



**FIRST BAPTIST CHURCH**  
TAYLOR

# Team Ministry Manual

February 2023



**FIRST BAPTIST CHURCH**  
TAYLOR

TEAM MINISTRY MANUAL  
Table of Contents

1. Team Ministry Description .....	pgs. 1-2
1.1. Definitions	
2. Team Qualifications and Guidelines .....	pgs. 3 - 4
2.1. Qualifications	
2.2. Selection Process for Operational and Ministerial Teams	
2.3. Selection Process for Administrative Teams	
3. Team Structure .....	p. 5
4. Team Descriptions	
4.1. Administrative Teams .....	pgs. 7 - 12
4.2. Operational Teams .....	pgs. 13 - 20
4.3. Ministerial Teams .....	pgs. 21 - 38
4.4. Team Description Template .....	p. 39



## SECTION 1 - 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.

### 1.1.

#### TEAM MINISTRY AS DEFINED IN THE FBC BYLAWS

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.
The Engagement Team	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.
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.
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.



## SECTION 2 - TEAM QUALIFICATIONS AND GUIDELINES

### 2.1. QUALIFICATIONS

#### Team Member Qualifications:

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

#### Team Leader Qualifications:

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

#### General Team Leader Responsibilities:

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

### 2.2. SELECTION PROCESS FOR OPERATIONAL AND MINISTERIAL 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.

### 2.3.

#### SELECTION PROCESS FOR ADMINISTRATIVE TEAMS

##### Selection of Team Members and Leads:

- 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.



## SECTION 3 - TEAM STRUCTURE



## **SECTION 4 - TEAM DESCRIPTIONS**

### **4.1. ADMINISTRATIVE TEAMS**





**Team Category** Administrative  
**Team Name** Engagement Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description** Support the engagement and mobilization of FBC membership by focusing on the support and guidance for other teams as they promote the Mission, Strategy, Values, and Expectations of FBC.

**Team 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**
- 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, and best if at the end of the year.



- 4 Hold annual survey/review(s) with team leaders and team members and review and update team descriptions at the end of each year.

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 and 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



**Team Category** Administrative

**Team Name** Finance Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

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

- Duties**
- 1 Review monthly spending/budget reports
  - 2 Report financials on a regular basis to church
  - 3 Approve material expenditures outside of budgeted amounts
  - 4 Plan, prepare, and submit annual budget for church approval. Budget process requires input from all teams beginning in August.
  - 5 Manage church financial resources, capital planning, and making recommendations to church as appropriate.
  - 6 Assist teams as necessary with financial planning / decisions

**Skills and Gifts**

Accounting, Bookkeeping, Finance, and Management level budgeting experience  
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 | 1 to 2 hours  
Quarterly | Family Mtg 2 hours  
Annual Budget Prep | Weekly for 2-3 weeks, 1 hr each



**Team Category** Administrative

**Team Name** Trustees

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description** 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.

- Duties**
- 1
  - 2
  - 3
  - 4
  - 5
  - 6

**Skills and Gifts**

**Time Commitment** Duration: Serve for 3 year rotating term  
Days/Hrs. per week needed: Varies



**Team Category** Administrative

**Team Name** Personnel Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description** Balance expectations and needs between church and staff.

- Duties**
- 1 Meet with staff as needed
  - 2 Serve as liaison between church and staff
  - 3 Anticipate staffing needs in the church
  - 4 Review staff annually
  - 5 Recommend compensation for staff
  - 6 Provide Performance Evaluation of Lead Pastor

**Skills and Gifts**

Discernment  
Readily detects harmful situations  
Excels at counseling others  
Knowledge of Personnel Policies and Bylaws  
Has a high level of intuition into people and situations  
Has quick insight to peoples' 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:



## **SECTION 4 - TEAM DESCRIPTIONS**

### **4.2. OPERATIONAL TEAMS**



**Team Category** Operational

**Team Name** Decorating

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description** We serve believing that God cares about the details, and we should too. We hope to create beauty and belonging through inspired spaces that add value to those we serve.

