

**FIRST BAPTIST CHURCH
ZACHARY, LOUISIANA**

**CHURCH OPERATIONS
MANUAL**

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Pastor

Associate Pastor of Worship

Associate Pastor of Education and Administration

Minister of Senior Adults and Recreation

Minister of Students

Minister of Children

Executive Administrative Assistant

Administrative Assistant (Education)

Administrative Assistant (Worship)

Housekeeper

Custodian

Director of Media/Communications

Minister of Pastoral Care

Building Supervisor

Administrative Assistant (General/Reception)

Childcare Coordinator

Childcare Worker

Custodial/Maintenance

Ministry Intern(s)

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**ALL MEMBERS OF THE MINISTERIAL STAFF
AND OTHER EMPLOYEES ARE EMPLOYED
AT WILL BY THE CHURCH.**

**THIS MANUAL DOES NOT CONSTITUTE A CONTRACT, AND NO
PROVISION, BENEFIT, OR POLICY SHALL BE DEEMED TO BE
CONTRACTUAL IN NATURE.**

**THE CHURCH MAY MODIFY ANY PROVISION, INCLUDING
INCREASES OR REDUCTIONS IN ANY EMPLOYEE BENEFIT.**

PART I – PERSONNEL POLICIES & PROCEDURES

Section 1. EMPLOYEE CLASSIFICATION

Full-Time Employees

Employees who regularly work a minimum of forty (40) hours per week on a continuous basis.

Part-Time Employees

Employees who regularly work less than forty (40) hours per week on a continuous basis.

All full-time and part-time positions at First Baptist Church are classified according to the nature of the particular position. Benefits offered may vary according to the classification of the particular position. The classifications now in effect are:

Group I

Full-Time Ministerial Staff

1. Pastor
2. Associate Pastor of Worship
3. Associate Pastor of Education and Administration
4. Minister of Senior Adults and Recreation
5. Minister of Students
6. Minister of Children

Note: Personnel Committee is authorized by Constitution & Bylaws to modify Group II through Group V.

Group II

Full-Time Support Staff

1. Executive Administrative Assistant
2. Administrative Assistant (Education)
3. Administrative Assistant (Worship)
4. Housekeeper
5. Custodian
6. Director of Media/Communications

Group III

Part-Time Support Staff

1. Minister of Pastoral Care
2. Building Supervisor

Group IV

Part-Time Hourly

1. Administrative Assistant (General/Reception)
2. Childcare Coordinator
3. Childcare Worker
4. Custodial/Maintenance
5. Ministry Intern(s)
6. Music Assistant/Keyboard Specialist

Group V

Temporary Ministerial Staff

Section 2. EMPLOYMENT PROCESS

All Groups

1. Require a criminal background check.
2. Require a drug screen and physical.
3. Require a credit check.

Group I - Full-Time Ministerial Staff

Pastor

The Pastor is responsible for leading the church to function as a New Testament church. The Pastor will lead the congregation, the organizations, and the church staff to perform their tasks.

The Pastor is leader of pastoral ministries in the church. As such, he works with the deacons and church staff to:

1. Lead the church in the achievement of its mission.
2. Proclaim the gospel to believers and unbelievers.
3. Care for the church's members and other persons in the community.

The Pastor is an ex-officio member of all the church organizations, and his leadership is to be recognized in them all.

A Pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a special business meeting held during a regular Sunday morning worship service, of which at least two (2) weeks public notice has been given.

The Personnel and Nominating Committees combined shall select and present for election a group of seven (7) or more persons to serve as a Pastor Search Committee. During the transition following its election, the Pastor Search Committee alone shall be able to invite anyone to preach at the church and shall be responsible for recommending an Interim Pastor. The Pastor Search Committee shall be elected by the church to seek out a suitable Pastor and its recommendation will constitute a nomination. The Pastor Search Committee shall bring to the consideration of the church only one prospective candidate at a time. Election shall be by secret ballot, an affirmative vote of three-fourths of those present being necessary for approval. The results of the vote shall be communicated to the prospective Pastor and to the church. If the church votes to call with a divided opinion, every effort should be made to make the call unanimous. The Pastor, thus elected, shall serve until the relationship is terminated by his relinquishment or the church's declaration as herein provided.

Section 2. EMPLOYMENT PROCESS (continued)

Other Ministerial Staff

The ministerial staff, those staff members of whom the church requires evidence of a personal call of God to minister, shall be called and employed as the church determines the need for such offices. A job description shall be written by the Personnel Committee when the need for a staff member is determined.

Whenever the need arises for a ministerial staff member, the Personnel and Nominating Committees combined shall select and present for election a group of five (5) or more persons to serve with the Pastor as a Search Committee. The Search Committee shall be elected by the church to seek out a suitable staff member and its recommendation will constitute a nomination.

The committee shall bring to the consideration of the church only one (1) prospective candidate at a time. The call of a ministerial staff member shall take place at a special business meeting held during a regular Sunday morning worship service, of which at least two (2) weeks public notice has been given. Election shall be by secret ballot, an affirmative vote of three-fourths of those present being necessary for approval. The results of the vote shall be communicated to the prospective minister and to the church. If the church votes to call with a divided opinion, every effort should be made to make the call unanimous.

Group II – Full-Time Support Staff

The Personnel Committee is authorized to select and employ or discharge this group.

Group III – Part-Time Support Staff

The Personnel Committee is authorized to select and employ or discharge this group.

Group IV – Part-Time Hourly

The Personnel Committee is authorized to select and employ or discharge this group.

Group V – Temporary Ministerial Staff

The Personnel Committee is authorized to employ or discharge this group.

NOTE: Selection of the Interim Pastor is done in consultation with the Pastor Search Committee, which the Constitution & Bylaws specifically authorizes to recommend, as desired, a candidate to serve as Interim Pastor.

Section 3. BENEFITS

A. PAID HOLIDAYS

Groups I, II, III, & IV shall observe the following holidays. All full-time ministerial, full-time support staff, and part-time staff routinely working over twenty (20) hours/week, are eligible for paid holidays.

Groups I, II, III, & IV – Full-Time Ministerial, Full-Time Support Staff, Part-Time Support Staff, Part-Time Hourly

1. These groups shall observe the following holidays:
 - a) January 1
 - b) Good Friday
 - c) Memorial Day
 - d) July 4
 - e) Labor Day
 - f) Thanksgiving Day
 - g) Thanksgiving Friday
 - h) Christmas Eve
 - i) Christmas Day
2. Holiday pay will equate to the full-time employee's regularly scheduled workday length and hourly rate of pay. Whenever one of the above recognized holidays falls on a regular scheduled work day of part-time employees that routinely work twenty (20) hours or more a week, holiday pay will be computed on the basis of the normal number of hours the employee would have worked on the observed holiday.
3. If an employee is required to work on an observed holiday, the employee will receive commensurate time off for all hours worked on the holiday.
4. A holiday which falls on Saturday shall be observed routinely on the preceding Friday; a holiday which falls on Sunday shall be observed routinely on the following Monday. However, the Pastor, in consultation with the Personnel Committee Chairperson, shall have the option of giving a different day off.

Section 3. BENEFITS (continued)

B. VACATIONS

All employees are expected to submit written requests at least two (2) weeks in advance and by September 1 for the balance of the calendar year. All requests must be approved and signed by the supervisor of the person submitting the request. Overlapping vacations may not be approved for employees who have the same or similar duties.

