

**DESCRIPTION OF ADMINISTRATIVE BODIES**

The purpose of administrative bodies is to work with church staff to facilitate the fulfilling of the church's purposes in worship and discipleship.

It is our desire to release and empower members of this church body to be involved in personal ministries with one another and to those who are not a part of our church. To this end, we are seeking to streamline the administrative/organizational structures of the church. Thus, boards and committees are asked not to meet except when a significant agenda requires it.

**LOCAL BOARD OF ADMINISTRATION**

The LBA (Local Board of Administration) is the fundamental administrative body of the church. It is responsible specifically for personnel (pastoral and program), policies, finance/facilities, and long range planning. It is not responsible for the review of program matters as long as they remain within the parameters of church's mission and policy. Program matters are the responsibility of the staff and their ministry teams.

The LBA is made up of fifteen (15) voting members:

- The four board members for worship, discipleship, outreach, and support services, elected by the congregation to three year terms;
- The Church Treasurer, elected by the congregation to a three year term;
- At least nine at-large members, elected by the congregation to rotating three year terms.

Pastor and Associate level staff are ex-officio members with voice but no vote. Other staff and church officers may be invited to be resource persons and to give reports to the Board.

The LBA functions as the Board of Trustees for FFMC. As such, the LBA is the legal agent of the church, and oversees the use, care and maintenance of the church's physical property

Nomination for LBA positions will be based on the following considerations:

- The character and lifestyle of a disciple,
- Commitment to the purposes, current directions, and ministries of FFMC,
- Commitment to regular participation and a member of FFMC,
- Creativity and openness of vision for the church.
- Consideration of age-level representation.

The Board will be chaired by a lay person elected from among its members, who will serve a one year term.

The Board may appoint from within itself subcommittees such as a personnel committee. It shall delegate primary responsibility for finance to the Finance and Stewardship Committee, from whom it shall receive regular reports.

**STANDING COMMITTEES DIRECTLY RESPONSIBLE TO THE LBA:**

**NOMINATING COMMITTEE**

The Nominating Committee will consist of nine members, nominated by the Nominating Committee to represent various age and involvement groups and elected by the congregation. Members will be elected to a three year rotating term. The pastor or staff designee will convene the Nominating Committee.

It is recommended that Nominating Committee members not succeed themselves. The senior pastor is an ex-officio member of the Nominating Committee. The function of the Committee is to prepare nominations for the LBA and congregation as required by those groups.

**CHILD CARE COMMITTEE**

The Child Care Committee will consist of the Director as ex-officio member, and five to eight at-large members to be appointed to three year terms on a rotating basis by the LBA after nomination by the Child Care Committee.

The Child Care Committee will advise and consult on matters of policy with the Director. The Child Care Director will report regularly to the LBA.

**DESCRIPTION OF ADMINISTRATIVE BODIES (cont.)**

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**THE MINISTRY AREAS:**

Current ministry areas consist of the following: Worship, Discipleship, Outreach, and Support Services. Each ministry area will have a representative on the LBA:

- who represents that area of ministry on the Board,
- who works with the staff member(s) in that area toward fulfilling the vision and goals of the church,
- who may structure a Task Force or ministry team to coordinate ministries in this area. Such Task Forces, will be recruited in consultation between the Board member and staff member(s) involved.

Staff members are encouraged to develop a Ministry Teams to advise, support, and facilitate their ministries.

**STANDING COMMITTEES/TASK FORCES**

**WORLD MISSIONS COMMITTEE**

The World Missions Committee is responsible to work with the pastor to promote involvement in and support of world missions through: partnerships with churches and ministries, and a program of involving First Church people in short-term, cross-cultural ministries.

The World Missions Committee will develop and promote a projects list/budget to be approved by the Finance and Stewardship Committee and the LBA. The Committee is recruited by the pastor and existing Committee members, and appoints its own chair.

**SEATTLE MINISTRIES TASK FORCE**

The Seattle Ministries Task Force is responsible to work with the staff member responsible for Outreach and to promote support of and involvement in local ministries. These will include urban ministries of various kinds, church planting/parenting ministries, and assistance to persons in need.

The Task Force will develop and promote a Seattle Ministries Fund projects list/budget to be approved by the Finance and Stewardship Committee and the LBA. The Task Force is recruited by staff, and existing Task Force members, and appoints its own chair.

**FINANCE AND STEWARDSHIP COMMITTEE**

The Finance and Stewardship Committee is responsible to develop an annual budget of projected revenue and expenses which will be recommended to the LBA, to monitor the revenue and expenses of the church on a regular basis, and to develop a year-round program of stewardship promotion and education for all ages. It consists of five or more members appointed by the LBA through the Nominating Committee to three year terms on a rotating basis, and the Treasurer, Assistant Treasurer and church administrator or accountant and pastor as ex-officio members.

The Finance and Stewardship Committee may appoint a Stewardship Task Force to further stewardship education and promotion in the church.

**GENERAL POLICIES**

- A. It is recommended that persons serve no more than three consecutive three-year terms on any elected board or committee. It is also recommended that no person serve more than two consecutive terms as chair of any elected board or committee.
- B. The structure and description of the administrative bodies of the church will be reviewed periodically by the LBA.