

CONSTITUTION & BY-LAWS

(Revisions & updates)

FIRST BAPTIST CHURCH

BANGS, TX

Section 1 – MINISTRIES: presented to the Church for consideration and approval, March 2011.

Approved April 2011

MIN - MINISTRIES

MIN-YM Youth Ministry:

Purpose Statement

The youth ministry at First Baptist Church Bangs seeks to (1) provide a safe and healthy environment for all youth to express their faith and love for Jesus Christ (2) help each student understand God's love, (3) give each student a strong foundation in the knowledge of God's Word, (4) assist each student to know Jesus as Savior and Lord, and (5) encourage each student to grow in the grace and wisdom of the Lord as they take an active role in the church body.

YM 1.1 Youth Volunteers

YM 1.1.1 Selection & Approval

Youth volunteers include Sunday School teachers and adults who volunteer to help at other events, both on and off the church campus. Selection and approval will adhere to the following section from the Child Safety Policy.

WORKER SELECTION, APPROVAL AND SUPERVISION

The following guidelines are minimum standards that are used as Bangs FBC reviews applicants for positions in Children's and Youth Ministries. Each department may adopt higher standards as necessary. The first and foremost criteria for volunteers or employees serving in any capacity with our children and youth are that they be called of God to serve.

Primary Approval Process:

All volunteer and paid staff will complete an application process, have background checks completed, and be interviewed by the department head where they will be serving before being placed into a position of responsibility. Additionally, paid staff will have references contacted.

Alternative Approval Process:

On occasions, additional volunteers or youth interns may be needed or used. On such occasions, they may assist with a letter of recommendation from their church or a supervising college professor.

MINIMUM AGE

All youth ministry volunteers must be 18 years of age or older.

SIX MONTH RULE

Volunteers are required to be members of Bangs FBC a minimum of 6 months before they may begin working in a supervising capacity with children or youth. Following the interview /screening process, volunteers may serve as an assistant prior to being a member of FBC for six months.

Applicants will undergo a screening process to be determined by the youth minister and in conjunction with the associate pastor. Basic elements of this process include the applicant completing an application and participating in a face-to-face interview with a staff member, but other elements may be added as deemed necessary by the youth minister and associate pastor.

YM 1.1.2 Commitment Form

All youth workers are required to complete a commitment form prior to working with youth. The form will outline ministry expectations and duties, as well as expectations of Christian conduct. [see Form]

YM 1.1.3 Duties of Youth Volunteers

Youth workers are expected to: 1) Engage students and their parents, both inside and outside of church walls, whether at school activities or at church activities; 2) Actively reach out to both lost youth and youth who are inactive members of church/youth group; 3) Help with supervision, set-up, takedown and cleanup, and administration of youth activities; 4) Promote the youth ministry at FBC; and 5) Commit to on-going training and enrichment opportunities.

YM 1.1.4 Background Check & Safety Policy (See Children's Safety Policy)

All youth workers will submit to a background check in compliance with the Children's Safety Policy of FBC.

YM 1.1.5 Covering Cost of Youth Ministry Events for Youth Volunteers

It is the Church's intent to cover the related costs associated with summer youth camps. Costs incurred for other activities and events may be covered depending upon availability of funds and the needs of the individuals.

YM 1.2 Youth Ministry Team

Members of the Youth Ministry Team will be recommended by the Nominating Committee and approved by the congregation. The Youth Ministry Team will help the youth minister create and implement a long-term youth ministry structure and ministry strategy that correlates with the vision and purpose of both the church and the youth ministry.

YM 1.3 Special Events

YM 1.3.1 Approval Process

Special events will be evaluated on a case-by-case basis, depending on calendar and facility availability (if on-campus), and possible budget concerns. All special events will correlate with

an intentional ministry focus that aligns with the vision and values of the youth ministry. Any trip outside of state line will need additional approval by the Sr. Pastor and the Church.

YM 1.3.2 Parental Notice

Parents will be given at least 2 weeks' notice of any special event in youth ministry.

