

# First Baptist Church Offices & Committees

## 2011- 2012

### Sunday School Director

To guide, motivate and equip the Sunday School Teachers as shepherds of their small groups so that teachers can encourage the building of each member's personal relationship with God and foster productive Christian relationships between the group members for the purpose of learning and applying the word of God in daily living.

- Selection & ordering of teaching materials
- Encourage Teachers to maintain accurate class lists.
- Encourage/Facilitate contact of absent members and prospects
- Coordinate class coverage in teacher's absence

### Discipleship Training Director

### Moderator

Dr. Elbert D. Charpie (518-8747)

### Parliamentarian

Monitors the general meetings of the church to make sure parliamentary procedures are observed correctly.

### Church Clerk

Church Clerk: Bobbye Smith (7915)  
Assistant: Joy Newsome (7398)

Because there is a great potential for litigation against churches, a church needs to maintain thorough and complete records of its business.

1. Record Minutes
  - a. Motions and seconds.
  - b. Record only necessary items of discussion.
  - c. Name of person making motions and seconds.
2. Preserve records.
3. Correspond with other churches for membership changes
4. Prepare the Annual Church Profile.
  - a. Giving, Membership numbers, etc. to send to the association.

### Church Treasurer

Church Treasurer: Judy Turner (1932)  
Financial Secretary: Rhonda McNees (7909)

The work of the church treasurer is focused on three financial categories: receiving, accounting, and dispersing monies. One of the most important issues for the church treasurer is to protect the church's money and those involved in handling the church's money.

- Maintain records of funds received and dispersed.
- Maintain records of contributions.
- Prepare contribution records for members.



## Budget & Finance Committee

Chairman: Ronnie Lee (5593)

Paula Sullivan (9557)  
Eugene Slaughter (0031)

Jeff Mason (5476)

**The purpose of the church finance committee is to develop a program that includes budget development and budget administration along with stewardship development.**

- Develop the budget

## Building & Grounds Committee

Sharon Mason (2258)	(off 9/2012)	Tommy Phillips (2933)	(off 9/2012)
Jim Landers (7824)	(off 9/2012)	Tim Lee (9105)	(off 9/2013)
Zac Mason (3627)	(off 9/2013)	Phil Platt (7540)	(off 9/2013)
Kevin Archer (679-5932)	(off 9/2014)	Brian Sutton (7164)	(off 9/2014)
Loretta Wade (5200)	(off 9/2014)	Renny Odom (7524)	(off 9/2014)

**The purpose of the church building & grounds committee is to assist the church in caring for all property and buildings.**

- Inspect all church properties periodically
- Consult with ministry leaders concerning space allocations
- Some classes may need to change class rooms because they need more space
- Make recommendations concerning employment, training, and supervision of maintenance personnel - these recommendations should be made to the personnel committee. One person should supervise personnel.
- Develop and recommend policies and procedures related to church property and space i.e. maintenance, insurance, grounds, and space
- Develop and recommend arranging, equipping, and supervising parking space
- Prepare budget recommendations i.e. needed repairs, etc.

## Children's Committee

Chairman: Paula Sullivan (9557)  
Secretary: Tim Lee (9105)

Corey Reynolds (2981)  
Candis Whiteley (599-1063)

Debbie Giles (7149)

**The purpose of the children's ministry committee is to coordinate all activities and ministries as they relate to our children.**

- Recommend and publicize children's ministry activities
- Enlist help with children's ministry events
- Assist Children's minister
- Organize and coordinate Awana and children's choir
- Assist the VBS director

**The Story** (Bible Study Wednesday Night & Sunday Night – after Christmas Choir)

This a children's bible study product that will explore the whole bible as one long story from Genesis to revelations.