- Duties**
- 1 Provide fresh, inspired tablescapes and holiday decorations appropriate to the season
  - 2 Assist the deacons with table and chair setup as needed
  - 3 Provide guidance on how to properly store linens and decor
  - 4 Collaborate with the Hospitality Team to provide attractive beverage stations

**Skills and Gifts**

- Attention to detail
- Desire to create beauty
- Self-motivated
- Resourceful
- Good problem solving

**Time Commitment** Duration: Varies according to event  
Days/Hrs. per week needed: Varies according to season





**Team Category** Operational  
**Team Name** Hospitality Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

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

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

**Skills and Gifts**

Service / Hospitality (cooking/baking)  
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: Present - Forward  
Days/Hrs. per week needed:  
Wednesdays 3 to 6:30pm for FBC Bridge Meals  
Sunday Scheduled Events such as It's Just Lunch & Family Mtg  
Other events as needed



**Team Category** Operational

**Team Name** Facility Use

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description** Aiding FBC members or members of the community to schedule FBC facilities for events or gatherings

**Duties** 1 Be the contact point for people that want to use our facilities

**Skills and Gifts**

**Time Commitment** Duration:  
Days/Hrs. per week needed:



**Team Category** Operational  
**Team Name** First Impressions Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description** 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.

- Duties**
- 1** Greet guests, assist visitors and members with directions (Bathroom, Sunday School classrooms, preschool, Fellowship Hall)
  - 2** Hand out materials as needed (Sermon notes, Loop newsletter, special brochures and pamphlets)
  - 3** Prepare welcome items (Welcome A-Frame, Connect Cards, pens, chair back materials, Welcome Cart)
  - 4** Assist with parking cars for those who need it
  - 5** Help find seating in the Worship Center as needed

**Skills and Gifts**  
Hospitality  
Organization  
Friendliness  
Communication skills  
Familiarity with the facility

**Time Commitment** 8:30 to 11am for Team Leaders 1 Sunday/month and 1 5th Sunday/yr  
8:45 to 9:30 or 10:15 to 10:45am for Greeters 1 Sunday/month and 1 5th Sunday/yr



**Team Category** Operational  
**Team Name** Leadership Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description** The purpose of the Leadership Team is to communicate, plan, and coordinate events of the church.

**Duties** 1 Meet together 2/year and as needed to communicate, plan, and coordinate events of the church. Members include the following: Ministerial Staff Team, Team Leaders from Personnel, Finance, and Engagement Teams, and the officers of the Deacon Ministry Team.

**Time Commitment** 2x / year and as needed



**Team Category** Operational  
**Team Name** Security Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description** The Security Team's purpose is to provide safety and wellbeing for individuals attending FBC Taylor.

- Duties**
- 1** Provide training and guidelines for individuals in the event of an intruder or crisis situation arising.
  - 2** Serve as a support to attendees in situations requiring intervention.
  - 3** Be present and fulfill assigned roles for dates and time assigned.
  - 4** Be available when scheduled and needed.

**Skills and Gifts**  
Sensitivity to the membership of FBC Taylor  
Trained in intervention techniques and safety procedures  
Being aware of "differences" in behaviors  
Quick to assess and react to situations arising

**Time Commitment** As needed for any event occurring at FBC



**Team Category** Operational  
**Team Name** Library Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

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

- Duties**
- 1 Maintain library collection
  - 2 Actively develop library collection
  - 3 Maintain records of patrons/items/inventory

**Skills and Gifts**

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

**Time Commitment** Duration:  
Days/Hrs. per week needed: Sunday; 5-10 minutes per week

**Team Category** Operational  
**Team Name** Long-Range Planning Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description** United goals include our mission statement with vision for future ministry/facility needs

- Duties**
- 1 Seeking God's will in all planning and continuing throughout the projects
  - 2 Identify and assess the needs of church's programs as related to the master plan
  - 3 Work with architects/construction, communication and gaining experience reading plans - blueprints, floorplans, etc.
  - 4 Good communication with team members, staff and church members

**Skills and Gifts** Use the skills and spiritual gifts God has blessed us with no further His kingdom work.

**Time Commitment** Duration: 2 hours  
Days/Hrs. per week needed: Monthly or more as needed

**Team Category** Operational  
**Team Name** Properties Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

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

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

**Skills and 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:



## **SECTION 4 - TEAM DESCRIPTIONS**

### **4.3. MINISTERIAL TEAMS**

**Team Category** Ministerial  
**Team Name** Assisted Living Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description** Meet weekly at Assisted Living facility for singing and preaching the Word. In case of emergency, Team Leader will notify of cancellation.

**Duties** 1 Preach the Word once a week as Assisted Living facility, 4 times a month, approximately 20 to 30 minutes with music. On 5th Sundays, there is no preaching, only music.

**Skills and Gifts** Gifts of music such as piano playing, leading residents in singing and distributing song books

Inspiring interested people to come and share time with residents who may not have visitors very often

**Time Commitment** Duration: 1 hour / week  
Days/Hrs. per week needed: Sunday mornings

**Team Category** Ministerial  
**Team Name** Bridge Kids Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description** The Children's Team are dedicated mentors capturing the hearts of children (6 weeks - 5th grade) 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."

- Duties**
1. Oversee, plan, and manage Bridge Kids / Preschool events
  2. Volunteer at events when able
  3. Annual background checks
  4. Annual Ministry Safe training
  5. Annual Orientation

**Skills and Gifts** Desire to teach  
Behavior management

**Time Commitment** Special Events - Family Nights and Vacation Bible School  
Sundays - Kids Worship and BridgeKids SMBS  
Wednesday - Bridge Kids  
Bimonthly team meetings

Days/Hrs. per week needed:

**Team Category** Ministerial

**Team Name** Deacons Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description** As ordained servants who are called to walk alongside the ministerial staff, the deacon body shall share in the fulfilling of the missions/ vision/core values and beliefs of our church by actively engaging and supporting the team ministry structure.

- Duties.**
- 1** The deacon body will serve in the final phase of the conflict resolution process. If an issue, question, or conflict has been resolved by the appropriate team, existing policies and procedures, and the Engagement Team, the individuals involved in the issues will come before the deacon body. The deacon body and the Lead Pastor will not be expected to decide, but rather resolve, the issue by mediating a collaborative discussion among the groups involved.
  - 2** At least one deacon will be a member on each of the elected Administrative Teams (Personnel, Engagement, Finance). This will provide direct communication between each team and the deacon body. These deacons will present information and updates from these teams during the deacon meetings.
  - 3** Deacons will be willing to serve on other non-elected teams in areas of interest and giftedness.
  - 4** Deacons are required to attend a monthly meeting, serve in the Lord's Supper, serve at Family Meetings, and serve their family structures as well.

**Skills and Gifts** A heart for serving and meeting the needs of our church and community and actively engaging in the mission/vision/values and beliefs of the church

**Time Commitment** Days/Hrs. per week needed: Varies

**Team Category** Ministerial  
**Team Name** First Academy Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description** 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.

**Duties** 1  
2

**Skills and 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: Varies  
Days/Hrs. per week needed:

**Team Category** Ministerial

**Team Name** Media Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description** 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.

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

- Duties**
- 1** Setup of equipment as needed
  - 2** Coordinating lighting, sound board, video, streaming during services as needed

**Skills and 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** Days/Hrs. per week needed:  
Sundays 8am to 12pm  
Midweek 2 hrs/wk

**Team Category** Ministerial  
**Team Name** Men's Ministry Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

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

**Duties** 1 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 and 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:  
Days/Hrs. per week needed:

**Team Category** Ministerial

**Team Name** Missions Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description**

- Duties**
- 1 Show the love of Christ in our community and beyond
  - 2 Participate and support local activities
  - 3 Support mission programs such as Mary Hill and Annie Armstrong

**Skills and Gifts** Use the skills and spiritual gifts God has given to serve the church, community, and beyond.

**Time Commitment** Duration: Varies  
Days/Hrs. per week needed: 2 hrs / month



**Team Category** Ministerial  
**Team Name** MotherWELL

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description** MotherWELL is a faith-based mothering group focused on creating meaningful relationships within our local community for moms of 5th graders and under.

- Duties**
- 1 Welcome/greeters/helping childcare check-in
  - 2 Setup/decorating/breakdown/food and beverage managing
  - 3 Mentor moms/relationships with moms
  - 4 Childcare support

**Skills and Gifts**  
A heart for moms  
A heart to serve  
A heart for children  
Outreach in the community

**Time Commitment**  
Duration: September - May  
Days/Hrs. per week needed: 3 Monday/month, 2 hours each  
  
For mentor moms - Additional time allotted to connect with moms in assigned groups (1 to 4 hrs/month)

**Team Category** Ministerial

**Team Name** Outreach Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description** Develop and support strategies to reach adults of all ages.