YM 1.3.3 Medical Release Requirements

All students and volunteers attending special events are required to complete the youth ministry medical release form. For repetitive events (i.e., Sunday trips to eat out) the youth minister will keep a folder with completed forms on file, and will take the folder along on the trips. [see Medical Release Form]

YM 1.3.4 Fund-Raisers

Fundraisers will be organized on an as-needed basis. Fundraisers are not allowed to have any inventory up front (no remaining overhead). Caution and discernment needs to be exercised in order to avoid creating a situation or an environment that causes God's House to feel like a place of business. (re: Jn 2:14-16) It is preferable to give God's people an opportunity to participate in meeting a financial need by giving.

YM 1.4 Youth Building Rules of Conduct

Youth are not allowed to be in the youth room unless an adult volunteer is present. Youth are expected to remain with the group during activities. The youth building is not a place for youth to engage in roughhousing. Youth will show respect for all property (whether church property or other people's personal property) and all people (adults and peers).

YM 1.5 Out of Town Trip Expectations & Rules of Conduct

When on an out of town trip, all youth will obey the directions of any church staff and/or adult volunteer. Adult volunteers are expected to know the location of all the students under their supervision. Students are expected to conduct themselves in accordance with the youth ministry's expectations of student conduct which will be presented prior to the trip.

MIN-CM Children's Ministry

Purpose Statement

The children's ministry at First Baptist Church Bangs seeks to (1) help each child understand God's love, (2) give each child a strong foundation in the knowledge of God's Word, (3) assist each child to know Jesus as Savior and Lord, and (4) encourage each child to grow in the grace and wisdom of the Lord.

CM 2.1 Children's Teachers & Volunteers

CM 2.1.1 Selection, Approval & Retention

Teachers & volunteers working with the children of FBC must:

- Be a born-again believer
- Be a growing disciple of the Lord Jesus
- Be a member of FBC
 - Non-Members may serve as Helpers provided they complete Primary Screening Form, or come with a recommendation from another church.
- Have a sincere love for children and see their efforts as a ministry
- Have a teachable spirit
- Abide by the church philosophy on childcare
- Complete and submit a Primary Screening Form
- Be 18 years of age (Adult)
 - Junior High & High School students 13 and older may be helpers

CM 2.1.2 Approval Process and Background Check (See Child Safety Policy)

CM 2.1.3 Commitment Form

All workers with the children's ministry are required to complete a commitment form prior to working with our children. The form will outline ministry expectations and duties, as well as expectations of Christian conduct.

CM 2.1.4 Duties of Children's Teachers & Volunteers

- Value each child as a wonderful creation and gift from God.
- Faithfully fulfill your commitment to your class (being consistently here, prepared, and on time).
- Notify appropriate leadership when you need to be absent. The more notice given, the better.
- Graciously interact with parents, knowing that this relationship is just as important as the relationship with the child.
- Make it your goal to foster a positive working relationship with team members.
- Refrain from gossip or tale-bearing concerning leadership, children, or parents. Disagreements or concerns should be discussed with the Children's Ministry Coordinator.

CM 2.1.5 Teacher/Volunteer Arrival Times

Leaders are expected to be in their classrooms prepared and ready to receive children 15 minutes before the committed hour in which you serve. Arriving early and having time to prepare for your class prior to their arrival sets you up for success!

CM 2.2 Children's Ministry Team

CM 2.2.1 Election of Members

Members of the Children's Ministry Team will be recommended by the Nominating Committee and approved by the congregation.

CM 2.2.2 Purpose

The Children's Ministry Team will help the children's minister create and implement a long-term ministry structure and ministry strategy that correlates with the vision and purpose of both the church and the children's ministry.

CM 2.3 Discipline

In order to ensure an appropriate learning environment, the Church has adopted discipline procedures that stress clear limits and expectations for behavior. No corporal punishment will be allowed. (See Children's Operational Procedures)

CM 2.4 Special Events

CM 2.4.1 Approval Process

Special events will be approved by pastoral staff on a case-by-case basis, depending on calendar and facility availability (if on-campus), and possible budget concerns. All special events will correlate to an intentional ministry focus that aligns with the vision and values of the children's ministry and that of the church.

CM 2.4.2 Parental Notice

Parents will be given at least 1 weeks' notice of any special event in children's ministry.

CM 2.4.3 Medical Release Requirements

All students and volunteers attending special events are required to complete the children's ministry medical release form. For repetitive events, the children's minister will keep a folder with completed forms on file, and will take the folder along on the trips.

