

FBC Administration Committee Operating Policy

Guidelines for the Administration Committee

1. Establish Pastor Search Committees and other committees as directed by staff or as the situation should arise.
2. Assist committees/ministry team members to present nominees to the church for committee membership.
3. Encourage committee/ministry team members to fulfill all responsibilities as outlined by their policies.
4. Request ALL committees/ministry teams to review and update their committee/team operating policy every year and submit policy to Admin prior to last quarter business meeting.
5. The Finance and Personnel committee members will be required to serve no more than three years. They must rotate off for one year before being considered to serve on the same team again.
6. All other committee/team members will be allowed to serve without a time restriction, being led by God as to the length of service appropriate for them.
 - a. Committee chairs will contact Admin to assist in soliciting personnel to fill their manpower shortfalls;
 - b. The administration committee will present their nominations to fill team shortages during the next quarterly business meeting.

Guidelines for FBC Committees/Ministry Teams

1. All personnel nominated to serve must be a member of First Baptist Church Crestview.
2. Committees/Ministry Teams will decide among themselves who their Chairperson is.
3. All committee/team members should be notified of a meeting by either the committee/team chairperson or their designated representative.
4. When a committee/individual has a recommendation/motion to make to the church, it will be presented in writing/email to the Administrative Committee. Admin Committee will compile all/any motions and include in a preview packet. Copies will be generated for viewing at the church a minimum of one week prior to scheduled business meeting.
5. Each member of a committee/team should be involved in every aspect of their team's responsibility. (I.e. one or two should not make decisions for a team of five or six)
6. Teams will meet when the chairperson deems it necessary. Committees will submit a committee report to Admin each quarter. The report will summarize the actions of the committee during the previous quarter. These reports will be available to the church in a preview packet no later than one week before the scheduled quarterly business meeting. It is suggested that each committee keep their minutes from each meeting to use as an aid in compiling their committee reports.

Reviewed: 5th June 2022