

Fellowship Team Description and Purpose

First Baptist Church, Los Alamos, New Mexico

Purpose:

The Fellowship Team organizes and promotes activities that encourage members of the church to become better acquainted, foster unity and the building of relationships, and provide relief for identified physical needs of members.

Membership:

The Team leader is elected by the congregation and operates under the supervision of the ministerial staff. The Team is staffed through requests for participation and volunteer commitments.

Organization:

Individuals or small groups within the Team plan, organize, and carry out specific activities within the Team's areas of responsibility. The Team may further organize itself as it sees fit to accomplish its purpose.

Areas of Responsibility:

- Overseeing the total food service operation of the church
- Organizing and carrying out regularly scheduled and special fellowship events
- Caring for the needs of visiting persons who are serving the church
- Planning and caring for families within the church family who are experiencing stressful situations, for example, new babies, surgery, illness, death, etc.
- Identifying needs for benevolence funds within the church family and determining how designated Benevolence Fund monies are to be distributed
- Promoting prayer in the church family
- Organizing the care of children in the church nursery

Duties:

- The Fellowship Team leader is a member of the Church Council and will attend the meetings or designate another team member to attend.
- All Team members will assist the Team leader in preparing a budget request to submit to the Finance Committee.
- The Team will plan, organize, and carry out the necessary arrangements for regularly scheduled and special fellowship events, including date, time, menu, decorations, setup, cleanup, purchasing items required, publishing menu items to be supplied by members of the congregation, etc. The Team will solicit help in any of these activities from members of the congregation as the need arises.
- The Team will develop and recommend policies related to kitchen operation and use of facilities. They will evaluate food services on an ongoing basis and report to the church as necessary.
- The need for replacement and/or routine maintenance of kitchen equipment will be reported to the Buildings and Grounds Support Team, the Finance Committee or other appropriate group.

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- The Team will arrange meals and housing for persons visiting to serve in the church, e.g., ministers, music groups, etc.
- The Team will plan for meals and other needs of families experiencing a death, illness, new baby, etc. The Team will enlist help from the members of the congregation to minister to these families.
- The Team will be responsible for the collection and disbursement of benevolence funds to meet needs of members of the First Baptist Church and their dependents. In cooperation with the ministerial staff they will identify a person's or family's need for these funds. All discussions and decisions about disbursement will be kept confidential.
- The Team will be in charge of the organization and operation of the church nursery. This includes securing, training, and supervising volunteer or paid workers; reporting the need for equipment, supplies, repairs, etc.; and other activities and services that insures wholesome, healthy facilities and care for children ages birth to 2 years.
- The Team will review this Ministry Statement periodically and revise and update it as needed and present changes to the congregation for approval.
- The Team will review relevant church policies periodically and recommend revisions and updates to the congregation for approval.