CM 2.4.4 Cost Considerations

The children's ministry will maintain sensitivity to the costs associated with any children's events so as to limit the costs that might need to be covered by families. With some events, the children's minister may offer limited scholarships that require a deposit from the recipient.

CM 2.5 Children's Building Rules of Conduct

Children are not allowed to be in the children's building unless an adult volunteer is present. Children are expected to remain with the group during activities. The children's building is not a place for children to engage in roughhousing. Adult volunteers will provide instruction that teaches children to show respect for all property (whether church property or other people's personal property) and all people (adults and peers).

CM 2.5.1 Out of Town Trip Expectations & Rules of Conduct

When on an out of town trip, all children will obey the directions of any church staff and/or adult volunteer. Adult volunteers are expected to know the location of all the students under their supervision. Students are expected to conduct themselves in accordance with the children ministry's expectations of student conduct which will be presented prior to the trip.

CM 2.6 Nursery CM 2.6.1 Procedures (See Children's Operational Procedures)

CM 2.6.2 Nursery Coordinator

The coordinator is responsible for scheduling both paid and volunteer workers to care for birth through age four years old, for all scheduled church events. This position reports to the children's minister. Please see Nursery Director job description for more details.

CM 2.6.3 Child Identification & Parent Notification

All children will need to be signed in properly so that parents can be notified if necessary. No children will be released to other children. Only authorized adults may pick up the child(ren). The Nursery Coordinator will be responsible for ensuring that all volunteers and parents are familiar with identification and notification procedures.

CM 2.6.4 Age Limitations

The nursery is open to all children from birth to four. (See Children's Operational Procedures)

CM 2.6.5 Child Abuse Reporting

Texas Law requires that any person who has cause to believe that a child has been abused or neglected must report to the Texas Department of Protective and Regulatory Services or local law enforcement. That person should immediately advise the Pastor, Youth Minister, Music Minister or Nursery/Children's Director that the report has been made. The person who reported the abuse along with the Pastor, Youth Minister, or Music Minister must fill out the Suspected Incident of Child Abuse form and file it in the church office. (See Child Safety Policy)

CM 2.6.6 Nursery Worker Requirements & Approval (See Nursery Staff Policies)

CM 2.6.6.1 Age Limitations

All primary care workers must be 18 years of age or older. Youth workers age 13 and older may assist adults, but they may not take the place of adult workers. All youth need the recommendation of the youth minister or their parents. They will need to go through training with the nursery director. Students will need to be scheduled helpers not primary caregivers.

CM 2.6.6.2 Background Check

All prospective employees and volunteers age 18 and over working with children will need to give authorization for a criminal background history by signing the form provided by the church office and presenting it with a picture Identification. FBC Bangs will pay for this check and all information is kept confidential.

CM 2.6.6.3 Worker Recruitment & Approval Process (See Child Safety Policy)

CM 2.6.7 Parent Volunteers

Parents are welcome to check on their own child at anytime. They may be needed to help ease their child into the new situation. However, to help with any other child all volunteers must go

through the Approval process. For the safety and protection of all our children, only scheduled volunteers and teachers are to attend the children in the nursery.

MIN-WM Worship Ministry

Purpose Statement

The Worship & Music Ministry seeks to provide authentic worship opportunities through the leadership of the Holy Spirit and to encourage people to use their God-given talents in ministry. The ministry seeks to prepare the congregation to receive from the Word. The ministry also seeks to encourage its membership in spiritual growth through prayer, Bible reading, and fellowship.

The Worship & Music Ministry of the Church is based on the biblical command to “Let everything that hath breath Praise the Lord!” (Ps. 150:6). Praise is not an option; it is a commandment. We are to clap our hands (Ps. 47:1); shout His praise (Ps 47:1, 47:5, Is 42:13); praise Him with instruments (Is 30:32); Lift up our hands (Ps 134:2); praise God with our giving (Heb 13:15-16).

