

***FBC
Taylor***

***Team Ministry
2019***

Team Ministry Description

Church teams comprised of church members will be responsible for performing the tasks and duties necessary to carry out the mission, vision, and core values of the church. Ministerial staff will be ex-officio members of each team as appropriate. The three primary categories of teams are: administrative, ministry, and operations.

Team Ministry as defined in the FBC Bi-Laws

Administrative Teams

The administrative teams duties and responsibilities focus on matters that deal with personnel, church finances, and support and guidance for all other church teams. All administrative team members will be elected annually by the church to serve three year rotating terms.

A. Engagement Team

The Engagement Team's responsibilities include: creating qualifications and/or requirements for team members and team leaders wishing to serve on First Baptist Church teams; serving as a means of conflict resolution within the First Baptist Church teams; holding annual surveys/interviews with team leaders and team members; Providing ongoing team support; and nominating members of Administrative Teams as needed.

B. Personnel Team

The Personnel Team, in mutual cooperation with the Pastor, shall recommend additional staff positions; prepare and update job descriptions; recruit, interview and recommend Support Staff; develop and recommend a salary program and associated benefits; and develop recommend and revise personnel policies and procedures.

C. Finance Team

The Finance Team's responsibilities include: reviewing monthly spending/budget reports; approving expenditures outside of budgeted amounts; submitting an annual budget for church approval; and requesting budget input from all teams and assisting those teams as necessary.

Ministry Teams

Ministry teams support the mission, vision, and core values by performing duties that pertain to educational and outreach programs for adults, youth, and children. Ministry team leaders and members serve for unspecified terms and must meet the qualifications and requirements approved by the church as described in the First Baptist Church Team Manual.

Operations Teams

Operations Teams support the mission, vision, and core values of the church by performing duties that pertain to maintaining and regulating the physical properties of the church as well as organizing the church members to provide necessary services during worship services and special programs/events. Operations team leaders and members serve for unspecified terms and must meet the qualifications and requirements approved by the church as described in the First Baptist Church Team Manual.

Team Qualifications and Guidelines

Team Member Qualifications

- 1) A Member of FBC
- 2) Actively involved for at least 3 months
- 3) Capable and willing to assume the responsibility
- 4) Can only serve as Members of two teams at FBC (unless approved by pastoral staff)
- 5) Maintain active participation at called meetings and service events as determined by the team
- 6) Attend training as recommended by staff or the Engagement Team
- 7) Require Background Check as appropriate
- 8) Agree with the Mission, Vision, Core Values and Beliefs of FBC

Team Leader Qualifications

- 1) Member of FBC for a minimum of one year with active involvement for one year
- 2) Can only serve in one Team Leader position at FBC at one time
- 3) Team Leaders cannot be a Member of another team (unless approved by pastoral staff)
- 4) Require Background Check as appropriate
- 5) Capable and willing to assume the responsibility
- 6) Maintain accountability of team members in a loving way
- 7) Attend training as recommended by staff or the Engagement Team
- 8) Agree with the Mission, Vision, Core Values and Beliefs of FBC

General Team Leader Responsibilities

- 1) Call Team meetings as needed or requested
- 2) Notify staff of team meetings
- 3) Keep staff informed of plans and activities

Selection Process

Selection of Team Members/Leaders for Ministry and Operations Teams

Selection of Team Leaders:

- When a new team is deemed necessary by the staff, the engagement team or another team, the team leader will be selected by the staff in conjunction with the engagement team.
- If it is an existing team, the team will notify the staff and or engagement team the selection of the new team leader.

Selection of Team Members

- When a new team is formed, the team leader will recruit members in consultation with the engagement team and the staff.

- Adding additional members to a team will be done by the specific ministry team involved and in consultation of the Engagement Team and/or a staff member.

All selections of team leaders and team members will be submitted at the following regular business meeting for church approval. All team members and leaders on ministry and operations teams serve on their respective teams as long as they are qualified, capable of serving and are positively contributing to the success of the team.

Work Groups

Work Groups may be created by an existing team as a sub unit of the team. An existing team can create a Work Group to perform specific tasks defined by the existing team for a defined period of time. The purpose, membership requirements, responsibilities, and selection process will be determined by the team responsible for its creation along with guidelines as set forth in the church bi-laws as applicable. The Work Group guidelines and details will be presented to the Engagement Team prior to the creation of the Work Group for accountability purposes.

Selection of Team Members/Leaders for Engagement, Personnel, and Finance Teams

- The finance, personnel and engagement team members will be selected by the engagement team annually and approved in the final business meeting prior to the new year of service.
- These members are asked to serve for a 3 year term.
- The terms are staggered so that no more than 2 members rotate off each year.
- The team leaders will be selected by the team when members rotate off and new members are added.

FBC TAYLOR TEAM STRUCTURE

**Mission/Vision
Core Values and Beliefs**

Staff Leadership Team
Includes: Ministerial Staff
Meets weekly and as needed
to perform the tasks and
duties of the church.

