

First Philippine Baptist Church

Ministry / Committee Description

- a. The Finance Committee - This committee shall build a financial program for the Church, propose a budget and how it will be supported. It will also be responsible for conducting an annual audit of the Church finances.
- b. The Publicity Committee - This committee shall be in charge of making the Church and its program visible to the community. It shall also be responsible for the publication of the Church paper and management of the Church website.
- c. The Social Committee - This committee will be in charge of planning for the social events of the Church such as fellowship meals, holiday celebration, etc..
- d. The Welcome and Ushering Committee - This committee will assign ushers for every Church service. It will be in charge of passing the offering plates, making count of worship attendance, placing church bulletins and offering envelopes in hymnals, and distributing them to seats. It will look after the comfort of worshippers by adjusting room temperature, sound system and light. It will also be in charge of visitation and follow-up of Church guests.
- e. The Mission, Evangelism and Benevolence Committee - This committee will help the Pastor(s) and Elders in the building of evangelistic, mission, bible study and satellite bible study programs of the Church. It will put up a training program for evangelism, initiate and/or recommend and follow up Church retreats intended to enhance the spiritual and family life of the members.

Additionally, this committee shall have the following responsibilities:

1. To meet the needs of the neediest members of the Congregation during times of personal and family crises.
 2. To provide support to Christian organizations that work among the underprivileged, especially during a natural disaster or calamity locally and abroad.
 3. As stewards of the benevolent fund, to see to it that the resources is spread out to the greatest number of the poor and those vulnerable to diseases having no insurance, Medicare or Medicaid coverage especially the children and the elderly.
- f. The Music Committee - This committee will look after the music needs of the Church, build a program for the music ministry of the Church. It will also initiate and develop a Church choir and other musical and creative groups. It shall discover musical talents among the membership which could be utilized in the ministry of music.
 - g. The Youth Committee - This committee will assist the young people of the Church in its organization, program planning and implementation.

- h. The Building and Grounds Committee - This committee shall be in charge of the physical plant of the Church, its cleanliness, and new installations.
- i. The Electoral Committee - This committee shall be in charge of searching and interviewing possible members for their availability and dedication to the work of the Church, and recommending the same to the Congregation. They shall be in charge of the conduct of the election process. Its work will be completed upon election and installation of new officers, but will be automatically activated when a vacancy occurs. This committee shall also maintain a register of all members, in which shall be noted such changes as may occur.
- j. The Transportation Committee - This committee shall be responsible for all the transportation needs of the Church.
- k. The Children Committee - This committee will help the Sunday School and will be responsible for the operation of the Church Nursery on Sundays and special holidays and will recruit volunteers for this purpose. This committee shall also be tasked with organizing and maintaining a Junior Worship Service for the children on Sundays and will work closely with the Pastor(s), Elders and the Sunday School Superintendent.