WM 3.1 Worship Ministry Participation

WM 3.1.1 Platform Praise Team

The Platform Praise Team includes vocalists as well as instrumentalists. Due to the public nature of this ministry (platform visibility), ALL Music Ministry Team Members are asked to make a commitment to the ministry and to the Lord as an indication of their understanding of the importance of the ministry and the responsibility of being on the platform during worship services. This commitment shall be demonstrated through regular attendance of scheduled rehearsals, advance notice of needed absences, demonstrated attitude of teamwork, excellence in performance of the technical aspects of instrumental playing and vocal ensemble, and a self-sacrifice for the attainment of the team’s stated goals.

As with all ministry areas of the church, participation in the Music Ministry Team is considered a position of leadership. Those wishing to serve on the Platform Praise Team either as an instrumentalist or a vocalist singing with a microphone will be auditioned prior to their acceptance on said team by the Minister of Worship to make sure that their abilities are at the level commensurate with aiding in the team’s stated purposes and to determine if there is a need for the particular instrument or voice.

Members of the Platform Praise Team are to be in one of three groups:

- 1) Active members of the church who are demonstrating a spiritual walk that is consistent with the team’s stated purposes.
- 2) University students who are actively attending the church during their tenure at the local university who are demonstrating a spiritual walk that is consistent with the team’s stated purposes.

3) Young people up to age 18 who are actively attending church who are demonstrating a spiritual walk that is consistent with the team's stated purposes.

WM 3.1.2 Special Music Ministry

The Special Music Ministry is made up of individuals and groups that have vocal music talent as a soloist or vocal ensemble member as well as those who have special abilities as an instrumental soloist who may desire to be used for special times and/or events in regularly scheduled or special services. Those who are interested in joining the Special Music Ministry need to simply advise the Minister of Worship of said desire and schedule a time when he/she can audition them to ensure that the individual is ready for such a ministry through music. Those members of the special music ministry should be active members of the church. There may be exceptions where non-members are used in this area of ministry at the discretion of the Senior Pastor and/or Minister of Worship.

WM 3.1.3 Worship Choir

The Worship Choir is a non-auditioned choir that is established for the purposes listed above. The worship choir will also seek to minister through music in every conceivable way, including but not limited to; visits to those who are sick, visits to those who are home-bound, visits to convalescence centers and hospitals, as well as the presentation of music in public arenas as possible.

WM 3.1.4 Attire for Leading Worship Those who assist in leading worship shall dress in attire that is not distracting to the spirit of worship. If it is deemed by the Minister of Worship, Senior Pastor, or Associate Pastor that attire by any member does not meet this standard, the member will simply be asked to attire themselves more modestly / appropriately. If this becomes a recurring problem, the individual may be removed from the Music Ministry Team.

WM 3.2 Instruments/Musicians

WM 3.2.1 Access

The only individuals allowed to play any instruments on the platform are those authorized by the Minister of Worship as members of the Music Ministry Team, or having received temporary permission from the Minister of Worship and the owner of a privately owned instrument being used by the Team.

Children are not allowed to play ANY instruments on the platform without parental supervision along with express consent by the Minister of Worship or owner of the instrument in question.

WM 3.2.2 Maintenance/Moving

Maintenance of instruments owned by the Church is the responsibility of the Minister of Worship. Church-owned instruments that are regularly used by the Music Ministry shall not be moved without the permission of the Minister of Worship.

WM 3.2.3 Use of non-church-owned Instruments

Musicians are allowed to bring their personal instruments, amplifiers, etc. for use on the platform understanding that the overall sound is under the director of the Minister of Worship at all times.

The Minister of Worship must be notified in advance of the desire to leave any personally-owned instrument or equipment in any Church-owned facility.

WM 3.2.3.1 Liability/Insurance Coverage for Loss

The Church will not be held liable for damages or theft if a musician chooses to leave his/her personal instrument(s) or music equipment unattended on the platform for any length of time or in any church facility overnight or for an extended period of time.

WM 3.3 Technical / Sound / Lighting Systems

There shall be designated by the Minister of Worship a Chief Technical Operator for the technical systems used in the church. The CTO will be in charge of sound, video, lighting and/or any other technical needs at the church. The CTO may train / invite others to assist him / her in the application of these systems within church services and special events.

Anyone involved in the administration of these systems will be approved and under the authority of the Minister of Worship.

There may also be designated by the Minister of Worship an Assistant Technical Operator who will work at the discretion of the Minister of Worship and the CTO.