Administrative Team
Includes: Ministerial Staff, Team Leaders from:
Personnel, Finance, Engagement, Deacon teams,
Three team leaders from the Ministry Teams and
three team leaders from the Operations Teams
These six people will be appointed by the Engagement Team
Meets twice a year and as needed to communicate, plan,
and coordinate events.

Teams
Includes: Team leader and team members
Meet as appropriate for each team.

FBC Taylor Team List
2019

Administrative Teams

- Engagement Team
- Personnel Team
- Finance Team
 - Check Signers Work Group
 - Counting Work Group
 - Budget Work Group
- Trustees

Operations Teams

- Properties Team
 - Facilities Use Policy Work Group
- Library
- Service Team
- First Impressions Team
- Connections Team
- Long-Range Planning
- Recreation / Sports Team
- Interim Preacher Search Team
- Pastor Search Team

Ministry Teams

- Adult Ministry Teams
 - Prime Timers Team
 - Nursing Home Team
 - Women's Team
 - MOPS Team
 - Men's Team
 - Prayer Team
 - Outreach Team
 - Sunday Morning Bible Study Team
 - Small Group Team
 - Missions Team
 - Media Team
 - Creative Worship Team
 - Deacons
- Children Ministry Teams
 - First Academy & Preschool Team
 - Children's Team
- Youth Ministry Teams
 - Youth Team

FBC Teams

Revised 1/8/2019

Administrative Teams

Engagement

TL –Dannie Volek
2019: Rhonda Killough, Angela Turner
2020: Dannie Volek, Jerry Pearson
2021: Barbara Jordan, Trent Christianson

Personnel

TL – Bob Turnipseede
2019: Isaac Turner, Yvonne Oude-Reimerink
2020: Bob Turnipseede, Joe Wiedmier
2021: Eliya Irisawa, Michael Roberts, Harold Cook

Finance

TL – Kelly Cmerek
2019: Kelly Cmerek, Vera Turnipseede
2020: Garry Cude, Danny Philhower
2021: Richard Lieb, Rachel Perkins

Check Signers:

Pat Williams, Jim Killough, Martha Roberts,
Liz O'Dell, Ruby Fisher, Jerry Pearson, Kathy
Dabbs, Keith Mays, Shirf Frazier

Counting:

Jerry Pearson, Alan Williams, Hershel Hill,
Keith Mays, Alvie Bronson, Reba
Widmer

Trustees (include at least one deacon):

2019: Alan Williams (deacon)
2020: Jimmy Cheatham
2021: Jimmy Drake (deacon)

Operational Teams

Properties

Mike Townsend - Staff
TL --
Members – Jimmy Drake, Mike Brueckner,
Chris Schneider, Jim Casey, Eric Moehnke,
Benjie McKinley, Jordan Grier, John Perkins

Facilities Use Policy Work Group

Mark Schroeder, Daniel Philhower, Liz O'Dell,
Mike Townsend

Library

TL –Mary Havens
Members - Ruby Fisher, Donna Van Cleve

Service

TL – Sandra Carpenter
Ann Brueckner, Laura Townsend, Trudy Davila,
Jackie Paris, Alayne Cmerek, Christina
Bevins, Dawn Bellemare, Rachel Perkins

First Impressions

TL – Rebecca Lieb
Members-Judy Schroeder, Mandy Cawley, Sabrina
Torres

Connections

TL – Sarah Webster
Members- Jack & Barbara Jordan, Angela Turner,
Daniel & KatiAnn Philhower, Amos Speight

Long-Range Planning

TL - Trent Christianson
Randy Burnum, Trish Hays

Recreation

TL – Matt Perez
Todd Osborn, Kayla Patschke, Erik Weber

Interim Preacher Search Team

TL – Isaac Turner
Members – Jack Jordan, Kathleen Laurence, Audrey
Vanecek, Reba Widmer

Pastor Search Team

TL – Joey Branson
Members – Karen Farley, Amy Quebe, Jay Reed, Bob
Turnipseede

Ministry Teams

PrimeTimer's

TL – Maggie Sodergren
Members –Jerry & Nikki Pearson, Keith & Nancy
Mays

Nursing Home

TL – Terrell Webster
Members –Rob Bevins

Women's

TL – Jennifer Truitt
Members – Christina Bevins, Jamie Reed, Sydney
Grier, Mary Havens, Rebecca Lieb, Dana Moehnke,
Meredith Osborn, Samantha Sumner, Darla
Vinklarek, Chris Vanderkamp, ~~Carolyn Caplinger~~

MOPS

TL – Jenn Weber
Judy Schroeder, Jenni Roberts, Brandi Norvell

Men's

TL-- Josh Johnson
Members –John Drake, Zach Hall

Prayer

TL – Maggie Sodergren
Members - Steve & Janet Gauna, Mel Biggs, Kathy
Dabbs

Outreach

TL – Beth Frazier
Members – Laura Townsend, Verna Mae Grieger
Nikki Pearson, Marie Hays

~~Discipleship~~

TL – ~~Amos Speight~~

Small Groups

TL - Karen Farley
Members: John Perkins

Sunday Morning Bible Study

TL - Kathy Dabbs
Members: Alvie Bronson, Barbara Jordan, Rachel
Perkins, Tony Truitt, Donna Van Cleve, Darlene
Wiedmier, Joan Box, Nancy Mays, Walter Allen

Missions

TL – Judy Schroeder
Members – Eliya Irisawa, Anne Wentrcek,
Yvonne Oude-Reimerink, Anna Herms

Media

John Griffing - Staff
TL –
Members: Jordan Grier, Adam Janecka, Ted
Kochanek, Easton Laurence, Scott Sumner,
Shameika Rollie-Torrez

Worship Design

TL – Kathleen Laurence
Members – Ash'Leigh Harris

Preschool

Jennifer Nunamaker – Staff
TL – Audrey Vanecek
Members – Aimee Morris, Kari Schroeder,
Cheroka Roberts, Alayne Cmerek, Brandi Norvell,
Ashley McCarty, Jenn Weber, Shameika Rollie-
Torrez,, Blythe Cavender

Children

Jennifer Burnum - Staff
TL – Samantha Sumner
Members – Amy Quebe, KatiAnn Philhower, Teresa
Irisawa, Liz O'Dell, Randa Perez

Students

Bryan Cawley – Staff
TL – Debbie Kovar
Members –Bob Turnipseede, Stef Adame, Aaron
Vanecek, Julie Christianson, Scott Sumner

Deacon Ministry Team

Deacon Chairman, Dannie Volek
Members –Joey Branson, Garry Cude, Jimmy Drake
(Sec), Shirf Frazier, Keith Hagler (Vice Chair), Jack
Jordan, Keith Mays, Jerry Pearson, Daniel Philhower,
Mark Schroeder Bob Turnipseede, Terrell Webster,
Alan Williams, Joe Wiedmier

~~Denotes drop since last vote~~

~~Denotes addition since last vote~~

FBC Taylor Team Leaders and Liaisons
2019

<u>Administrative Teams</u>	<u>Leader</u>	<u>ET Liaison</u>
Engagement Team	Dannie Volek	
Personnel Team	Bob Turnipseede	Dannie Volek
Finance Team	Kelly Cmerek	Dannie Volek
Check Signers Work Group		
Counting Work Group		
Budget Work Group		
Trustees		

Operations Teams

Properties Team		Jerry Pearson
Library	Mary Havens	
Service Team	Sandra Carpenter	Rhonda Killough
First Impressions Team	Rebecca Lieb	
Connections Team	Sarah Webster	Angela Turner
Long-Range Planning Team	Trent Christianson	
Recreation / Sports Team	Matt Perez	
Interim Preacher Search Team	Isaac Turner	
Pastor Search Team	Joey Branson	

Ministry Teams

Adult Ministry Teams

Prime Timers Team	Maggie Sodergren	Jerry Pearson
Nursing Home Team	Terrell Webster	
Women's Team	Jennifer Truitt	Angela Turner
MOPS Team	Jenn Weber	Rhonda Killough
Men's Team	Josh Johnson	Jerry Pearson
Prayer Team	Maggie Sodergren	Rhonda Killough
Outreach Team	Beth Frazier	
Sunday Morning Bible Study Team	Kathy Dabbs	
Small Group Team	Karen Farley	Dannie Volek
Missions Team	Judy Schroeder	Jerry Pearson
Media Team		
Creative Worship Team	Kathleen Laurence	
Deacons	Dannie Volek	Dannie Volek

Children Ministry Teams

First Academy & Preschool Team	Audrey Vanecek	Angela Turner
Children's Team	Samantha Sumner	

Youth Ministry Teams

Youth Team	Debbie Kovar	
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Administrative Teams

Ministry Cluster: Administrative
Name of Team: Engagement Team

Mission Statement:

Support the engagement and mobilization of FBC membership by focusing on the support and guidance for other teams as they promote the Mission, Vision, Core Values and Core beliefs of FBC.

Team Makeup and Rotation:

Given the Engagement Teams status as an Administrative Team of the church, team members will serve three-year terms. Team member terms will be staggered to ensure functional continuity of the team. The Engagement Team will have six members. There will be at least one deacon on the engagement team.

Duties/Responsibilities

1. Create qualification and/or requirements for Team Members and Team Leaders wishing to serve on FBC Teams
2. Provide ongoing team support
Each Engagement Team member will serve as a liaison for specifically assigned teams of the church. The purpose of these assignments is to provide a resource and means of communication for Team Leaders/Team Members.
3. Provide education and training needed to keep the church membership, teams, and staff informed of the team ministry process.
---At the beginning of each year in January, team leaders and ministerial staff will attend a required training coordinated by the Engagement Team. All policies and procedures will be reviewed at that time.
---Appropriate team training will be conducted for team leaders and members as needed
---The team ministry process will be formally reviewed before the church during business meetings as needed, but at least once a year.
4. Hold annual survey/review(s) with team leaders and team members and review and update team descriptions.
---Before the end of each year the Engagement Team will hold an annual review with Team Leaders. The purpose of the annual review is to discuss team performance, assess areas of need or support (including training needs of team leaders and members), and to allow leaders to voice new ideas or concerns. The tone of these reviews should be positive and encouraging.
---As part of the annual review process, Team Members will be provided a Questionnaire by the Engagement Team for Completion. This questionnaire will assess training needs of the members and will serve as a means of introducing new ideas or concerns. The questionnaires will be returned to the Engagement Team by each individual team member. Based on the results of the questionnaires, the Engagement Team will recommend training classes or written training material as needed. The Engagement Team expects to utilize the Williamson Baptist Association for ongoing training efforts but is not limited to this resource.
5. The Engagement Team will help insure that the decision-making and conflict resolution process is accomplished in the context of the team ministry model. The team structure

will help insure that a collaborative effort is used in the decision-making and conflict resolution processes. The objective is to reach a collaborative decision so that no one person or group is making the decision. The Engagement Team will also help maintain accountability.

---The Engagement Team will serve as a means of conflict resolution within the team structure of FBC. Team Leaders or Members may approach the Engagement Team in an effort to resolve such conflict. Ideally, the conflicting parties will have attempted reconciliation among themselves prior to approaching the Engagement Team. The Engagement Team will apply Biblical principles (Matthew 18:15-17) in its resolution efforts.

---Example: A team meets and makes plans for an event. The appropriate staff person is involved in the collaborative process. Appropriate policies and procedures are checked. If there is a conflict between the team and staff involved and/or existing policies, then the team leader and staff member will meet with the engagement team for resolution. If the issues relate to financial or personnel policies, those team leaders may be included. If the issues are still not resolved, then those individuals meet with the deacon body and senior pastor.

---The Engagement Team will help insure that accountability is maintained. When necessary and appropriate, the team process will be used to hold teams and staff accountable. If it is a personnel issue, the personnel team will first be used to address and resolve the issue. If unresolved, appropriate team leaders and/or staff will go to the engagement team for resolution. If a collaborative resolve is not reached, these individuals will meet with the deacon body and senior pastor (unless the issue involves the senior pastor).

6. The Engagement Team will nominate new members for Operations teams of the church where team members have specific terms of service (such as Engagement Team, Personnel Team, and Finance Team). The Engagement Team will present the nominations to the church body for approval.

Skills/Gifts

Organizational Skills

Conflict Resolution

An eye for detail

People Skills

A knowledge of team ministry

Desire to promote and educate membership about team ministry

Knowledgeable of or willing to learn about church policies and procedures and church bylaws

Time Commitment:

Duration: Varies

Days/Hrs. per week needed: Varies

Ministry Cluster: Administrative
Name of Team: Personnel Team

Mission Statement:

Balance expectations and needs between church and staff.

Activities/Responsibilities

Meet with staff as needed
Serve as liaison between church and staff
Anticipate staffing needs in the church
Review staff annually
Recommend Salaries for staff
Provide Performance Evaluation of Lead Pastor

Skills/Gifts

Discernment
Readily detects harmful situations.
Excels at counseling others.
Knowledge of Personnel Policies and Bi Laws
Has a high level of intuition into people and situations.
Has quick insight to people's needs.
Leadership
Skilled in working through conflict.
Gives direction in such a way people follow.
Confidentiality

Time Commitment:

Duration:3-year rotation
Days/Hrs. per week needed:

Ministry Cluster: Administrative

Name of Team: Finance Team

Mission Statement:

Manage and plan the use of financial resources to support the mission, vision and core values of the church.

Activities/Responsibilities

Review monthly spending /budget reports.

Approve material expenditures outside of budgeted amounts

Plan, prepare, and submit annual budget for church approval. Budget process requires input from all teams beginning in August.

Skills/Gifts

Accounting, Bookkeeping, Finance, and Management level budgeting experience

Administration: Assist teams as necessary with financial planning / decisions

Enjoys organizing details to make processes and people more effective.

Able to relate details to the overall picture.

Faith

Shows unusual trust in God in the face of obstacles.

Confidence in God Answering prayers.

Wisdom

Displays exceptional insight to where God is working or leading.

Helps clarify steps to resolve problems and conflicts.

Time Commitment:

Duration: 3-year rotation

Days/Hrs. per week needed:

Monthly – 30 min.

Quarterly – Meeting prior to business mtg – 1-2 hours

Attend Quarterly bus. Mtg. – 1 hour

Annually – Meet weekly for 3-4 weeks (1 hour each mtg. during budget preparation.)

Ministry Cluster: Administrative
Name of Team: Trustees

Mission Statement:

To support the mission, vision, and core values of the church

Activities/Responsibilities

Trustee nominees will be recommended by the deacons and approved by the church. The trustees shall hold in trust the property of the church. They have no power to buy, sell, mortgage, transfer or lease any property without a specific vote of the church. They will sign all legal documents for the church. A least one trustee must be a deacon.

Skills/Gifts

Time Commitment:

Duration: Serve for 3 year rotating term

Days/Hrs. per week needed: Varies / as needed

Operations Teams

Ministry Cluster: Operations
Name of Team: Properties Team

Mission Statement:

Provide and anticipate for the physical property needs to accomplish the mission, vision, and core values of the church.

Activities/Responsibilities

Maintain awareness of physical property needs.
Organize volunteers, schedule workdays for the Church to repair and maintain facilities.
Help secure bids as needed for repairs.
Responsible for the Van and People Mover
Maintains mechanical update records
Insures the routine maintenance occurs and is logged
Recommends non-routine maintenance
Responsibilities include the Library

Skills/Gifts

Service
Easily identifies practical needs.
Enjoys serving others regardless of what is asked.
Helps
Enjoys helping others so they can excel.
Prefers to work behind the scenes.
Administration
Enjoys organizing details to make processes and people more effective
Able to relate details to the overall picture

Time Commitment:

Duration:
Days/Hrs. per week needed:

Ministry Cluster: Operations
Name of Team: Library

Mission Statement:

Support the mission, vision, and core values of FBC Taylor by curating and promoting church library resources.

Activities/Responsibilities

Maintain library collection
Actively develop library collection
Maintain records of patrons/items/inventory

Skills/Gifts

Ability to organize and categorize
Detail oriented
Service oriented
Love of learning

Time Commitment:

Duration: All year
Days/Hrs. per week needed: Sunday; 5-10 minutes per week

Ministry Cluster: Operations
Name of Team: Service Team

Mission Statement:

To provide and coordinate the meeting of physical and tangible needs during various events.

Activities/Responsibilities

Coordinate service to families during times of serious illness or bereavement
Provide hostess services as needed for special events such as Wednesday night meals, banquets, fundraisers, church meetings, etc.

Skills/Gifts:

Service / Hospitality
Easily identifies practical needs
Enjoys serving others regardless of what is asked
Helps where needed
Enjoys helping others so they can excel
Prefers to work behind the scenes
Exhortation
Enjoys giving direction to those in distress, crisis, or crossroads.
Enjoys one on one interaction that produces positive actions.

Time Commitment:

Duration:
Days/Hrs. per week needed:

Ministry Cluster: Operations
Name of Team: First Impressions

Mission Statement:

The mission of the First Impressions ministry is to be a welcoming presence to all attendees and to create and maintain an environment that welcomes and facilitates connection to the community at First Baptist Taylor.

Activities/Responsibilities

Greet guests; Collaborate with security at each exterior entrance; Assist visitors and members with directions; Hand out bulletins; Seat guests and members for worship or assist with finding seating; Coordinate parking; Work in the coffee bar

Skills/Gifts

Hospitality
Organization
Friendliness
Communication skills
Familiarity with the facility

Time Commitment:

2 hours Sunday mornings every other week. The goal is to have enough team members to have 4 teams so that each team works once a month

Ministry Cluster: Operations
Name of Team: Connections Team

Mission Statement:

The mission of the Connections Team is to guide new members to fully discover their unique fit and relationship within the FBC family.

Activities/Responsibilities

Talk with new members about their journey with God
Guide new members in completing a spiritual gifts inventory which may help direct them to a place of service
Help new members identify talents, gifts and special abilities and match them to potential areas of service
Check periodically to see that new members are appropriately connected to ministry opportunities

Skills/Gifts:

Knowledge
Shows a high degree of spiritual sensitivity
Has a high level of intuition into people and situations
Discernment
Excels at counseling others
Quickly and accurately recognizes motives.
Wisdom
Displays exceptional insight to where God is working or leading
Helps clarify steps to resolve problems and conflicts

Time Commitment:

Duration: Ongoing
Days/Hrs per week needed: Varies

Connections Team Leader

Gifts and Skills:

Administration:
Enjoys organizing details to make processes and people more effective
Able to reduce complex problems into manageable steps
Wisdom:
Helps clarify steps to resolve problems and conflicts
Helps:
Enjoys helping others so they can excel

Description of Responsibilities:

Coordinates and organizes the Connections Team.
Assigns interviewer to new members or organizes Future Leaders Summits
Ensures materials and interview room is available and set up for interviews.

Routes referral forms to appropriate team leader.
Conducts follow up with new members who have been interviewed at designated intervals.
Follows up with team leaders, as necessary.
Posts service opportunities for congregation to view (this needs to be address and determined if we will do this or not)

Time Required:

Duration—Ongoing

Days and/or hours of week or month needed: 3-5 hours per month

Connections Team Interviewer

Gifts and skills:

Knowledge

Has a high level of intuition into people and situations

Has quick insight to people's needs

Helps

Enjoys helping others so they can excel

Exhortation

Enjoys serving others regardless of what is asked

Descriptions and Responsibilities:

Calls assigned new members to set up appointment time for interview

Conducts new member interviews following the guidelines established

Completes the Ministry Profile Form and Interview Referral Form and forwards to team leader

As per established plan.

Participates in Connections Team meetings as requested.

Time Required:

Duration—Ongoing

Days/hrs of week/month needed: 3-5 hours per quarter, includes 1 mtg. per year for 1 hour

Connections Team Records Keeper

Gifts and Skills:

Helps

Prefers to work behind the scenes

Enjoys meeting tangible needs

Exhortation

Enjoys task oriented projects rather than people oriented

Administration

Enjoys organizing details to make processes and people more effective

Able to relate details to the overall pictures

Description and Responsibilities:

Enters approved forms into Realm

Offers suggestions for improvement to Connections Team operations

Participates in Connections Team meetings as requested

Time Required:

Duration—Ongoing

Days/hrs of week/month needed: 3-5 hours per quarter, includes 1 mtg. per year for 1 hour

Ministry Cluster: Operations
Name of Team: Recreation / Sports

Mission Statement:

To provide members and the community a place to enjoy recreational activities in a safe Christian environment

Activities/Responsibilities

Planning; Conducting and evaluating activities/sports activities; To encourage members and the community to participate; Maintain facilities and supplies as needed for various activities; Encourage the addition of new team members and new ideas for recreation

Skills/Gifts

Love of Christ and His Church
Enjoying being active
Assisting others to be active

Time Commitment:

Duration: Varies
Days/Hrs. per week needed: Varies

Ministry Teams

Adult Ministry Teams

Ministry Cluster: Adult Ministry
Name of Team: Primetimers' Team

Mission Statement:

Develop and coordinate meetings, events, trips and activities of Senior Adults.

Activities/Responsibilities

Work with Team Leaders of other Sr. Adult ministry teams to coordinate activities and learning opportunities for the Sr. Adults of FBCT.

Skills/Gifts

Administration

Enjoys organizing details to make processes and people more effective

Able to relate details to the overall picture

Pastoring

Enjoys ministering to people over prolonged periods of time

Values long term spiritual welfare of others

Leadership

Inspires people to get involved

Skilled in working through conflict

Time Commitment:

Duration:

Days/Hrs. per week needed:

Ministry Cluster: Adult Ministry
Name of Team: Nursing Home Team

Mission Statement:

Develop and coordinate meetings, events, trips and activities of Senior Adults.

Activities/Responsibilities

Work with Team Leaders of other Sr. Adult ministry teams to coordinate activities and learning opportunities for the Sr. Adults of FBCT.

Skills/Gifts

Pastoring
Enjoys ministering to people over prolonged periods of time
Values long term spiritual welfare of others
Leadership
Inspires people to get involved
Skilled in working through conflict

Time Commitment: 1-2 Hours per month

Duration:

Days/Hrs. per week needed: 1 Hour per week, 9:30-10:30 AM,
Every Sunday if possible

Ministry Cluster: Adult Ministry
Name of Team: Women's Ministry Team

Mission Statement:

Develop and support opportunities for fellowship, encouragement, accountability and personal growth of women.

Activities/Responsibilities

Meet monthly; work within the church's mission and vision; plan events keeping our strategy of Encounter, Connect, and Impact

Skills/Gifts

Leadership
Gives direction in such a way people follow
Inspires people to get involved
Skilled in working through conflict
Exhortation
Enjoys giving direction to those in distress, crisis, or crossroads
Uses Scripture to uplift others
Enjoys one to one interaction that produces positive actions
Administration
Able to relate details in the overall picture

Time Commitment:

Duration: 2 hour meeting per month
Days/Hrs. per week needed: Volunteer for events that appeal to you and that you want to help with.

Ministry Cluster: Adult Ministry
Name of Team: MOPS

Mission Statement:

MOPS International encourages and equips moms of young children to realize their potential as mothers, women, and leaders in relationship with Jesus and in partnership with the local church.

Activities/Responsibilities

- Monthly meeting including fellowship, discussion and speakers
- Monthly Bible Study
- Monthly play dates (kids and moms)
- Monthly mom nights out

Skills/Gifts

Time Commitment:

Duration: September through May
Days/Hrs. per week needed: 2 hours per week

Ministry Cluster: Adult Ministry
Name of Team: Men's Ministry Team

Mission Statement:

Develop and support opportunities for fellowship, encouragement, accountability and personal growth of Men.

Activities/Responsibilities

Develop and maintain a comprehensive plan for reaching men of different ages and life situations. Including, but not limited to: Men's Breakfasts; Men's Retreats; Dove Hunts; Shootouts.

Skills/Gifts

Leadership
Gives direction in such a way people follow
Inspires people to get involved
Administration
Uses Scripture to uplift others
Desire to be involved in outdoor projects, moving things; feeding people; meeting other needs as identified

Time Commitment:

Duration: Varies
Days/Hrs. per week needed: Varies

Ministry Cluster: Adult Ministry
Name of Team: Prayer Team

Mission Statement:

The Prayer Team of First Baptist Church, Taylor is God's instrument to encourage and inspire the congregation to pray for the church, nation and community.

Activities/Responsibilities

Coordinate scheduled prayer times (including, but not limited to Powerhouse during worship service and Tuesday prayer meeting)
Coordinate church-wide prayer emphasis (such as National Day of Prayer)

Skills/Gifts

Faith
Shows unusual trust in God in the face of obstacles
Confident in God answering prayers
Service
Easily identifies practical needs
Enjoys serving others regardless of what is asked
Helps
Enjoys helping others so they can excel
Prefers to work behind the scenes

Time Commitment:

Duration:
Days/Hrs. per week needed:

Ministry Cluster: Adult Ministry
Name of Team: Outreach Team

Mission Statement:

Develop and support strategies to reach adults of all ages.

Activities/Responsibilities

Make contact with visitors to Sunday morning worship
Minister to homebound and ailing church members
Coordinate church-wide missions emphasis (including, but not limited to Lottie Moon Christmas Offering, etc.)

Skills/Gifts

Service
Easily identifies practical needs
Enjoys serving others regardless of what is asked
Enjoys task-oriented projects rather than people-oriented
Evangelism
Enjoys connecting with non-believers
Care deeply for the lost
Able to clearly present the gospel so as people's lives are changed
Pastoring
Values long term spiritual welfare of others
Enjoys discipling others
Enjoys ministering to people over prolonged periods of time

Time Commitment:

Duration:

Days/Hrs. per week needed:

Ministry Cluster: Adult Ministry

Name of Team: Discipleship

Mission Statement:

The purpose of the Discipleship Team is to:
Help adults become fully-developing followers of Christ by providing groups of adults with similar ages, interests, and family structures meetings for interactive discipleship study, connecting through fellowship, organizing for care, involving in ministry and growing through accountability.

Activities/Responsibilities

Skills/Gifts

Time Commitment:

Duration:

Days/Hrs. per week needed:

Ministry Cluster: Adult Ministry
Name of Team: Small Groups Team

Mission Statement:

Develop and support opportunities for spiritual growth during small groups that meet in church members' homes during the week.

Activities/Responsibilities

- 1) Create an environment where spirit-driven experiences can grow through prayer, support, service, worship and accountability – doing life together and walking alongside one another
- 2) Work with Small Group team lead to keep updated the meeting frequency, location and members (utilizing Realm)
- 3) Work with Ministerial staff in providing small group material choices through the church library or online sources (such as LifeWay, Christianity Today, SmallGroups.com)

Skills/Gifts

Serving / Ministry
Mercy
Leadership
Knowledge

Time Commitment:

Duration: Varies
Days/Hrs. per week needed: Varies / 2-3 hours per week

Ministry Cluster: Adult Ministry
Name of Team: Sunday Morning Bible Study Team

Mission Statement:

Develop and support opportunities for spiritual growth during Sunday Morning Bible Study hour.

Activities/Responsibilities

Finds teachers for Sunday Morning Bible Study.
Organize the SMBS hour in effective ways.

Skills/Gifts

Administration
Able to relate details into manageable steps
Leadership
Inspires people to get involved
Gives direction in such a way people follow

Time Commitment:

Duration:
Days/Hrs. per week needed:

Ministry Cluster: Adult Ministry
Name of Team: Missions

Mission Statement:

Activities/Responsibilities

Skills/Gifts

Time Commitment:

Duration:

Days/Hrs. per week needed: 2 hours/month

Ministry Cluster: Adult Ministry
Name of Team: Media

Mission Statement:

Overview:

AV ministry is one of the most important roles in the modern church, as important as any instrumentalist or vocalist, and can impact every aspect of public ministry, even including the preaching of the Word. It's a high calling that calls for a commitment to excellence.

Purpose:

To provide sound, video, and media support to all ministries of the church, with particular emphasis on worship and outreach.

Activities/Responsibilities

Principles:

1. James 1:19 "Be quick to listen, slow to speak, and slow to become angry."
2. Excellence honors God and is a practical necessity in reaching today's culture.
3. People are more important than performance; striving for excellence should never be at the cost of relationships in the body of Christ.
4. All on the same team with the same goals; no turfs to protect (director included), no egos on the line (director included). Serving the Lord is paramount. Assume the best of each other.
5. We strive to enhance the quality of sound production in worship services, to remove distractions and enable worshippers to concentrate on the Lord.
6. We strive to enhance the quality of video production and sound mix to effectively communicate the message of songs and sermons through posted videos.
7. Communication is crucial, and should be direct, respectful, and constructive. This is particularly important if there's misunderstanding or conflict that needs to be resolved. Quick, clean, and direct. Don't leave anything to chance.
8. Everyone should be quick to share what you know; quick to offer solutions; and quick to take advice.

Practices and Procedures

1. Each assigned volunteer has specific areas of expertise; the director may have general knowledge, but each assigned specialist will know their area better than anyone; therefore, share your expertise freely, for the good of all.
2. Sound equipment should be set up in advance of rehearsal, and the designated sound tech should be at their post for the entire rehearsal.
3. 2 major symbolic elements that carry more weight than they should, but should always be controlled if possible:
 - a. Mics should be on when a speaker or singer begins.
 - b. Feedback should never happen, but if it does, it should be immediately corrected.
4. Lighting cues must be followed accurately, with attention given to pre-sets and smooth fades.

Abrupt changes or poor lighting can distract people from the message, which is always to be avoided.

5. Slides must be prepared in advance in ProPresenter, using information provided by the worship director. The slide person must be present for the entire rehearsal.
6. The slide tech MUST be focused with complete concentration, advancing slides at the right moment. This is critical for the flow of worship, and to avoid distraction.
7. Videos must be managed by someone trained in the process, and no video of a music performance should be posted without the director's prior approval. It's not fair, but people judge the church, and the Lord, by the quality of what is posted. And a poor video lives forever on the internet.
8. Cell phones are not to be in use in the media center. NO DISTRACTIONS. They can be there for emergencies, but they are a distraction that has often caused missed cues.

Skills/Gifts

- A desire to lead people to Christ through worship.
- An artistic temperament and mindset.
- An interest in media, AV, theater arts, etc.
- Musical skills, media experience.

Time Commitment:

Duration: Rehearsal 1 to 2 hours weekly, each Sunday morning at 8:00, with possible additional rehearsal Wednesday nights.

Prep time for set-up, for slide preparation, etc., 1+ hour/week.

Service lasts 1 hour.

Days/Hrs. per week needed:

For a week where an individual is doing an entire assignment, 3-4 hours/week.

Ministry Cluster: Adult Ministry
Name of Team: Creative Worship Team

Mission Statement:

The Creative Worship Team, through the power of the Holy Spirit, will act as a bridge to usher in the presence of God during worship through our various artistic gifts, as we minister, support, inspire, and encourage others to follow after Jesus and see God's will be done on earth as it is in heaven.

Activities/Responsibilities

- To work closely with the lead pastor, music minister, and other staff to support in current series, special events and on going needs within the church.
- Activities also reach beyond the church, into the community (i.e. T Don Hutto Ministry, etc.)

Skills/Gifts

- Drama
- Art (paint, sculpting)
- Videography
- Photography
- Stage set design
- Carpentry/handy man skills
- Live painting

Time Commitment: Varies for different tasks

Duration: Varies

Days/Hrs. per week needed: Varies

Ministry Cluster: Adult Ministry
Name of Team: Deacons

Mission Statement:

With a heart for service, support the ministerial staff, care for church family and provide feedback and accountability.

Activities/Responsibilities

Ordained servants who serve alongside the ministerial staff who have gone through the selection process or transferred from another church as a deacon according to the Deacon Policies and Procedures and FBC Taylor Bi Laws

Participate in group and individual service opportunities such as: Church Ordinances, Deacon Family Contact, Pastoral Care, Service Projects, Teaching, Training, Leadership

Skills/Gifts

A heart for serving and meeting the needs of our church and community and actively engaged in achieving the mission/vision/ and core values and beliefs of the church

Time Commitment:

Duration: On going

Days/Hrs. per week needed: Varies / Monthly meetings

Children's Ministry Teams

Ministry Cluster: **Preschool Ministry**
Name of Team: **First Academy & Preschool Ministry Team**

Mission Statement:

The mission of the First Baptist Church preschool programs is to provide Christ-centered educational experiences to help children grow emotionally, physically, mentally, spiritually, and cognitively.

Activities/Responsibilities

Skills/Gifts

Called to work with small children and young families
Wisdom
Displays exceptional insight to where God is working or leading
Helps clarify steps to resolve problems and conflicts
Biblical Knowledge
Has a high level of intuition into people and situations
Shows a high degree of spiritual sensitivity
Has quick insight to people's needs
Exhortation
Enjoys giving direction to those in distress, crisis, or crossroads
Uses Scripture to uplift others
Enjoys one to one interaction that produces positive actions.

Time Commitment:

Duration:
Days/Hrs. per week needed: Generally, meets monthly - 1 ½ hours.

Ministry Cluster: Children's Ministry
Name of Team: Children's Team

Mission Statement:

The Children's Team are dedicated mentors capturing the hearts of children and equipping them to impact their world for Christ. 2 Timothy 3:15 inspires us "From infancy you have known the Holy Scriptures that are able to give you wisdom you need for salvation through faith in Christ Jesus."

Activities/Responsibilities

- Help plan strategies and events that align with FBC's mission statement
- Ensure that K-5 Sunday Morning Bible Study is running well and the kids are learning as much as possible
- Ensure the KidsZone on Wednesdays is running well, and the kids are learning as much as possible
- Find ways to keep the church informed of how the ministry is doing

Skills/Gifts

- Service
- Administration
- Wisdom
- Helps
- Leadership

Time Commitment:

1 ½ hour meeting quarterly; find a place of service within the children's ministry that you are passionate about – could be 2 hours to 8 hours/month

Youth Ministry Teams

Ministry Cluster: Youth Ministry
Name of Team: Youth Team

Mission Statement:

Develop and support strategies to reach Youth of all ages.

Activities/Responsibilities

Skills/Gifts

Evangelism
Enjoys connecting with non-believers
Cares deeply for the lost
Able to clearly present the gospel so as people's lives are changed
Teaching
Displays clear insight to Scripture
Passionate about correct interpretations of Scripture
Enjoys showing interconnections of Scripture
Mercy
Shows extraordinary kindness to the less fortunate
Attracted to those who are in need, people focused more than task focused
Readily shows empathy for those hurting

Time Commitment:

Duration:

Days/Hrs. per week needed: