chaired by a layperson who, along with other committee members, shall follow the rotation system described in Article VI (Standing Committees) of the By-Laws, except where succession is stated.

All chairmen of the committees shall submit a written annual report at the January business meeting, and shall also report on other occasions when the committee deems it necessary or when requested by the church.

Final committee plans and decisions shall be made in committee meeting, which are held following notification of all committee members. Exception: in case of emergency, members may act unilaterally.

New committees may be established, as needed, by a majority vote of the church. By church action, a committee may be changed, expanded, or deleted.

Whenever it is necessary for an existing committee to have a representative for any purpose, the chairman of that committee shall serve as such representative unless and until the chairman designates a different representative.

AUDIO VISUAL

This committee shall be composed of a chairman and at least two other members. The members of this committee shall be elected for a three-year term and shall be able to succeed themselves. The terms shall be staggered so that one new member is elected each year.

This committee shall make a study of the equipment and secure same in accordance with the needs and available funds for this purpose; shall keep an up-to-date inventory, listing serial numbers and model numbers; shall train a sufficient number of members to operate the equipment; shall authorize the use of the equipment, schedule these authorizations, and provide operators for the machines.

AUDIT

The audit committee shall be composed of a chairman and at least two other members. No member of the audit committee shall serve on the budget and finance committee. The committee shall be responsible for an official audit of all receipts, disbursements and accounting records of the church. The following steps should be followed in conducting the audit:

1. Verify a minimum of 20% of bank deposit slips with the entry in the financial records
2. Verify a minimum of 10% of disbursements for proper entry and distribution of charges to various budget accounts
3. Check the accuracy of the totals in at least 20% of all accounts
4. Determine if approved procedures have been followed in the handling of all church funds

The audit shall be done annually and the audit committee shall report all findings to the church at the April business meeting. In addition the audit committee will review reimbursement procedures semi-annually. The audit committee along with the budget and finance committee shall prepare a set of guidelines for the management of the church's financial assets, including, but not limited to, reimbursement procedures, use and documentation of credit card purchases, counting and depositing funds by the tithes and offerings committee, etc. These guidelines will become an appendix to the handbook. The guidelines should be approved at a business meeting of the church. The guidelines should be reviewed annually by the two committees and changes brought to the business meeting for approval.

BAPTISM

The baptism committee shall be composed of a chairman and at least four other members who shall assist the senior pastor in preparing candidates and the baptistery for the Ordinance of Baptism. This shall include filling and emptying the baptistery, notifying candidates as to the time of and the attire for the baptism service, and assisting the senior pastor and candidates during the service. This committee shall be responsible for the care of the baptismal robes. The members of this committee shall be able to succeed themselves.

BUDGET AND FINANCE

The budget and finance committee shall be composed of the chairman, the treasurer, assistant treasurer, one trustee, and three other members. No member of the budget and finance committee shall serve on the audit committee. This committee is charged with the responsibility of supporting church ministries through planning, preparing, promoting, and managing the budget. The budget and finance committee along with the audit committee shall prepare a set of guidelines and instructions for the management of the church's financial assets as defined in audit. If a committee needs to purchase an item which exceeds the committee's budget, it

must be presented to and approved by the budget and finance committee. Purchases must then be recommended by the budget and finance committee and approved by the church in business session.

This committee shall be responsible for a program emphasizing total stewardship and the subscription of the budget adopted by the church. The committee shall strive to develop in church members an understanding of and commitment to the Biblical concept of individual stewardship. This can be done through education of church members utilizing all programs of the church.

The budget shall include, in detail, all proposed salaries and other expenditures. A copy of the annual budget shall be mailed to all church members on or before October 1. The annual budget shall be presented and voted on at the October business meeting.

The chairman of the committee shall serve as a member of church council and will sign checks in the absence of the treasurer.

CHILDREN'S

The children's committee shall be composed of a chairman and four other members who shall establish and/or coordinate all children's activities throughout the year including giving special guidance for the children's summer ministry. The members of this committee shall be able to succeed themselves.

The chairman of this committee shall be a member of church council.

CHRISTMAS AND EASTER DECORATING

The Christmas and Easter decorating committee shall be composed of a chairman and at least nine other members. This committee shall be responsible for ordering and arranging the palms for Palm Sunday, placing and caring for the lilies for Easter, and also the advent wreath and poinsettias at Christmas. The committee shall obtain and place other decoration (greens, candles, etc.) which may contribute to the worshipfulness of these special seasons. The members of this committee shall be able to succeed themselves.

CHURCH COUNCIL

The church council shall be composed of a chairman, who shall be the senior pastor or his/her designee, all other directors (i.e. director of music, director of youth), ministerial staff members, the deacon chairman or his/her designee, the Sunday school director, the WMU director, the moderator, and the chairman of the budget and finance, property, publicity, social, senior adult, youth, and children's committees. Other committee chairmen may be requested to attend when it is considered necessary by church council. The secretary shall be nominated by the church nominating committee and elected by the church. The council shall meet at least quarterly.

The primary duties of the Council shall be the following:

1. Recommending to the congregation suggested church goals and objectives
2. Reviewing and coordinating program plans recommended by church officers, organizations, and committees
3. Setting up a church calendar of activities of all organizations
4. Evaluating program achievements in terms of church goals and objectives
5. Approving all requests from clubs, civic organizations, and members for use of the church

All matters agreed upon by council, calling for action not already authorized, shall be referred to the church for approval.

CHURCH HISTORY

The church history committee shall be composed of the historian and at least two other members who shall be responsible for maintaining an up-to-date and complete history of the church. This should be supplemented by newspaper clippings and photographs whenever they are available. This committee shall impress upon church members and officers the importance of maintaining accurate records so that tomorrow's history will reveal

today's activities. The historian shall serve as chairman of this committee.

FLOWER

The flower committee, which shall be composed of a chairman and at least two other members, shall be responsible for organizing an annual flower calendar for each Sunday, with the exception of Palm Sunday, Easter Sunday, advent and the Christmas season. The members of this committee shall be able to succeed themselves. This includes a weekly contact to remind donors of their commitment. If flowers are left in the sanctuary, this committee will be responsible for their disposal. Additional responsibilities of this committee include the following: providing flowers for such special occasions as revivals, associational meetings, etc.; caring for flower containers, candelabras, other brassware, and permanent green plants; and for making use of arrangements given to the church from funerals and weddings.

LANDSCAPE

The landscape committee shall be composed of a chairman and at least five other members and shall have supervision over the grounds of all church property. The members of this committee shall be able to succeed themselves. The duties of this committee shall include care of shrubbery (planting, replacing, and pruning) on all property, cutting grass, raking leaves, and trimming walkways on church premises, as well as removal of snow and ice from church steps, sidewalks, and parking lots.

LIBRARY

The library committee shall be composed of a chairman, the church librarian, assistant librarian and at least four other members; these shall include a representative from each of these groups: adults, youth, children and the deacons. The members of this committee shall be able to succeed themselves. The committee shall promote the use of the church library, make requests to the librarian for books of interest to each respective group and publicize information about books now in the library and also new acquisitions.

LORD'S SUPPER

The Lord's Supper committee shall be composed of a chairman and at least eleven other members, who shall prepare the elements and make necessary arrangements for the observance of the Lord's Supper according to the schedule established by the church. The members of this committee shall be able to succeed themselves. They shall be responsible for cleaning and storing the service equipment. Two or more members prepare elements the first Sunday of each month. In addition, they will clean the communion cups and trays and launder tablecloths, as needed.

MUSIC

The music committee shall be composed of four members from the Sanctuary Choir; one representative from each of the four sections and two at large members from the church. They will assist the Music Director and/or Minister of Music as needed. The members of this committee shall be able to succeed themselves.

In the absence of music staff, this committee shall be responsible for the church's music program, which shall include repair and maintenance of music equipment and supervision of all choirs. They shall also supervise the purchase, cataloguing and storage of choir music, and may recommend the purchase of hymnals and choir robes. This committee is also responsible for supplying an accompanist in the absence of the regular pianist/organist for weekly worship services.

This committee shall have the responsibility for securing adult leadership (choir mothers, etc.) for each additional choir other than the Sanctuary Choir, and for the Sanctuary Choir if there is no director or Minister of Music.

NOMINATING

The nominating committee shall consist of the Sunday school director or assistant Sunday school director, and three members-at-large who shall serve a three-year term with one member elected each year. The Sunday school director or assistant Sunday school director shall immediately become a member of the nominating

committee following his or her election in April. The outgoing Sunday school director's term on the nominating committee shall then expire. However, if this leaves a vacancy on the committee, a replacement shall be voted on at the April business meeting. The deacons and the Baptist women shall each be represented on the nominating committee by one member elected by these organizations, respectively. The chairman shall be one of the at-large members.

The duty of the nominating committee shall be to nominate candidates for church offices and committees as prescribed in this officer and committee handbook. This committee shall present to the church at the April business meeting the nominations for Sunday school director, assistant Sunday school director, and Woman's Missionary Union director. This committee shall present to the church at the July business meeting the nominations for the remaining executive council members of the WMU, such as president, secretary, and youth leaders, the Sunday school outreach director, and the Sunday school officers, teachers, and workers. This committee shall present to the church at the October business meeting the nominations for the recording clerk, membership clerk, moderator, librarian, assistant librarian, historian, and trustees every other year, and four new members to the deacons. This committee shall also present at the October business meeting the nominations for members of all committees.