Anyone else desiring to assist in the Technical Operations Ministry of the Church will make that desire known to the CTO or Minister of Worship. That person will be trained by the CTO who will designate said individual as a Technical Assistant when training is deemed completed by the CTO.

There should be an active listing kept in the sound booth of those who have completed such training.

WM 3.3.1 Access

Access to the sound booth shall be restricted to trained operators, Church staff members and individuals designated as approved by the Minister of Worship and / or the CTO. At no time shall children be allowed in the sound booth without the express consent of the Minister of Worship and /or the CTO or his / her designee.

WM 3.3.2 Operator Training

Operators of the technical systems shall be trained by the Minister of Worship, the CTO, or his / her designee. The Church shall offer periodic training in the operation of

worship equipment, systems and software, as deemed appropriate and necessary by the Minister of Worship, and / or the CTO.

WM 3.3.3 Maintenance and Moving of Equipment

Repairs to any of the technical equipment shall only be made by individuals approved by the Minister of Worship or Senior Pastor. In the event repairs will result in a fee being paid to the repair person, an estimate of total repair cost shall be given to the Senior Pastor for approval prior to any repairs being undertaken.

Equipment shall not be moved without the full knowledge and approval of the Minister of Worship or an appropriate staff member.

WM 3.3.4 Video Projectors

Video Projectors shall be used as needed and shall be operated by Music Ministry personnel and/or the technical personnel. Remote controls for all projectors shall remain in the Sound Booth. Additional projectors may be available for use through the church office.

WM 3.3.5 Operator Guidelines (See training materials)

WM 3.4 Music Ministry Equipment, Supplies, etc.

WM 3.4.1 Music Ministry Equipment Warranties & Manuals will be kept in a designated location.

WM 3.4.2 Donated Items

Music Ministry items such as soundtracks, equipment and supplies are occasionally offered as a donation to the Church. Before these donations are accepted, the Minister of Worship must be allowed to inspect the item(s) to ensure their acceptability, condition, value and whether or not the ministry needs the item(s). An estimate of their value will be made in writing by the Minister of Worship and given to the donor PRIOR to acceptance of the donation. If the donor decides to proceed with the donation and the Minister of Worship agrees to accept it, then the item(s) shall become the property of the Church. A property transfer form shall be completed by the Minister of Worship and signed by the donor and Minister of Worship.

WM 3.5 Soundtrack Ministry

The Church may maintain a soundtrack library for use by the Special Music ministers and other departments of the Church. These soundtracks remain the property of the Church.

WM 3.5.1 Inventory Control

The inventory of available soundtracks and other music owned by the Church will be

under the control of the Minister of Worship and will be stored in locations of his/her choosing. Use shall be by the consent of the Minister of Worship.

WM 3.5.2 New Acquisitions

Individuals desiring to donate soundtracks to the Worship Library may do so by submitting the soundtrack for review by the Minister of Worship. Such donations will be considered the property of the Church upon receipt.

WM 3.6 CD Ministry

The Church shall record services barring unforeseen technical problems that may prohibit such recording. These CDs will be made available to all attendees of the Church at a minimal charge to cover the cost of products and equipment. Those desiring to purchase said CD's would need to make that request and purchase through the church office. Once the request has been made for a CD recording, the CD will be prepared and ready for pick-up approximately two weeks after said request. Payment would need to be made upon pick-up.

WM 3.7 Copyright Compliance

The Church shall comply with all copyright laws in every way possible.

WM 3.7.1 CCLI Licensure (Music)

The Church pays for a license to operate according to the guidelines of Christian Copyright License, Inc. (CCLI)

WM 3.7.2 CVLI Licensure (Video)

The Church pays for a license to operate according to the guidelines of Christian Video License, Inc. (CVLI)

WM 3.7.3 Use of Audio /Video Recordings During Worship Services

Any playing of an audio tape or projection of a special video during worship service MUST be pre-approved by the Minister or Music and/or the Senior Pastor.

WM 3.8 Removal of Songbooks from Sanctuary

Songbooks remain the property of the Church and shall not be removed from the Church SANCTUARY without the express prior consent of the Minister of Worship and / or the Senior Pastor.