## Vacation Bible School

Director: Julie Lee (9501)

### Children's Learning Center Committee

Children's Learning Center Director: Cindy Turner (605-9995)

Roger Sullivan	(9557)	Larry Wade	(5200)
Sherry Williams	(8839)	Faye Massey	(7549)

**The purpose of the CLC Committee is to provide leadership and oversight for the church daycare.**

- Recommend and publicize preschool policies and procedures
- Recommend the purchase of furnishings and supplies
- Coordinate space assigned to preschool work
- Select, train, and supervise employed preschool teachers
- Communicate regularly with the Church Leadership
- Plan and oversee financial and budgetary issues

### Church Bus Committee

Wilbert Mason	(7961)	Dee Morse	(0574)
Phil Platt	(7540)	Joe Edward Brannan	(6496)

**The bus ministry committee is responsible for keeping the church bus and vans in a good and safe operation condition as well as controlling the use of the church bus and vans.**

- Supervise and Control Use of church bus and vans
- Keep records of and make sure maintenance is kept on Bus and vans
- Facilitate needed repairs, with the availability of funds kept in mind

### Church History Committee

Church Historian:	Alma Johnson	(5742)
	Beverly Platt	(7070)

**The church history committee is responsible for keeping an up-to-date history of the church.**

- Gather and preserve historical records of the church
- Set up and maintain a storage system for all historical record

### Facility Committee

Secretary: Julie Lee (9105)

Brian Sutton	(7164)	Hilda Landers	(7824)
Rannel Presnell	(7365)	Debbie Giles	(7149)
Lymenda Hrinson	(6945)		

**The facility committee is to direct and control the proper use of church properties and facilities.**

- Oversee the proper usage of the facility and that proper fees are charged and paid for out side groups using the facility i.e. use of auditorium, kitchen and etc
- Make sure facilities have been put back in proper order after an outside event or a special church event

### J.O.Y. Club Committee

Joint Chairpersons: Beverly & Janice Platt (7070)

Wilbert Mason	(7961)	Judy Turner	(9283)
Alma Johnson	(5742)	Rose Robbins	(9376)
Hilda Landers	(7824)		

**Activity oriented club targeting the senior adults of the church.**

### **Long Range Planning Committee**

Chairman: James Massey (5582)

Rannel Presnell (7365)

Janice Platt (7070)

Bobbye Smith (2365 #20)

Wilbert Mason (7961)

Phil Platt (7540)

Ronnie Lee (5593)

**The purpose of the long-range planning committee is to develop the church's priorities for several years. This period of time can be for one year, eighteen months, three years, or five years. Duties are:**

- Discover the planning needs
- Lead in setting church goals
- Plan strategies for reaching the goals
- Complete the long-range plans

### **The Lord's Supper Committee**

Edna Bedgood (5246)

Margaret Turner (9837)

Jo Anderson (9409)

**Handle all aspects of the Lord's Supper observance:**

- Have all necessary Lord's Supper equipment and materials in place prior to each observance.
- Arrange for all Lord's Supper equipment to be gathered, cleaned, and stored after the observance.
- Maintain an inventory of equipment and recommend purchase of additional equipment as needed.

### **Men's Ministry Committee**

Chairman: Jeff Mason (5476)

Walter Turner (5228)

David Morse (0574)

**Plan and coordinate events and activities that will minister to, educate, and provide fellowship for the men of the church.**

### **Mission Team Fundraising Committee**

Jody Odom (709-4918)

Jackie Lowe (7243)

**Provide fund raising for church mission trips**

### **Music Ministry Team**

Minister of Music: Derrick Englebert (518-8747)

Pianist: Valorie Odom (777-8874)

Organist: Kim Byrd (649-6823)

Choir: Judy Turner (9283)

#### **Praise Team:**

Derrick Englebert Peyton Lee (9105)

Kennedy Barnette (7408) Phillip Platt (7540)

### Nominating Committee

Larry Wade	(5200)	(off 9/2012)	Jim Landers	(7824)	(off 9/2013)
Linda Lee	(7920)	(off 9/2013)	Renee Wood	(2489)	(off 9/2013)
Jackie Lowe	(7243)	(off 9/2014)	Tommie Rowell	(7105)	(off 9/2014)

**The principle function of the Nominating Committee is to lead in staffing all church-elected leadership positions filled by volunteers.**