This committee shall preside over a joint meeting of all committees (prior to December 31) for the purpose of organization and election of chairmen for each committee.

This committee shall report to the church at any business meeting when it is necessary.

The nominating committee shall make sure that each committee chairman has a copy of the current bylaws and the officer and committee handbook and understands the duties prescribed therein.

PERSONNEL

The personnel committee shall be composed of three rotating members serving three-year terms, a trustee, and the chairman of the deacons or his/her designee.

The committee shall maintain a statement of personnel policy for staff members of First Baptist Church. The committee shall maintain a file with respect to each staff member, which shall include any agreement made at the time of employment, the job description, and any other information deemed useful by the committee.

The committee shall meet at least annually with the Senior Pastor to review job descriptions for any needed updates. The committee shall assume the responsibility for coordinating appropriate recognition for staff members at Christmas, birthdays, anniversaries, retirement or resignation.

The chairman of the committee shall confer with any committee or persons charged with the responsibility for securing a new church staff member so that present church personnel policies are communicated and the committee is made aware of all oral and written understandings made with a new staff member at the time of employment. The deacon officers in conjunction with the personnel committee shall recommend any salary and/or benefit changes for the senior pastor to the budget and finance committee for consideration.

PROPERTY

The property committee shall be composed of a chairman and at least five other members, one of whom shall be a member of the board of trustees. This committee shall have general supervision over all church property, which shall include maintenance of buildings and equipment, and keeping the church building properly heated, cooled, and ventilated and maintaining fire prevention systems. The members of this committee shall be able to succeed themselves. The chairman of the committee shall serve as a member of church council.

PUBLICITY

The publicity committee shall be composed of a chairman and at least two other at large members and include the office MANAGER AND webmaster with input from the pastor. The members shall be able to succeed

themselves. The duty of this committee is to plan and disseminate information about the church through media (web site, local newspaper, radio and posters) as needed. Regular events as well as special services and events should be communicated to inform and connect with members and to reach out to people in the community. The chairman of the committee shall serve as a member of church council.

SCHOLARSHIP

The scholarship committee shall be composed of five members who shall be elected by the church for five-year terms. The terms shall rotate so that only one new member shall be elected every year. The one-year member shall serve as chairman. This committee shall award scholarships to eligible church members from funds designated in the church budget and interest from the scholarship endowment. A copy of the application is available from the church library and from the office.

SENIOR ADULT

The senior adult committee shall be composed of a chairman and five members. The members of this committee shall be able to succeed themselves. This committee shall plan, promote and encourage ministries and programs for senior adults in our church and community. The chairperson or a member of the committee appointed by the chairperson shall be a member of church council.

SOCIAL

The social committee shall be composed of a chairman, a church hostess and at least nine other members. The members of this committee shall be able to succeed themselves. The duty of this committee shall be to plan, prepare, and provide necessary services at church social functions. This committee shall also oversee the care and maintenance of kitchen facilities.

The chairman shall serve as a member of church council.

The host/hostess shall fulfill the usual duties of this office at church social functions, such as receptions, dinners, meetings and on other occasions, especially when out-of-town guests are present. He/She shall create a warm and friendly atmosphere, and be helpful in providing information and services in order to make guests comfortable.

The social committee chairman, or other appropriate person, shall be responsible for giving the host/hostess advance notification of times when he/she will be needed.

TITHES AND OFFERINGS

The tithes and offering committee shall be composed of a chairman and at least eleven other members who shall be responsible for the counting and preparing for deposit all monies received by the church during worship service. The chairman shall organize the members into smaller working committees as needed to carry out these duties. The Treasurer will train new committee members prior to beginning their duties based on the guidelines as defined by the budget and finance committee.

TRANSPORTATION

The transportation committee shall be composed of a chairman and at least two other members who shall be responsible for the care, maintenance, and operation of the transportation vehicles owned by the church. The members of this committee shall be able to succeed themselves. Reservations shall be made in the church office. The chairman shall make sure that all drivers are qualified under insurance regulations as posted in the church office.

USHERS

The committee of ushers shall be composed of a chairman and at least twelve other members. The members of this committee shall be able to succeed themselves. This committee shall be responsible for the greeting and courteous seating of the congregation. There shall be at least one usher at each entrance before and after the service. This committee shall make sure the offering plates are in the sanctuary and shall be responsible

for the gathering of the tithes and offerings. An usher shall take a count of attendance and record the number. The committee of ushers shall be responsible for turning off lights, closing windows, and locking all outside church doors after all church services.

YOUTH

The youth committee shall be composed of a chairman and at least three other members. This committee will work closely with the youth director in developing various youth programs and youth activities. The members of this committee shall be able to succeed themselves.

The chairman of this committee shall serve as a member of church council.

Approved August 18, 2013