MIN-WW Women's Ministry

Purpose Statement

The Women's Ministry seeks to enable women to grow spiritually and emotionally through Bible study, prayer and social activities designed to meet the unique relational needs of women. The ministry seeks to encourage women to grow in their faith in Christ, while developing and strengthening friendships

with other women. The ministry also seeks to help each woman learn to fulfill her God-given purpose through opportunities to serve and reach the community for Christ.

WW 4.1 Leadership Committee

A leadership committee consisting of women interested in the direction of all women's ministry programs will be selected from volunteers who have a desire to serve on the team.

WW 4.1.1 Expectations

Women serving on the Women's Ministry Leadership Committee must be members of the church for at least 6 months who have demonstrated Christian maturity, responsibility and dependability. The leadership committee will review programs for study and bring suggestions to the entire group for discussion and approval.

WW 4.1.2 Selection

Women interested in serving on the leadership committee will communicate their desire to serve to the Nominating Committee which will bring their names to the church body for approval.

WW 4.2 Activities & Special Events

Activities and Special Events will be coordinated through the leadership committee with the goal of providing Bible study and social activities that will appeal to a wide range of women's interests and issues. Materials purchased with funds from First Baptist Church will be catalogued through the church library. Materials may be checked out to other churches with approval of the leadership committee.

MIN-MM Men's Ministry

Purpose Statement

The Men's Ministry seeks to enable men to grow spiritually through Bible study, prayer and activities. The ministry seeks to nurture spiritual leadership among. The ministry also seeks to help each man learn to fulfill his God-given purpose through opportunities to serve and reach the community for Christ.

MM 5.1 Leadership Committee

A leadership committee consisting of men interested in the direction of all men's ministry programs will be selected from volunteers who have a desire to serve on the team.

MM 5.1.1 Expectations

Men serving on the Men's Ministry Leadership Committee must be members of the church for at least 6 months who have demonstrated Christian maturity, responsibility and dependability. The leadership committee will review programs for study and bring suggestions to the entire group for discussion and approval.

MM 5.1.2 Selection

Men interested in serving on the leadership committee will communicate their desire to serve to the Nominating Committee which will bring their names to the church body for approval.

MM 5.2 Activities & Special Events

Activities and Special Events will be coordinated through the leadership committee with the goal of providing Bible study and activities that will appeal to a wide range of men's interests and issues.

MIN-SS Sunday School

Purpose Statement

The Sunday school ministry at First Baptist Church Bangs seeks to teach, train and equip the church body to (1) grow and mature in the grace and wisdom of the Lord, (2) learn to share one's faith with others, (3) lift up and encourage each other in Christ's love, and (4) reach out to those who need Christ in their life.

SS 6.1 Qualifications and Job Description of the Sunday School Clerks

1. Be a born-again believer.
2. Be a member of the First Baptist Church for at least 6 months.
3. Be recommended by the Nominating Committee to the church body for approval
4. Will coordinate the ordering and distribution of curriculum materials
5. Will collect and secure the Sunday School offering
6. Will keep appropriate records as needed.

SS 6.1.1 Counting and Handling of Sunday School Offering

For accountability and personal protection reasons, two Clerks will be selected annually. At all times both Clerks will serve together during the offering collection and record-keeping functions. Should one Clerk be absent, other Church leadership will assist.

SS 6.2 Teachers and Workers

SS 6.2.1 Selection and Approval

Selection of the teachers and workers should be determined by the Nominating Committee with recommendations from the Associate Pastor, teachers, class members or church body. Final approval is made by the church body.

SS 6.2.2 Expectations

1. Be a born-again believer.
2. Be mature in God's word.
3. Be a member of First Baptist Church for at least 6 months.

4. Know, understand and agree with F.B.C. mission statement
5. Regular attendance in worship services and church activities

SS 6.3 Class Groups

Determining the nature and types of class groupings shall be coordinated through the Associate Pastor.

SS 6.4 Class Growth and Multiplication

To encourage Sunday School growth and involve more people in ministry, class size should not be too large. Ideally when class size exceeds 20 members, dividing the class should be considered. This review and consideration should be made by the Associate Pastor, class teacher and class members.

SS 6.5 Curriculum selection and approval

The selection of class curriculum will be the responsibility of the class teacher and/or the class members with appropriate approval by the Church staff.

MIN-GS Hospitality Ministry

Purpose Statement

The purpose of the Hospitality Ministry is to provide a welcoming environment to all those who worship at First Baptist Church. This includes members of the church as well as visitors who may need assistance in locating a Sunday School class, nursery or other facility. Ushers and Greeters will be included in the Hospitality Ministry.

GS 7.1 Ushers

Ushers will be responsible to greet those attending worship services with a warm welcome and a warm heart. They will ensure that visitors are aware of the location of facilities and are assisted as needed in locating a seat in the sanctuary. They will provide copies of the Church bulletin and other materials to those attending worship services. Ushers will also be responsible for taking the offering during the service and ensuring it is secured for deposit.

An Usher Coordinator will be recommended by the Nominating Committee for Church approval. The Coordinator will create a rotation schedule for those serving as ushers and ensure there are enough ushers for each service.

Those who serve as ushers should be regular members of First Baptist Church who are friendly and able to greet people with a warm and welcoming spirit.

GS 7.2 Greeters

Sunday School classes of the Church may provide Sunday morning greeters. Greeters should be available 30 minutes prior to the beginning of Sunday School in order to greet guests and assist

them in locating a Sunday School class. There will be a rotating schedule to ensure that there are members available each Sunday and that all classes have the opportunity to participate.

GS 7.3 Other services

Members are encouraged to identify other ministry opportunities that would contribute toward a welcoming environment to those attending worship services. New opportunities should be presented to and approved by Church leadership prior to being implemented.

MIN-MO Missions & Outreach

Purpose Statement

The Missions & Outreach programs of First Baptist Church are directed toward fulfilling the Great Commission of Christ recorded in Matthew 28: 19-20, by spreading the gospel of Jesus Christ in our community and all the world. Through its Missions & Outreach programs FBC seeks to glorify God by ministering to needs locally and around the world and by nurturing the spiritual welfare of others.

MO 8.1 Missions Committee

The Missions Committee assists the Church staff and the FBC body by providing leadership in the area of Church outreach and mission efforts. Individuals serving on this committee will have a heart for missions and be recommended by the Nominating Committee and approved by the Church.

MO 8.2 Special Missions Events and Offerings

FBC seeks to serve the Lord and fulfill the Great Commission by participating in mission and outreach events and regularly contributing to mission efforts.

MO 8.3 Designated Giving for Missions Support

FBC annually supports the Lottie Moon International Missions Offering, the Annie Armstrong North American Missions Offering, and the Mary Hill Davis Texas Missions Offering. Support for these mission efforts is provided through designated offerings. Additional mission efforts may be financially supported as deemed appropriate by the Senior Pastor and/or the Missions & Outreach Committee.

MIN-CW Church Website

Purpose Statement

The purpose of the Church website is to provide relevant and helpful information about First Baptist Church and its various ministries and activities.

CW 9.1 Website Maintenance

The design, functionality, and content of the website will be coordinated through the Church staff.

MIN-CL Church Library

Purpose Statement

The church library exists to provide resources to help enable, support, and encourage members of the congregation in their efforts to fulfill the mission and vision of the First Baptist Church of Bangs, Texas.

CL 10.1 Selection of Materials

The library will provide materials for congregation members of all ages, in various formats, including but not limited to; books, audio books, videos, and DVD's. Materials selected for addition to the church library will:

- Support personal and/or group Bible study
- Provide for wholesome recreational reading
- Provide teaching helps
- Be approved by the library director
- Be doctrinally and scripturally sound
- May include secular materials of high, wholesome literary quality

CL 10.2 Guidelines for Accepting and Using Donated Materials

First Baptist Church library welcomes donations of new and gently used books, DVDs, and audio materials. Donated materials will be added to the library based on the Materials Selection Policy, and on the current needs of the library. Donated materials that are not added to the church library will be disposed of.

CL 10.3 Hours of Operation

The library will be opened weekly with regular hours posted on the library door and in the Church office.

CL 10.4 Library Workers

The Church librarian will be recommended by the Nominating Committee and approved by the Church.

MIN-OM Other Ministries

OM 11.1 Identification of Other Ministries

Periodically other ministries may be established in order to effectively address needs within the church body or to pursue interests of the church body. These ministries will operate under the authority of the leadership of the church, and as needed, under an appropriate pastor or staff minister.