- Select, interview, and enlist **church ministry organization leaders**, other church leaders, and general officers (*these are all volunteers, not paid employees of the church*) (this includes all volunteer committees and volunteer personnel of the church)
- Review committee policies and procedures and make recommendations to the church
- Review committee duties and make recommendations for revisions

### Nursery Committee

Jennifer Woods Newburn (2489)	Rachael Redding (7217)
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**Provide the necessary personnel, facilities, and equipment to meet needs in the nursery dept during any church function where a nursery is needed**

### Outreach & Evangelism Committee

Chairman:	Rev. Greg Hrinsin	(459-1571)
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Derrick Englebert	(463-0939)	Walter Turner	(5228)
Jeremy & Corey Reynolds	(2981)	Lymenda Hrinsin	(5945)
Joe & Debbie Giles	(7149)	Edna Bedgood	(5246)
Loretta Wade	(5200)	Donna Mizell	(5694)

**The purpose of the Outreach and Evangelism Committee is to plan and implement programs and events that reach out to the unchurched to fulfill the mandate of the Church as stated in Matthew 28:19 – 20.**

- Through visitation of prospects developed from visitor attendance, inactive member rolls, and attendance to other church related events.
- Through events such as block parties, festivals, Vacation Bible School, and other church sponsored events.

### Personnel Committee

Walter Turner	(5228)	(off 9/2012)	Phil Platt	(7540)	(off 9/2012)
James Massey	(7549)	(off 9/2013)	Julie Lee	(9105)	463-7286 (off 9/2013)
Jeff Mason	(5476)	(off 9/2013)	Linda Lee	(7920)	(off 9/2014)
David Morse	(0574)	(off 9/2014)			

**The primary purpose of the personnel committee is personnel administration. The personnel committee should be an advocate for the church staff, including the pastor and other staff, to protect the church's investment of time and money. Each employee should know who has the responsibility of employing and releasing personnel, who the supervisor is, and whom he or she may go to for help.**

- Study and recommend the need for additional **church staff** positions
- Prepare and update job descriptions and organizational charts
- Recruit, interview, and recommend new personnel
- Develop and recommend a salary program for the church
- Develop and recommend policies and procedures for staff members i.e. absences, leaves, vacation, time off, working hours and dress codes

### **Sign / Publicity Committee**

Penny & Phil Platt (7540) Jackie Lowe (7243)

#### **Help church members become aware of the value of good church public relations.**

- Maintain church sign and update wording on sign to recognize different church events and promote the church's out reach ministry.
- Maintain area around sign.
- Suggest and conduct advertising for special events of the church i.e. Newspaper, radio and etc.

### **Special Days / Hostess Committee**

Betty Jane Odom (7524) Renee Wood (2489)  
Rhonda McNeese (7909) Debbie Giles (7149)  
Jackie Lowe (7243) Hilda Landers (7824)

#### **The hostess committee provides a needed service in the church. The worship area in a church is enhanced by the presence of flowers and being in charge of special events like dinner on the ground provide a great fellowship environment.**

- Direct all eating festivities of the church, and special events that would have food or meal preparation involved such as dinner on the ground, and church socials
- Plan and direct special day events i.e. homecoming, thanksgiving, Christmas, etc.
- Plan and implement special projects as needed
- Anniversaries, building dedications, centennial celebrations, etc.

### **W.M.U. (Women's Missionary Union)**

Director: Bobbye Smith (7915)  
Asst. Director: Edna Bedgood (5246)

#### **Organization recognized and supported by the Southern Baptist Convention for the purpose of education, support and involvement in SBC supported missions such as Lottie Moon and Annie Armstrong offerings and any other mission endeavor for the church.**

### **Wednesday Night Bible Study**

Lymenda Hrinsin (5945) Corey Reynolds (2981)

### **Women's Ministry Committee**

Missie Mason (5476) Jackie Lowe (7243)  
Cindy Turner (2927) Renee Wood (2489)  
Marilyn Rowell (7105)