- Duties**
- 1 Minister to homebound and ailing church members
  - 2 Send holiday needs to nursing home / homebound members (birthday, Valentine's Easter, Thanksgiving)
  - 3 Assemble and deliver Christmas gifts to nursing home/homebound members
  - 4 Coordinate monthly cake/sweet donations for first responders
  - 5 Assemble and deliver paper goods/coffee to bereaved families of members
  - 6 Staff appreciation meal

**Skills and 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: Varies by commitment  
Days/Hrs. per week needed: Bimonthly, as needed

**Team Category** Ministerial  
**Team Name** Prayer Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description** 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.

- Duties**
- 1 Coordinate church-wide prayer emphasis (such as Nt'l Day of Prayer)
  - 2 Coordinate scheduled prayer times

**Skills and 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  
Enjoys helping others so they can excel  
Prefers to work behind the scenes

**Time Commitment**

Duration: 2 hrs  
Days/Hrs. per week needed: 1 day/wk

**Team Category** Ministerial  
**Team Name** Primetimers Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

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

**Duties** 1 Monthly potluck luncheons and lunch outings as applies

**Skills and 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: 2 hours  
Days/Hrs. per week needed:

**Team Category** Ministerial  
**Team Name** Small Groups Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

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

- Duties**
- 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
  - 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 and Gifts**  
Serving/Ministry  
Mercy  
Leadership  
Knowledge

**Time Commitment**  
Duration:  
Days/Hrs. per week needed: 2 to 3 hrs/wk

**Team Category** Ministerial  
**Team Name** Sunday Morning Bible Study (SMBS) Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

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

- Duties**
- 1 Finds teachers for Sunday Morning Bible Study.
  - 2 Organize the SMBS hour in effective ways.
  - 3 Review/recommend curriculum as needed.

**Skills and 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: Limited unless specific needs and/or issues arise

**Team Category** Ministerial  
**Team Name** Women's Ministry Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description** Develop and support biblical faithfulness and Gospel-driven change through being together for fellowship, encouragement, accountability, and personal growth of women within the community.

- Duties**
- 1 Attend monthly meetings.
  - 2 Plan, organize, and direct a minimum of 1 event per quarter.
  - 3 Support setup and tear down at each event.
  - 4 Plan and participate in Women's Retreat.
  - 5 Facilitate Women's Bible Studies as applies. Note: A Women's Team Leader must lead the study if hosted by the Women's Team

**Skills and Gifts** community  
Willingness and ability to serve women in all stages of life within the community  
Gives direction in such a way people follow  
Inspires people to get involved.  
Uses scripture to uplift others  
Enjoys 1-on-1 interactions that produce positive action towards Christ  
Able to relate details in the overall picture

**Time Commitment** Duration: 6 to 10 hours/month  
Days/Hrs. per week needed:  
(3-4 hrs) First Tuesday monthly event  
(1.5 hrs) 3rd Wednesday team meeting  
(1 hr) Digital communication as needed

\*Annual Retreat may require additional time.\*

**Team Category** Ministerial  
**Team Name** Bridge Youth Team

---

**Mission Statement** Building bridges to see the broken made new in Christ.

**Team Description** Develop a support structure and collaborate on strategic plans to minister to high school and school students

- Duties**
- 1 Participate in all student outreach events
  - 2 Help execute strategic plans
  - 3 Relationship building with Small Groups inside and outside of church
  - 4 Personal spiritual growth for leaders

**Skills and Gifts**

- Heart to see students grow
- Consistency in communication
- Desire to learn the Bible
- Life leadership for students to follow
- Authenticity
- Excited to serve
- Participate in chaos

**Time Commitment**

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



**Team Category**

TEMPLATE

**Team Name**

---

**Mission Statement**

Building bridges to see the broken made new in Christ.

**Team Description**

**Duties**

1

2

3

4

**Skills and Gifts**

**Time Commitment**

Duration:

Days/Hrs. per week needed: