

FBC Ministry Teams 2023

SECTION D. MINISTRY TEAMS

The following includes the name of each ministry team, the purpose, and the duties of each team. The Ministry Team section of the PPM may be revised by the Constitution and Bylaws Committee after review with the team being revised.

1. Baptism Team
 - a. Purpose. To assist the church by preparing for and supporting the ordinance of baptism.
 - b. Duties
 - i. See that the baptismal facilities, equipment, and clothing are ready and prepared for baptismal services.
 - ii. Assist the pastor as requested.
 - iii. Assist the candidates before, during, and after baptism.
 - iv. Wash towels, robes, and other pieces, and return them to the baptistry area after a baptism.
2. Benevolence Team
 - a. Purpose. To assist the church by planning and administering a benevolence ministry to the membership and to the community.
 - b. Duties
 - i. Develop ministry guidelines for benevolence.
 - ii. Dispense benevolence funds within ministry and budget guidelines, as well as monies made available to the committee by special offerings.
 - iii. Review and evaluate periodically all assistance being provided by the church.
 - iv. Make an annual budget request for funding to the Budget and Finance committee.
 - v. Involve the church membership in benevolence ministries when possible.
3. Bereavement Team
 - a. Purpose. To assist the church by ministering in times of sorrow due to death.
 - b. Duties
 - i. Coordinate the providing of food or other help as needed for the immediate family in times of death.
 - ii. Maintain a set of procedures for the team to follow so that all families are served equitably.
 - iii. The team shall structure itself so that sub teams can rotate responsibility for this ministry according to months.
 - iv. Lead in any decorating needed on these occasions coordinating the use and storage of decorations with the church custodian. (Irma)
 - v. Make an annual budget request for funding to the Budget and Finance committee.
4. Bus Team
 - a. Purpose. To assist the church by maintaining and operating all church owned vehicles.
 - b. Duties
 - i. Maintain church vehicles in safe operable condition.
 - ii. Prepare and administer policies concerning the use and operation of church vehicles.

- iii. See that church vehicles meet licensing and safety regulations, and, in cooperation with the insurance committee, see that appropriate insurance is maintained on the vehicles.
 - iv. Assure that only licensed and trained personnel operate the church vehicles.
 - v. Make an annual budget request for funding to the Budget and Finance committee.
5. Decorating Team
- a. Purpose. To assist the church in providing decorations and floral arrangements for church services and certain seasonal emphasis.
 - b. Duties
 - i. Secure and arrange flowers for Sunday church services.
 - ii. As needed, keep the sanctuary and foyer decorated especially in light of the changing of the seasons.
 - iii. Decorate the church for the Christmas season.
 - iv. Keep stored decoration items for the above outlined events organized discarding old and worn-out items as appropriate. Coordinate with the church custodian in the use and storage of decoration items so as to avoid confusion related to decorations since some decorations are shared with other teams.
 - v. Do other decorating as requested by the pastor.
 - vi. Make an annual budget request for funding to the Budget and Finance committee.
6. Fellowship Team
- a. Purpose. To assist the church in planning and supervising church wide socials and receptions.
 - b. Duties
 - i. Coordinate church-wide socials and receptions such as: Thanksfeast, special times of church fellowship, staff anniversaries, and other events as requested by the pastor.
 - ii. Be responsible for refreshments for all church-wide activities.
 - iii. Lead in any decorating needed on these occasions coordinating the use and storage of decorations with the church custodian. (Irma)
 - iv. Make an annual budget request for funding to the Budget and Finance committee.
7. Greeting Team
- a. Purpose. To assist the church by greeting and welcoming church attendees.
 - b. Duties
 - i. Develop a rotating schedule for team members.
 - ii. Develop guidelines as needed.
 - iii. Create an atmosphere of genuine welcome and concern by greeting each person and providing each person with an order of worship.
 - iv. Distribute welcoming packets and secure visitor information as much as possible.
 - v. Other duties as assigned by the team leader.
 - vi. Give directions and answer questions as needed.
 - vii. Help people with doors as needed.
8. Kitchen Team
- a. Purpose. To assist the church in the overall operation of the church kitchen.
 - b. Duties

- i. Lead the church in all matters related to the ongoing operation of the kitchen.
- ii. Plan and provide Wednesday night suppers according to the church calendar.
- iii. Administer the food services budget by purchasing equipment and adequately stocking the kitchen, pantry, and serving areas. This will require coordination between the Kitchen Team and other teams that use the kitchen. In this coordination, the Kitchen Team will provide the lead role.
- iv. Lead in any decorating needed on these occasions coordinating the use and storage of decorations with the church custodian. (Irma)
- v. Make an annual budget request for funding to the Budget and Finance committee.

9. Library Team

- a. Purpose. To assist the church by administering the library and media program of the church.
- b. Duties
 - i. Maintain an adequate church library of materials and equipment.
 - ii. Actively promote the use of library services.
 - iii. Adopt policies for the operation of the library.
 - iv. Work with the librarian in selecting, cataloging, and keeping in good condition all books, periodicals, and other media.
 - v. See that the library is properly organized. Keep books, periodicals, and other media materials properly arranged.
 - vi. Make an annual budget request for funding to the Budget and Finance committee.

10. Men's Ministry Team

- a. Purpose.
- b. Duties

11. Photography Team

- a. Purpose. To assist the church by taking pictures as needed of various parts of church life.
- b. Duties
 - i. Take pictures of new members.
 - ii. Take pictures of baptisms.
 - iii. Take pictures during times of fellowship and other special occasions so as to document church life and to promote the activities of the church.
 - iv. Provide pictures to the church office staff for using and archiving.

12. Security Team

- a. Purpose. To assist the church in safety and security matters.
- b. Duties
 - i. Develop policies and procedures for the security needs of the church in consultation with the pastor.
 - ii. Develop a rotation schedule for team members.
 - iii. Monitor all buildings during all regular services.

- iv. One member during each duty time should do security while greeting at the front door. This will assist the greeters and also provide a security member opportunity for observation.
- v. Other duties and responsibilities as assigned by the security team leader.
- vi. Provide security on other occasions as needed and requested by the pastor.

13. Women's Ministry Team

- a. Purpose
- b. Duties