#### **Plan and coordinate events and activities that will minister to, educate, and provide fellowship for the women of the church.**

### **Youth Ministry Committee**

Youth Minister: Rev. Greg Hrinsin (459-1571)

David Morse (0574) Dee Morse (0574)  
Jackie Lowe (7243) Keith Blount (5805)  
Missie Mason (5476) Julie Lee (9105)  
Phillip Platt (7540) Mary Archer (679-5932)

#### **Support and assist the youth minister**

- Fun raisers
- Youth trips and all other youth events
- See that youth are being taught the scriptures
- Make sure safety is mandated in all youth events

**Greeters / Welcome Team****(Sunday Morning)**

<u>Sunday School Hour</u>
Beverly Platt
Phil Platt
Rannel Presnell
Eugene Slaughter
Walter Turner

<u>Church Hour</u>
Ronnie Lee
Beverly Platt
Rannel Presnell
Eugene Slaughter

**To welcome members and visitors to our church and assist them in finding their way around the church including helping them find a Sunday School Class to fit their needs.**

**Ushers**

Chairman: Tommy Rowell

<u>Team I</u>
Jeff Mason
Zac Mason
Doug Slay
Walter Turner
Tommy Rowell
Earl Byrd
Joe Robbins
Jim Landers

<u>Team II</u>
Brian Sutton
Wilbert Mason
A.J. Mason
Joe Giles
Rudy Willman
Joe Turner
Chuck Newberry

<u>Team III</u>
Renny Odom
Jeremy Reynolds
Rannel Presnell
Tommy Phillips
Joe Brannan
Wayne Blount

**Be alert to needs of persons conducting the services and facilitate any events within the context of the church services**

- Ensure proper room temperature
- Address unwanted people who might venture into the service
- Pastor may need a glass of water and etc.
- Help maintain order during the service
- Take up offering and get it to the proper personnel

## Sunday School 2011 – 2012

Class Number & Name Approximate demographics	Teacher(s)	Location / Room Number
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**Sunday School Director:** \_\_\_\_\_

**Children's Opening Assembly:** Bro. Charpie

<b>210</b>	<b>Nursery</b> <i>Birth – 23 mos</i>	Margaret Turner	401
<b>215</b>	<b>2 &amp; 3 Year Olds</b>	Edna Bedgood Rachel Redding	401
<b>220</b>	<b>4 &amp; 5 Year Olds</b>	Audra Englebert Substitute: Paula Sullivan	303
<b>230</b>	<b>1<sup>st</sup> &amp; 2<sup>rd</sup> Grades</b>	Mary Archer	301
<b>240</b>	<b>3<sup>rd</sup> - 5<sup>th</sup> Grades</b>	Corey Reynolds	302
<b>410</b>	<b>Youth - High School</b>	David & Dee Morse	200
<b>420</b>	<b>Youth - Middle School</b>		
<b>515</b>	<b>Young Adults</b> <i>20's – 40's</i>	James & Faye Massey	106
<b>530</b>	<b>Young Adult Men</b> <i>20's – 40's</i>	Rannell Presnell Substitute: Jeff Mason	105
<b>610</b>	<b>Men I &amp; II</b> <i>40's +</i>	Joe Giles Substitute: Tommy Rowell	104
<b>615</b>	<b>Seekers</b> <i>(Mixed ages, Married &amp; Singles)</i>	Cindy & Joe Turner	100C <i>(Fellowship Hall)</i>
<b>620</b>	<b>Middle Adult</b> <i>40's – 60's</i>	Loretta Wade Rose Robbins	107
<b>630</b>	<b>Ladies I</b> <i>50's</i>	Study Leader: Carol Turner	103
<b>640</b>	<b>Ladies II</b> <i>60's</i>	Bobbie Smith Substitute: Lurabelle Rowell	102
<b>650</b>	<b>Ladies III</b> <i>70's +</i>	Debbie Giles	101
<b>910</b>	<b>Nursing Home</b> <i>Citronelle Assisted Living</i>	J.C. Turner	