Groups I & II – Full-Time Ministerial, Full-Time Support Staff

1. During the first calendar year of employment, a full-time employee's vacation allowances will be based on a pro rata schedule. No vacation days are earned during the first three (3) months of employment. After this three (3) month period, one (1) day of vacation is earned for each full month of service up to a maximum of five (5) days for that calendar year.
2. The vacation year is a calendar year beginning January 1 and ending December 31. All employees are encouraged to take their full allotment of vacation days each year.
3. Up to one (1) week of vacation may be carried over but must be used within the first ninety (90) days of the new calendar year.
4. If the employee becomes seriously ill and requires hospitalization during a vacation period, the appropriate supervisor may consider this as sick leave time and not vacation time.
5. **Vacation Requests:**
 - a) **Pastor**

The Pastor's vacation shall be scheduled as far in advance as possible, and shall be at a time most in keeping with smooth operation of the church program. The Chairman of Deacons and the Chairperson of the Personnel Committee shall be notified of the Pastor's vacation schedule.
 - b) **Other Ministerial Staff**

Vacation shall be scheduled as far in advance as possible and shall be at a time most in keeping with the smooth operation of the church program. The minister shall discuss his or her plans with the Pastor and shall attempt to advise the Pastor of how he or she can be reached in case of emergency.
 - c) **Full- Time Support Staff**

Vacation time shall be scheduled as far in advance as possible and shall be at a time most in keeping with smooth operation of the church program. Vacation time shall be approved by the appropriate supervisor.

Section 3. BENEFITS (continued)

6. Vacation allocation is as follows:
- | | |
|---|-------------------|
| 1 st calendar year | Prorated schedule |
| 2 nd - 5 th calendar year | Two (2) weeks |
| 6 th -10 th calendar year | Three (3) weeks |
| 11 th - 15 th calendar year | Four (4) weeks |
| 16 th plus years | Five (5) weeks |

Pastor - plus one (1) week for every ten (10) years ordained with an overall maximum of six (6) weeks.

Other Ministerial Staff - plus one (1) week for every ten (10) years in full-time service with an overall maximum of six (6) weeks. The Personnel Committee shall determine years of full-time service.

Group III --Part-Time Support Staff

1. This group shall receive two (2) weeks vacation per year.
2. No unused vacation time may be carried over into the new calendar year.
3. Vacation time shall be scheduled as far in advance as possible and shall be at a time most in keeping with smooth operation of the church program. Vacation time shall be approved by the appropriate supervisor.

Groups IV & V -Part-Time Hourly, Temporary Ministerial Staff

These groups receive no paid vacation.

C. LEAVE

1. SICK LEAVE

Group I – Full-Time Ministerial Staff

During the first calendar year of employment, a full-time employee's (including Pastor and other ministerial staff) sick leave allowances will be based on a pro-rata schedule.

1. Pastor

- a) The Pastor is entitled to ten (10) days leave per year for personal illness. Sick days may be accumulated up to a maximum of ninety (90) days. Accumulated days are for personal or immediate family illness only, and upon termination, the Pastor will not be paid for these days. Absence resulting from lengthy illnesses will be dealt with compassionately in consultation with the Personnel Committee.
- b) The Pastor may use sick hours for routine medical appointments.

Section 3. BENEFITS (continued)

2. Other Ministerial Staff

- a) Other ministerial staff are entitled to ten (10) days leave per year for personal illness. Sick days may be accumulated up to a maximum of ninety (90) days. Accumulated days are for personal or immediate family illness only, and upon termination, the minister will not be paid for these days. Absence resulting from lengthy illnesses will be dealt with compassionately in consultation with the Pastor and the Personnel Committee.
- b) Ministerial staff may use sick hours for routine medical appointments with the approval of the Pastor or his designee.

Group II - Full-Time Support Staff

- a) Full-time support staff are entitled to ten (10) days leave per year for personal or immediate family illness. Sick days may be accumulated up to a maximum of ninety (90) days. Accumulated days are for personal illness or immediate family illness only, and upon termination, the employee will not be paid for these days. Absence resulting from lengthy illnesses will be dealt with compassionately in consultation with the Pastor and the Personnel Committee.
- b) Full-time support staff may use sick hours for routine medical appointments with the approval of the Pastor or his designee.

Group III - Part-Time Support Staff

- a) Part-time support staff are entitled to five (5) days leave per year for personal or immediate family illness. Sick days may not be accumulated from year to year. Upon termination, the employee will not be paid for unused sick days. Absence resulting from lengthy illnesses will be dealt with compassionately in consultation with the Pastor and the Personnel Committee.
- b) Part-time support staff may use sick hours for routine medical appointments with the approval of the Pastor or his designee.

Groups IV & V – Part-Time Hourly, Temporary Ministerial Staff

These groups receive no paid sick leave.

Section 3. BENEFITS (continued)

2. BEREAVEMENT LEAVE

Groups I, II, & III – Full-Time Ministerial, Full-Time Support Staff, Part-Time Support Staff

In the death of an immediate family member, employees are paid for the absence from work for a period of three (3) days. The immediate family is considered to consist of husband, wife, children, parents, parents of spouse, brother or sister, brother or sister of spouse, grandparents, grandparents of spouse, or grandchildren. Any other bereavement considerations should be brought to the attention of the employee's supervisor who shall demonstrate discretion.

Groups IV & V –Part-Time Hourly, Temporary Ministerial Staff

These groups receive no paid bereavement leave.

3. JURY OR WITNESS DUTY LEAVE

Groups I, II, III, IV, & V – Full-Time Ministerial, Full-Time Support Staff, Part-Time Support Staff, Part-Time Hourly, Temporary Ministerial Staff

Groups I, II, III, and V who serve on jury duty or are called to testify will receive full pay from the church. Group IV employees who serve on jury duty or are called to testify will receive pay equal to the employee's regularly scheduled workday, length and hourly rate of pay.

If the employee's services as a juror or witness are not required for the entire day, the employee is expected to report to the church for the remaining part of the day. The employee is also expected to report for work on any regular scheduled work day when the court may not be in session. The employee will notify the Pastor as soon as possible after receipt of summons.

4. MATERNITY LEAVE

Groups I & II– Full-Time Ministerial, Full-Time Support Staff

Maternity leave will be considered as any other illness. An expectant mother may continue to work until such reasons as health, safety, or mobility dictate that she no longer is capable of performing her job satisfactorily. Maternity leave will not be considered a break in service, provided the employee returns to work within six (6) weeks of the delivery date. If recuperation is not complete within six (6) weeks, as verified by a doctor, maternity leave may be extended at the discretion of the Personnel Committee.

Groups III, IV, & V - Part-Time Support Staff, Part-Time Hourly, Temporary Ministerial Staff

These groups receive no paid maternity leave.

Section 3. BENEFITS (continued)

5. MILITARY LEAVE

Groups I & II – Full-Time Ministerial, Full-Time Support Staff

1. Employees absent on their annual two (2) week reserve or National Guard duty shall be considered on an excused leave of absence and may elect one of the following options related to their pay:
 - a. The employee may take their vacation and retain their military pay.
 - b. The employee may relinquish their military pay to the church and receive their regular salary.
 - c. The employee may take unpaid leave and retain their military pay.
2. An employee called up to active duty is allowed an unpaid leave of absence to meet his/her military responsibilities. Upon honorable discharge from active duty, the employee will be allowed thirty (30) days to apply for reinstatement to his/her former job. The employee will be reinstated to the same job formerly held, with the same duties, same level of pay, benefits and tenure had he/she not been on active military duty.

Groups III, IV, & V - Part-Time Support Staff, Part-Time Hourly, Temporary Ministerial Staff

These groups receive no paid military leave.

6. EXTENDED LEAVE

Groups I & II – Full-Time Ministerial, Full-Time Support Staff

A written request for a non-medical extended unpaid leave of absence must be approved by the Personnel Committee. Leave of absence time shall not count as continued tenure for the purposes of determining the amount of time for vacation, sick leave, or related benefits.

Groups III, IV, & V - Part-Time Support Staff, Part-Time Hourly, Temporary Ministerial Staff

These groups receive no approved extended leave.

7. UNPAID LEAVE

Group I – Full-Time Ministerial Staff

Pastor

Maximum of five (5) days leave of absence per year may be taken without pay upon the approval of the Personnel Committee.

Other Ministerial Staff

Maximum of five (5) days leave of absence per year may be taken without pay upon the approval of the Pastor.

Groups II - Full-Time Support Staff

Maximum of five (5) days leave of absence per year may be taken without pay upon the approval of the Pastor.

Section 3. BENEFITS (continued)

Groups III, IV & V –Part-Time Support Staff, Part-Time Hourly, Temporary Ministerial Staff

These groups receive no unpaid leave.

8. ADMINISTRATIVE LEAVE

Groups I, II, III, IV & V– Full-Time Ministerial, Full-Time Support Staff, Part-Time Support Staff, Part-Time Hourly, Temporary Ministerial Staff

Administrative leave with pay may be granted to an employee by the Pastor under special circumstances such as extreme adverse weather conditions or power failures.

9. FAMILY MEDICAL LEAVE (FMLA)

Groups I, II, III, IV & V – Full-time Ministerial, Full-Time Support Staff, Part-time Support Staff, Part-time Hourly, Temporary Ministerial Staff

Employees may take unpaid leave for the birth of a child, or for the serious health condition of the employee, the employee's spouse, child, or parent. Leave taken is referred to as "FMLA." Eligible employees are those who have worked for at least twelve (12) months and at least 1250 hours over the past twelve (12) months. Provisions will be administered by supervision under the guidance of the Personnel Committee.

D. INSURANCE

1. Health Insurance

Groups I & II – Full-Time Ministerial, Full-Time Support Staff

a) The ministerial and support staff will be offered the opportunity to participate in the health care plan available through Guidestone Financial Resources of the Southern Baptist Convention or comparable company with a portion of the family or individual premium being paid by the church as per current budget. The church will pay 80% of the premium for family coverage for ministerial staff and 75% of the premium for individual coverage for support staff (based on HC1000 plan offered through Guidestone Financial Resources of the Southern Baptist Convention).

b) If a church employee declines to participate in the health insurance plan offered through the church, then no reimbursement will be made to the employee for a separate coverage plan.

Groups III, IV, & V – Part-Time Support Staff, Part-Time Hourly, Temporary Ministerial Staff

These groups receive no paid health insurance benefits.

Section 3. BENEFITS (continued)

2. Life Insurance & Accidental Death & Dismemberment Insurance

Groups I & II – Full-Time Ministerial, Full-Time Support Staff

\$20,000 term life insurance & AD&D is offered with Guidestone Financial Resources of the Southern Baptist Convention with the premium paid by the church.

Groups III, IV, & V – Part-Time Support Staff, Part-Time Hourly, Temporary Ministerial Staff

These groups receive no paid life insurance benefits.

3. Personal Liability Insurance

The church provides personal liability insurance for its employees.

4. Workman's Compensation

Groups I, II, III, IV, & V – Full-Time Ministerial, Full-Time Support Staff, Part-Time Support Staff, Part-Time Hourly, Temporary Ministerial Staff

Worker's compensation insurance premiums will be paid by the church for each employee as required by law.

5. Disability Insurance

Groups I & II – Full-Time Ministerial, Full-Time Support Staff

Coverage is paid to Guidestone Financial Resources of the Southern Baptist Convention by the church. The amount paid is determined by each employee's annual compensation.

Groups III, IV, & V – Part-Time Support Staff, Part-Time Hourly, Temporary Ministerial Staff

These groups receive no paid disability insurance.

Section 3. BENEFITS (continued)

E. RETIREMENT/PENSION BENEFITS

Group I – Full-Time Ministerial Staff

1. An amount equal to ten percent (10%) of the minister's salary is paid by the church to the retirement plan with Guidestone Financial Resources of the Southern Baptist Convention.
2. No social security taxes are paid by the church for the ordained ministerial staff.

Group II – Full-Time Support Staff

1. An amount equal to ten percent (10%) of the employee's salary is paid by the church to the retirement plan with Guidestone Financial Resources of the Southern Baptist Convention.
2. The church pays the employer portion of social security taxes for the non-ordained support staff.

Groups III, IV, & V – Part-Time Support Staff, Part-Time Hourly, Temporary Ministerial Staff

The church pays the employer portion of social security taxes for each non-ordained employee.

Section 4. EXPENSES

A. MOVING EXPENSES

Group I – Full-Time Ministerial Staff

The church shall pay moving expenses upon approval of the Stewardship Committee.

Groups II, III, IV, & V – Full-Time Support Staff, Part-Time Support Staff, Part-Time Hourly, Temporary Ministerial Staff

These groups receive no paid moving expenses.

B. REIMBURSABLE EXPENSES

Group I and other Ministerial Staff in Groups III & V

The following will govern the paying of travel and other expenses of church personnel (staff member only) for any ministry-related activities, subject to budget limitations.

1. Reimbursable Expenses

- a) Expenses (for the staff member only) will include business use of automobile, business travel away from home (including transportation, lodging, and meals), convention and conference expenses, and education expenses.
- b) Personal entertainment and family expenses shall be paid by the staff member.
- c) A cell phone allowance of \$35 is paid each month.

2. Funds for Expenses

There are no provisions for cash advances. Authorized full-time ministerial staff personnel are provided with a church credit card.

3. Documentation for Expenses

- a) All claims for reimbursement shall be submitted on an expense report. Receipts necessary to verify the expense should be attached to the expense report.
- b) Staff members shall account for each allowable expense on an expense report every thirty (30) days. Their supervisor must sign and approve the expense form prior to submission to the Executive Administrative Assistant. Documentation shall include the amount, time and place, business purpose, and relationship of each expense. All receipts shall accompany the documentation.
- c) Mileage shall be logged daily on an expense report and reimbursed at the federal rate in accordance with the current budget.
- d) Staff members must submit a copy of their cell phone bill for payment of cell phone allowance.

Section 5. REVIVALS, CONFERENCES, CONVENTIONS, & CHURCH SPONSORED TRIPS

Group I – Full-Time Ministerial Staff

Pastor

1. The Pastor shall be permitted a maximum of four (4) weeks away from the home church in one (1) year exclusive of vacation. In special cases, he may be allowed additional time with the consent of the Personnel Committee.
2. The church shall pay the Pastor's expenses to appropriate conventions, conferences, and church sponsored trips* as prescribed in the current budget.

Other Ministerial Staff

1. The ministers shall be permitted a total of maximum four (4) weeks away from the home church in one (1) year exclusive of vacation. In special cases he or she shall be allowed additional time for church-related conventions, revivals, conferences, or mission trips with the consent of the Pastor and the Personnel Committee.
2. The minister shall confer with the Pastor as early as possible of his or her intentions to be away.
3. The church shall pay expenses for appropriate conventions and conferences as prescribed in the current budget.
4. On church sponsored trips* where a staff member is responsible for the trip, the staff member's expenses (for the employee only) will be paid by the church (either through the program budget funds or built into the cost of the trip).

Groups II, III, IV, & V – Full-Time Support Staff, Part-Time Support Staff, Part-Time Hourly, Temporary Ministerial Staff

1. The church shall pay expenses for appropriate conventions and conferences as prescribed in the current budget and approved by the Pastor.
2. On church sponsored trips* where a staff member is responsible for the trip, the staff member's expenses (for the employee only) will be paid by the church either through the program budget funds or built into the cost of the trip.

* A church sponsored trip is one approved by the Pastor, and in turn, promoted by the church.

Section 6. SALARIES

All Groups– Full-Time Ministerial, Full-Time Support Staff, Part-Time Support Staff, Part-Time Hourly, Temporary Ministerial Staff

1. The salaries, retirements, and expenses shall be determined by the recommendation of the Personnel Committee with concurrence by the Stewardship Committee and approval by the church. These shall be prescribed by the current budget.
2. Any raise or adjustments will be established by the Personnel Committee with concurrence of the Stewardship Committee and the approval of the church.
3. Salaries shall be paid bi-weekly on Thursday.

Groups II, III, & IV– Full-Time Support Staff, Part-Time Support Staff, Part-Time Hourly

1. Employees shall have their time sheets checked and approved by their appropriate supervisor.
2. The minimum pay for childcare employees will be two (2) hours unless otherwise specified.

Section 7. SERVICE RECOGNITION AWARDS

Group I – Full-Time Ministerial Staff

Recognition for faithful service for all full-time ministerial staff will be acknowledged as follows:

Pay period following five (5) years of service	\$500
Pay period following ten (10) years of service	\$1000
Pay period following fifteen (15) years of service	\$1500
Pay period following twenty (20) years of service	\$2000
Pay period following twenty-five (25) years of service	\$2500
Pay period following thirty (30) years of service	\$3000
Pay period following thirty-five (35) years of service	\$3500
Pay period following forty (40) years of service	\$4000
Pay period following forty-five (45) years of service	\$4500

*In the extraordinary case of fifty (50) years of service, the Personnel Committee will recommend an appropriate recognition subject to church approval.

The funds for these awards should be budgeted in the year(s) involved.

Groups II, III, IV, & V – Full-Time Support Staff, Part-Time Support Staff, Part-Time Hourly, Temporary Ministerial Staff

These groups receive no service recognition awards.

Section 8. PERFORMANCE APPRAISALS

1. Policy

The performance of each full-time and part-time staff member will be reviewed annually (after their first employment anniversary date) and at other times during the year when needed.

2. Responsibilities

Performance appraisals will be done by each supervisor on employees under their supervision. Each appraisal will be reviewed by the Pastor or his designee prior to submission to the Personnel Committee. Any proposed remedial action resulting from the performance appraisals will be coordinated with the Pastor and the Personnel Committee.

3. Salary Increases

Performance appraisals will be the basis for salary increases for all staff members. (A change in compensation at any other time will originate with the Pastor and be approved by the Personnel Committee.) All employees whose performance is appraised as unsatisfactory will not be granted a salary increase. These employees will be required to have a performance improvement action plan and be given up to ninety (90) days to demonstrate satisfactory performance. Failure to do so will result in appropriate personnel action.

Section 9. HOURS OF WORK

Group I – Full-Time Ministerial Staff

1. The full-time ministerial staff will be given off two (2) days per week. Normally this will be Saturday plus one (1) weekday. This day will be determined by the Pastor.
2. All of the full-time ministerial staff will be expected to attend all church services on Sundays, Wednesdays, and all church-wide events.
3. Work as necessary to fulfill the job description.

Group II – Full-Time Support Staff

1. Full-time support staff will work forty (40) hours as determined by the appropriate supervisor.
2. Working hours will be performed at the church.

Groups III, IV, & V – Part-Time Support Staff, Part-Time Hourly, Temporary Ministerial Staff

Working hours shall be determined by the appropriate supervisor.

Section 10. CONDUCT & DRESS CODE

All Groups I, II, III, IV & V – Full-Time Ministerial Staff, Full-Time Support Staff, Part-Time Support Staff, Part-Time Hourly, Temporary Ministerial Staff

1. Attire should be neat, appropriate and modest. All employees are expected to be conservatively and neatly groomed while at work.
2. All skirts and dresses worn shall be knee length. The following attire is not considered appropriate dress:
 - a) Strapless tops or spaghetti straps
 - b) Tank tops
 - c) Backless dresses
 - d) Bare mid-drifts
 - e) Torn or ragged jeans
 - f) Shorts, capris and crops
 - g) Mini-skirts
 - h) T-shirts with inappropriate advertising
 - i) Work-out clothing, sweat pants, or jogging pants
3. Any employee reporting to work not properly dressed shall be sent home to change clothes. Time away shall not be paid.

Section 11. TERMINATION PROCEDURES

Group I – Full-Time Ministerial Staff

A. Retirement

1. Retirement from work is an individual employee's decision. The employee should consider a number of factors including individual health and his or her productivity in the work place.
2. An employee should provide the church a notice of four (4) weeks or more concerning his or her intentions of retirement.
3. If the employee has served First Baptist Church over an extended period of time, the Personnel Committee will decide what gesture of appreciation is appropriate for the congregation.

B. Voluntary Resignation

1. Upon the resignation of an employee, he or she will be compensated for all unused vacation time.
2. As a general rule, employees should provide two (2) weeks notice.
3. If the Pastor/ministerial staff member chooses to resign in an effort to protect the fellowship of the church, the Personnel Committee may consider offering him/her an appropriate severance package.

C. Involuntary Termination of Employee

1. Every reasonable effort should be made to resolve employment issues before it is brought to the church body. The process should be consistent with the basic principles set forth in Matthew 18:15-17 and may include, but is not limited to, the following guidelines:
 - a) The Pastor/ministerial staff member shall seek to find a suitable resolution of the stated issue with his/her immediate supervisor and/or Chairperson of the Personnel Committee.
 - b) If the issue remains unresolved after such dialogue, the Pastor/ministerial staff member shall meet with the Personnel Committee to seek resolution.
 - c) If no adequate resolution can be found between the Pastor/ministerial staff member and the Personnel Committee, then the Personnel Committee may recommend the Pastor/ministerial staff member's termination to the church body.
2. Termination Procedure:
 - a) Pastor
The church may declare the office of Pastor to be vacant and the Pastor's employment terminated. Such action shall take place at a meeting called for that purpose, which shall be called as and shall constitute a special business meeting. The meeting may be called upon the recommendation of a majority of the Personnel Committee after all appropriate steps have been followed and no suitable resolution reached. Once the Personnel Committee has determined that all steps have been taken and vote to bring the matter before the

Section 11. TERMINATION PROCEDURES (continued)

church, the Pastor shall be placed on paid suspension where he has neither administrative authority nor pastoral duties. He shall not be allowed to occupy the pulpit during this time and his presence on campus should be minimized. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two-thirds of the members present being necessary to declare the office vacant. The termination shall be immediate.

When the office of Pastor is vacant, a temporary Transition Committee shall handle the administrative duties of the Pastor. The members of the Transition Committee shall be the Moderator, the immediate past Chairman of the Deacons, the Treasurer, the Chairperson of the Personnel Committee and a staff member selected by the other four (4) committee members. The Moderator shall chair this committee and have administrative authority for dealing with day-to-day decisions of the church.

b). Ministerial Staff

The church may declare a ministerial staff position to be vacant and the staff member's employment terminated at a meeting called for that purpose. The meeting shall be called upon recommendation of a majority of the Personnel Committee after all appropriate steps have been followed and no suitable resolution reached. Once the Personnel Committee has determined that all steps have been taken and vote to bring the matter before the church, the minister shall be placed on paid suspension where he/she has neither administrative authority nor ministerial duties. His/her presence on campus should be minimized. The vote to declare the office of the staff member vacant shall be by secret ballot, and the affirmative vote of two-thirds of the members present shall be necessary to declare the office vacant and the staff member's employment thereby terminated. The termination shall be immediate.

3. If terminated, an employee will be compensated for all unused vacation time. However, all other employee benefits will cease at the day of dismissal (except for those otherwise stated and agreed upon in a severance package).

Groups II, III, IV & V – Full-Time Support Staff, Part-Time Support Staff, Part-Time Hourly, Temporary Ministerial Staff

A. Retirement

1. Retirement from work is an individual employee's decision. The employee should consider a number of factors including individual health and his or her productivity in the work place.
2. An employee should provide the church a notice of four (4) weeks or more concerning his or her intentions of retirement.

Section 11. TERMINATION PROCEDURES (continued)

3. If the employee has served First Baptist Church over an extended period of time, the Personnel Committee will decide what gesture of appreciation is appropriate for the congregation.

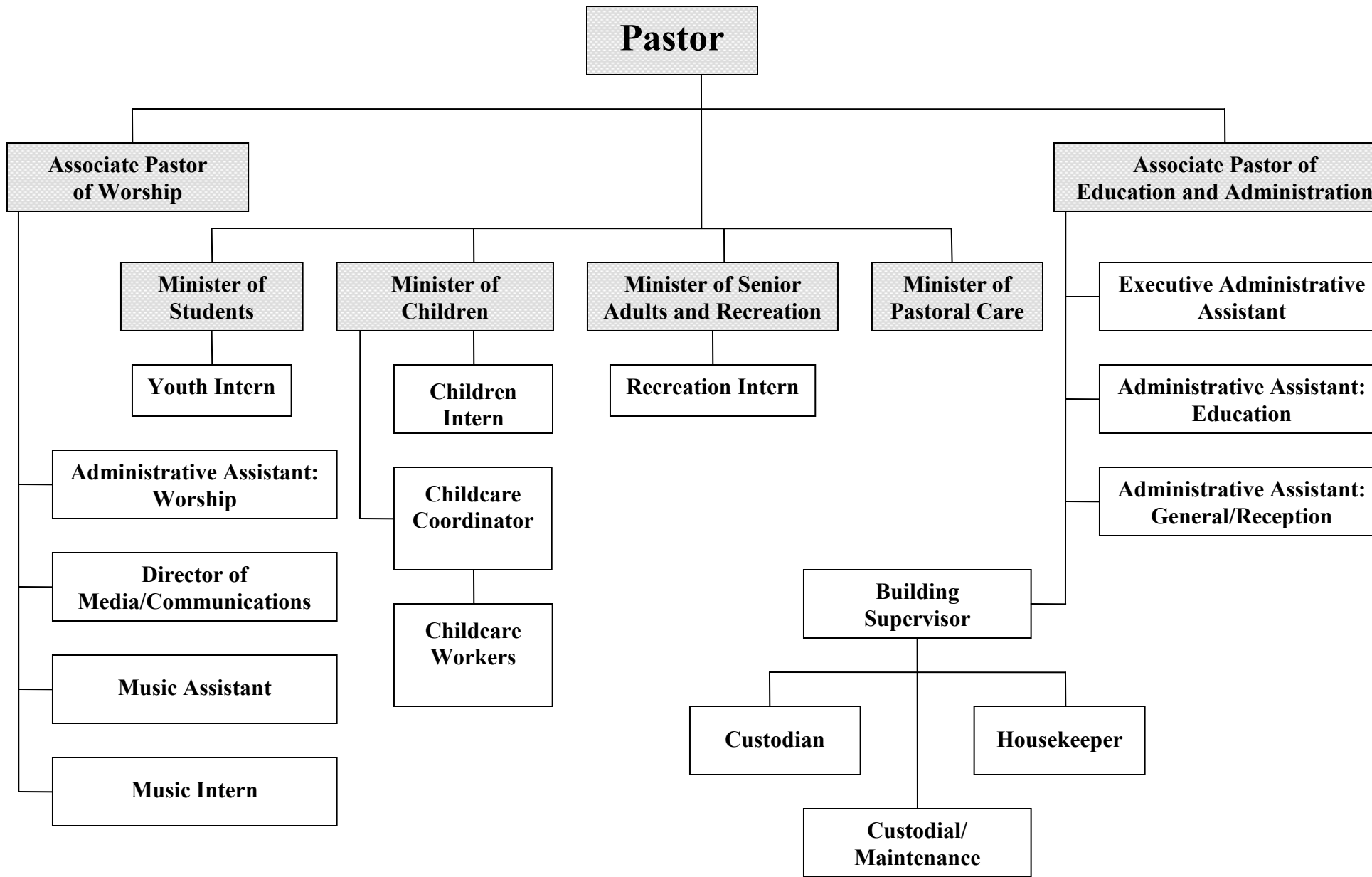
B. Voluntary Resignation

1. Upon the resignation of an employee, he or she will be compensated for all unused vacation time.
2. As a general rule, employees should provide two (2) weeks notice.

C. Involuntary Termination of Employee

1. Every reasonable effort should be made to correct an employee's deficiencies.
2. When an employee fails to respond to the counsel outlined by his or her supervisor, the supervisor shall request a conference with the Personnel Committee. If a workable solution proves unreachable, the employee will be subject to involuntary termination.
3. If terminated, an employee will be compensated for all unused vacation time. However, all other employee benefits will cease at the day of dismissal.
4. Employment is not a contract for services. Also, employment may be terminated at the will of the employer.

Section 12. JOB DESCRIPTIONS



Pastor

Principal Function:

The Pastor is responsible for proclaiming the Gospel of Christ and encouraging the local church body to do so, for guiding the spiritual development of the congregation, for providing pastoral care in meeting the needs of persons in the church and community, and for providing administrative leadership for the church.

The Pastor is responsible to the local church body through the church Personnel Committee for employment requirements and responsibilities.

Job Classification:

This position is an exempt (salaried) and full-time position.*

Responsibilities:

Lead or delegate the leadership of the congregational services: plan, coordinate and evaluate congregational services in cooperation with the Associate Pastor of Worship and other staff.

Provide guidance for planning, organizing, directing, coordinating, and evaluating the total church program.

Preach at all worship services that include preaching or arrange for someone else to perform this function.

Serve as an evangelist and lead the congregation in seeking the salvation of the lost and nurturing of the saved.

Lead the staff and the church in a caring ministry for persons in the church and the community.

Lead the staff and church members to become involved in missions support through prayer and missions offerings as well as personal involvement, when possible, through missions activities in the local community and state as well as nationally and internationally.

Be present at all church business meetings, if possible.

Supervise all members of the church staff according to the church staff organizational chart.

Serve as Chairperson of the Church Council.

Plan for and provide leadership in the observance of the church ordinances.

Conduct counseling sessions as appropriate.

Conduct funeral services and wedding ceremonies, or at times, delegate to others on the staff.

Work with deacons, church officers, and committees as they perform their assigned responsibilities; train and lead the deacons in a program of family ministries.

Cooperate with associational, state, and denominational leaders in matters of mutual interest and concern and keep the church informed of denominational developments.

Represent the church in civic matters.

Serve as ex-officio member of all church committees and as staff advisor for church committees as needed.

Spend a reasonable amount of time visiting members who are in the hospital, nursing homes, etc., as well as prospects, delegating these responsibilities to other staff, deacons and other church lay leaders as appropriate.

Be reasonably available nights and weekends for emergency pastoral care, delegating these responsibilities to other staff members, deacons and other lay leaders as appropriate.

Comply with all established church policies and procedures as well as all applicable federal and state laws.

Requirements: Knowledge, Skills, Abilities

The position of Pastor:

Requires a high school diploma.

Requires a college degree.

Requires a seminary degree.

Requires ordination to the ministry.

Requires experience as a Pastor, Associate Pastor, or in a comparable Baptist denomination service position.

Requires commitment to the “Baptist Faith and Message” in principle and teachings, both professionally and personally.

Requires exceptional speaking skills and the ability to speak confidently before groups.

Requires quality leadership skills.

Requires excellent administrative skills, including the ability to supervise, monitor, evaluate and provide feedback to staff.

Requires the ability to listen effectively and to communicate clearly, both orally and in written form.

Requires basic ability to use computer software, such as Word, PowerPoint, Excel, and Outlook.

Requires sufficient good health to discharge duties properly.

*Full-time is defined as at least forty (40) hours per week. The church may choose to re-define the number of hours for full-time downward, but not upward.

I have read the above job description and agree to fulfill the responsibilities and requirements described therein.

Signature

Date

Associate Pastor of Worship

Principal Function:

The Associate Pastor of Worship is responsible to the Pastor for leading the church in planning, conducting, and evaluating a comprehensive worship and media ministry.

The Associate Pastor of Worship is responsible to the local church body through the church Personnel Committee for employment requirements and responsibilities.

Job Classification:

This position is an exempt (salaried) and full-time position.*

Working Relationships:

The Associate Pastor of Worship works with the Pastor and other staff in planning and directing the worship and media ministries of the local church.

The Associate Pastor of Worship reports directly to the Pastor.

Responsibilities:

Direct the planning, coordination, operation, and evaluation of a comprehensive music ministry, including management of the music ministry budget.

Coordinate the church music ministry with the calendar and emphases of the church.

Work with the Music Ministry Team in determining music ministry goals, organization, leadership, facilities, finances and administration.

Provide supervision for support personnel according to the church staff organizational chart.

Serve as the leader in worship services, giving direction to the worship support leaders, congregational participation and other phases of worship.

Direct and provide leadership for the overall media ministry of the church including television and DVD ministries.

Work with the Pastor in planning regular and special worship services of the church and be responsible for the selection of the music.

Stay informed and prepare appropriately for weddings, funerals and other special events to be held in the church.

Be available to counsel, arrange and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.

Direct music groups and congregational singing.

Be responsible for enlisting and training leaders for the church music ministry.

Work in cooperation with the appropriate persons in selecting, enlisting, training, and advising song leaders, accompanists, and other musicians who serve in church program organizations.

Coordinate the performance schedules of music groups and individuals in the functions of the church.

Give direction to a music ministry plan of visitation and enlistment.

Supervise maintenance of and additions to the music library and equipment, including music materials, supplies, instruments and other music equipment for use in the church's program.

Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate.

Coordinate the training and use of instrumentalists and vocalists in groups or as individuals.

In consultation with the Music Ministry Team, prepare an annual budget to be recommended to the Stewardship Committee.

On occasion, be available nights and weekends for music ministry events as well as to work with the Pastor in making emergency pastoral care visits as needed.

Assist the Pastor with the pastoral care responsibilities of the church, especially with regard to hospital, homebound, and nursing home visitation.

Comply with all established church policies and procedures as well as all applicable federal and state laws.

Serve as staff advisor for church committees and ministry teams as assigned by the Pastor.

Accept other assignments made by the Pastor and assist other staff members as needed.

Requirements: Knowledge, Skills, Abilities:

The position of Associate Pastor of Worship:

Requires a high school diploma.

Requires a college degree.

A seminary degree is preferred.

Requires ordination to the ministry.

Requires experience in a music church staff or other music-related position.

Requires ability to play at least one musical instrument.

Knowledge of theatrical lighting and sound systems, including operation and maintenance, is preferred.

Requires skill in both classic and contemporary worship styles.

Requires the ability to listen effectively and to communicate clearly, both orally and in written form.

Requires exceptional speaking skills and the ability to speak confidently before groups.

Requires quality leadership skills.

Requires exceptional administrative skills.

Requires basic ability to use computer software, such as Word, PowerPoint, Excel, Outlook, and Worship Planner.

Requires commitment to the “Baptist Faith and Message” in principle and teachings, both professionally and personally.

Requires sufficient good health to discharge duties properly.

*Full-time is defined at least forty (40) hours per week. The church may choose to re-define the number of hours for full-time downward, but not upward.

I have read the above job description and agree to fulfill the responsibilities and requirements described therein.

Signature

Date

Associate Pastor of Education and Administration

Principal Function:

The Associate Pastor of Education and Administration is responsible to the Pastor for the development and promotion of the educational program of the church and for administering the business and affairs of the church.

The Associate Pastor of Education and Administration is responsible to the local church body through the church Personnel Committee for employment requirements and responsibilities.

Job Classification:

This position is an exempt (salaried) and full-time position.*

Working Relationships:

The Associate Pastor of Education and Administration reports directly to the Pastor.

Responsibilities:

Work with the appropriate church leaders to set goals, determine priorities, establish programs and coordinate a calendar which will lead the church to accomplish its mission.

Give leadership to the educational ministry of the church including Sunday School, Bible study, discipleship training, and leadership development.

Provide supervision for ministerial and support personnel according to the staff organization chart.

Supervise administrative support, custodial, and maintenance staff.

At the discretion of the Pastor, supervise the educational staff members, such as Minister of Students, Minister of Children, etc., in pursuit of effective and efficient performance of their duties.

Give direction and supervision to the church's outreach-evangelism program.

Plan and promote retreats, seminars and conferences which will enhance the spiritual growth and development of the church.

Serve as editor of church publications.

Supervise the maintenance of accurate records for all educational organizations including the church membership roll.

Assist the Treasurer and the Stewardship Committee in the development of the annual budget.

Administer in cooperation with the Treasurer and the Stewardship Committee all church funds in conformity with the adopted budgets and policies.

Work cooperatively with church officers and pertinent committees to administer the business and financial affairs of the church pertaining to loans, legal matters, insurance, taxes, and personnel records.

Supervise the maintenance of complete records pertaining to church properties and finances.

Establish and operate an effective plan of financial record keeping and reporting.

Oversee the care, maintenance and upkeep of the buildings, grounds and equipment in cooperation with the Building and Grounds Committee.

Coordinate the church calendar and ensure the readiness of church facilities and equipment in accordance with the calendar.

Maintain and supervise the use of computers and network system. Coordinate hardware and software selections, purchases and installations. Enforce the church computer policies.

Inventory and administer office and multi-media equipment.

In cooperation with the Church Council, maintain, review, and recommend revisions to the Church Operations Manual.

In cooperation with the Benevolence Team, disburse emergency benevolent funds.

Keep abreast of the latest trends, methods and materials as related to religious education and administration.

Serve as staff advisor for church committees and ministry teams as assigned by the Pastor.

Work with the Pastor to assimilate new members into the church.

Serve in the pastoral ministry area by leading in visitation of prospects, visiting hospitals and, when called upon, assist in counseling, performing weddings, and conducting funerals.

Comply with all established church policies and procedures as well as all applicable federal and state laws.

Accept other assignments made by the Pastor and assist other staff members as needed.

Requirements: Knowledge, Skills, Abilities:

The position of Associate Pastor of Education and Administration:

Requires a high school diploma.

Requires a college degree.

A seminary degree is preferred.

Requires ordination to the ministry.

Experience as a Minister of Education, Business Administrator on a Baptist church staff, a comparable Baptist denomination service position, or other comparable business or education experience is preferred.

Requires the ability to listen effectively and to communicate clearly, both orally and in written form.

Requires basic ability to use computer software, such as Word, PowerPoint, Excel, and Outlook.

Requires commitment to the “Baptist Faith and Message” in principle and teachings, both professionally and personally.

Requires exceptional speaking skills and the ability to speak confidently before groups.

Requires quality leadership skills.

Requires exceptional administrative skills.

Requires sufficient good health to discharge duties properly.

*Full-time is defined as at least forty (40) hours per week. The church may choose to re-define the number of hours for full-time downward, but not upward.

I have read the above job description and agree to fulfill the responsibilities and requirements described therein.

Signature

Date

Minister of Senior Adults and Recreation

Principal Function:

The Minister of Senior Adults and Recreation is responsible for assisting church program leaders in the planning, coordination, operation, and evaluation of a total program of activities and ministries involving and relating to senior adults, as well as recreational outreach activities.

The Minister of Senior Adults and Recreation is responsible to the local church body through the church Personnel Committee for employment requirements and responsibilities.

Job Classification:

This position is an exempt (salaried) and full-time position.*

Working Relationships:

The Minister of Senior Adults and Recreation works under the supervision of the Pastor or the Associate Pastor of Education/Administration according to the staff organizational chart.

The Minister of Senior Adults and Recreation works with the Associate Pastor of Education/Administration, as well as other church staff, in planning, scheduling, and directing senior adult ministries and recreational events.

Responsibilities:

Survey the needs and establish ministry focus areas for senior adults.

Keep church informed of senior adult needs and ministry plans through all appropriate channels.

Organize and direct the program of outreach and spiritual growth for senior adults in the church and community.

Work with Nominating Committee and education staff to secure leadership the ministry requires.

Provide supervision for support personnel according to the staff organization chart.

Plan and participate in a continuous visitation program for senior adult members, particularly those in hospitals, nursing homes, and homebound.

Plan activities, trips and special events for senior adults.

Help enlist and supervise senior adults to do volunteer work in the ministries of the church.

Plan and direct church-wide recreational activities.

In consultation with Associate Pastor of Education/Administration, prepare and administer the budget for the senior adult ministry and for recreation.

Maximize utilization of the Family Life Center in support of educational and recreational activities.

Maintain, store, inventory, and purchase recreational equipment for the Family Life Center.

Serve as staff advisor for church committees as assigned by the Pastor.

Assist the Pastor with the pastoral care responsibilities of the church and community.

Comply with all established church policies and procedures as well as all applicable federal and state laws.

Perform other duties as assigned by the Pastor or Associate Pastor of Education/Administration and assist other staff members as needed.

Requirements: Knowledge, Skills, Abilities:

The position of Minister of Senior Adults and Recreation:

Requires a high school diploma.

Requires a college degree.

A seminary degree is preferred.

Experience as a Minister of Senior Adults on a Baptist church staff, a comparable Baptist denomination service position or other comparable business or education experience is preferred.

Requires an appreciation of the worth and dignity of senior adults and an understanding of their unique needs and concerns.

Requires the ability to listen effectively and to communicate clearly, both orally and in written form.

Requires quality leadership skills.

Requires the ability to speak confidently before groups.

Requires basic ability to use computer software, such as Word, PowerPoint, Excel, and Outlook.

Requires commitment to the “Baptist Faith and Message” in principle and teachings, both professionally and personally.

Requires sufficient good health to discharge duties properly.

*Full-time is defined as at least forty (40) hours per week. The church may choose to re-define the number of hours for full-time downward, but not upward.

I have read the above job description and agree to fulfill the responsibilities and requirements described therein.

Signature

Date

Minister of Students

Principal Function:

The Minister of Students is responsible to the Pastor for developing a comprehensive educational program for students from grade seven through college.

The Minister of Students is responsible to the local church body through the church Personnel Committee for employment requirements and responsibilities.

Job Classification:

This position is an exempt (salaried) and full-time position.*

Working Relationships:

The Minister of Students works under the supervision of the Pastor or the Associate Pastor of Education/Administration according to the staff organizational chart.

The Minister of Students works with the Associate Pastor of Education/Administration, as well the other church staff, in planning, scheduling and directing student education and discipleship training.

Responsibilities:

Provide direction and leadership for the student education program of the church by coordinating and promoting Bible study, discipleship training, missions education, Wednesday programming and other weekday activities.

Organize and coordinate a balanced approach to student ministry that includes Bible study, discipleship training, outreach, recreation, fellowship, mission action, and music.

Enlist and train leadership in the student division of all church organizations in coordination with the church staff and the Nominating Committee.

Plan and direct all activities such as student camp, mission trips, retreats, weekday Bible study, student emphasis Sunday, seminars, banquets, and other special events.

Work with the Student Ministry Team and the Student Council to plan, implement, and evaluate a balanced student ministry program.

Advise in the use of program materials, equipment, supplies, and space by student in all church program organizations.

Provide Christian guidance to meet the special needs of young people and their parents.

Develop a program to meet the unique needs of the parents of young people and involve them in the student ministry.

Work with program leaders and teachers and appropriate staff members to resolve philosophical, procedural, and scheduling problems in the student division.

Develop a systematic program of outreach.

Keep up-to-date on the latest educational methods and share them with the workers.

Coordinate and provide leadership for the summer program of recreation.

Comply with all established church policies and procedures as well as all applicable federal and state laws.

Supervise all paid student personnel according to the staff organizational chart.

Prepare and administer the student ministry budget.

Visit prospects and members related to student ministry and as assigned by the Pastor.

Assist the Pastor with the pastoral care responsibilities of the church and community.

On occasion, be available nights and weekends for student ministry events as well as to work with the Pastor in making emergency pastoral care visits as needed.

Serve as staff advisor for church committees as assigned by the Pastor.

Perform other duties as assigned by the Pastor or Associate Pastor of Education/Administration.

Requirements: Knowledge, Skills, Abilities:

The position of Minister of Students:

Requires a high school diploma.

Requires a college degree.

A seminary degree is preferred.

Experience as a Minister of Students on a Baptist church staff, a comparable Baptist denomination service position or other comparable business or education experience is preferred.

Requires the ability to listen effectively and to communicate clearly, both orally and in written form.

Requires quality leadership skills.

Requires an understanding of the special needs and learning styles of students and an apparent love for them.

Requires basic ability to use computer software, such as Word, PowerPoint, Excel, and Outlook.

Requires commitment to the “Baptist Faith and Message” in principle and teachings, both professionally and personally.

Requires sufficient good health to discharge duties properly.

*Full-time is defined as at least forty (40) hours per week. The church may choose to re-define the number of hours for full-time downward, but not upward.

I have read the above job description and agree to fulfill the responsibilities and requirements described therein.

Signature

Date

Minister of Children

Principal Function:

The Minister of Children is responsible to the Pastor for the development and promotion of a comprehensive program of religious education for children, birth through the sixth grade.

The Minister of Children is responsible to the local church body through the church Personnel Committee for employment requirements and responsibilities.

Job Classification:

This position is an exempt (salaried) and full time position.*

Working Relationships:

The Minister of Children works under the supervision of the Pastor or the Associate Pastor of Education/Administration according to the staff organizational chart.

The Minister of Children coordinates with all the church staff in planning, scheduling, and directing the children program and ministries of the local church.

Responsibilities:

Coordinate the preschool and children's educational program in Sunday School/Bible study, discipleship training, mission education, Vacation Bible School and weekday activities.

Supervise all children's ministries by providing direction, goals, and event planning. This includes all activities, schedules, and security measures.

Enlist, train, and develop leadership for the various organizations in the preschool and children's area.

Lead the workers in this area in a systematic program of visitation.

Plan and conduct special projects for children such as retreats, camps, social activities, summer programs, etc.

Administer any weekday activities, such as Mothers' Day Out, special events needing the nursery or childcare.

Supervise all paid childcare personnel according to the staff organizational chart.

Provide counsel for childcare workers, parents, and others involved in the children's ministry.

Assist the Childcare Coordinator in hiring and supervising paid childcare workers.

Prepare and administer the childhood education budget.

Stay informed, and recommend the latest materials, methods, and ministries in preschool and children's work.

Promote the children's ministry through church publications.

Comply with all established church policies and procedures as well as all applicable federal and state laws.

Serve as staff advisor for church committees as assigned by the Pastor.

Assist the Pastor with the pastoral care responsibilities of the church and community.

Perform other duties as assigned by the Pastor or Associate Pastor of Education/Administration.

Requirements: Knowledge, Skills, Abilities:

The position of Minister of Children:

Requires a high school diploma.

Requires a college degree.

A seminary degree is preferred.

Experience as a Minister of Children on a Baptist church staff, a comparable Baptist denomination service position or other comparable business or education experience is preferred.

Requires the ability to listen effectively and to communicate clearly, both orally and in written form.

Requires quality leadership skills.

Requires sufficient good health to discharge duties properly.

Requires an understanding of the special needs and learning styles of children and an apparent love for them.

Requires basic ability to use computer software, such as Word, PowerPoint, Excel, and Outlook.

Requires commitment to the "Baptist Faith and Message" in principle and teachings, both professionally and personally.

Requires sufficient good health to discharge duties properly.

*Full-time is defined as at least forty (40) hours per week. The church may choose to re-define the number of hours for full-time downward, but not upward.

I have read the above job description and agree to fulfill the responsibilities and requirements described therein.

Signature

Date

Executive Administrative Assistant

Responsible To: Associate Pastor of Education and Administration

Principal Function:

To serve the Lord by maintaining all financial records and financial activities of the church. Strategies to fulfill this function include but are not limited to the responsibilities outlined below:

Job Classification:

This position is a non-exempt (salaried) and full-time position.*

Responsibilities:

Maintain cash management records which include but not limited to: deposits of all church offerings; petty cash, etc.

Communicate with public and private agencies (banks, state and federal; vendors, etc.) for the purpose of providing information and technical assistance needed to resolve problems.

Prepare required financial statements and fiscal reports as required by policy.

Prepare, reconcile, and audit payroll for the church staff.

Prepare and file required government and Internal Revenue Service reports.

Assist Stewardship Committee with budget planning.

Balance bank statements.

Post weekly offerings to individual accounts.

Maintain contribution records and statements on all contributors.

Prepare offering envelope list.

Implement Stewardship Committee/Audit Committee recommendations and policies.

Train employees in the performance of job duties.

Prepare and mail correspondence/materials as directed by assigned staff.

Serve as Ministry Assistant to the Pastor.

Assist other staff members as needed.

*Full-time is defined as at least forty (40) hours per week. The church may choose to re-define the number of hours for full-time downward, but not upward.

I have read the above job description and agree to fulfill the responsibilities described therein.

Signature

Date

Administrative Assistant (Education)

Responsible To: Associate Pastor of Education and Administration

Principal Function:

To serve the Lord by performing general secretarial duties related to the education ministries which assist the church in fulfilling its mission. Strategies to fulfill this function include but are not limited to the responsibilities outlined below:

Job Classification:

This position is a non-exempt (salaried) and full-time position.*

Responsibilities:

Serve as back up for the telephone.

Maintain Sunday School attendance records and reports. Send reports to Sunday School leaders as directed by the Associate Pastor of Education/Administration.

Order and maintain inventory of the Sunday School literature.

Prepare grading charts for Sunday School.

Compile Sunday School membership totals for annual church profile.

Maintain committee lists, updates, descriptions, and notifications to members.

Copy and distribute guest cards to church staff.

Maintain key control-duplication and organization.

Prepare tickets for Wednesday Night Suppers.

Maintain and purchase supplies.

Copy and fold materials.

Maintain all postage funds/postage meter (1st, 2nd, 3rd class, bulk mail).

Maintain sign-in sheets and log in monies for trips, classes, camps, etc.

Publish, print, and mail "The Messenger."

Send prospect information to teachers and visitation teams.

Prepare and mail correspondence/materials as directed by assigned staff.

Serve as Ministry Assistant to the Associate Pastor of Education/Administration and other staff as assigned by the Associate Pastor of Education/Administration or Pastor.

Accept other assignments made by the Pastor and other staff.

*Full-time is defined as at least forty (40) hours per week. The church may choose to re-define the number of hours for full-time downward, but not upward.

I have read the above job description and agree to fulfill the responsibilities described therein.

Signature

Date

Administrative Assistant (Worship)

Responsible To: Associate Pastor of Worship

Principal Function:

To serve the Lord by performing general office duties related to the ministries which assist the church in fulfilling its mission. Strategies to fulfill this function include but are not limited to the responsibilities outlined below:

Job Classification:

This position is a non-exempt (salaried) and full-time position.*

Responsibilities:

Answer telephone.

Maintain the music library and recorded music (tapes, CD's, DAT's, mini-disc, video tapes, etc.).

Handle the communication for the music section through mail-outs and telephone calls.

Prepare supplies for rehearsals.

Maintain ongoing list of soloists.

Assist people with office equipment.

Prepare and print the weekly Sunday bulletin and special presentation brochures/programs under the direction of the Associate Pastor of Worship.

Prepare worship/announcement slides in conjunction with volunteers.

Prepare and mail correspondence/materials as directed by assigned staff.

Serve as Ministry Assistant to the Associate Pastor of Worship and other staff as assigned by the Associate Pastor of Education/Administration or the Pastor.

Accept other assignments made by the Pastor and other staff.

*Full-time is defined as at least forty (40) hours per week. The church may choose to re-define the number of hours for full-time downward, but not upward.

I have read the above job description and agree to fulfill the responsibilities described therein

Signature

Date

Housekeeper

Responsible To: Building Supervisor

Principal Function:

The Housekeeper is responsible to the Building Supervisor for maintaining clean facilities on a weekly basis.

Job Classification:

This position is a non-exempt (hourly) and full-time position.

Responsibilities:

Check and maintain clean restrooms; replenish tissue and towels, empty waste cans, clean mirrors, etc. in the Education Building and the Sanctuary.

Clean all windows in Atrium, at all entrances, and office areas as needed.

Dust and polish furniture as needed.

Collect all misplaced items and return to proper places (Bibles, lost and found items, etc.).

Vacuum all floors on a routine basis (offices, Sanctuary and Education Building).

Sweep and mop stairwells as needed.

Empty all trash cans on a routine basis and as needed.

Clean and straighten stage area and pew racks in the Sanctuary on a weekly basis.

Assist the Custodian as needed.

Perform other responsibilities as assigned by the Building Supervisor and/or ministerial staff.

*Full-time is defined as at least forty (40) hours per week. The church may choose to re-define the number of hours for full-time downward, but not upward.

I have read the above job description and agree to fulfill the responsibilities described therein.

Signature

Date

Custodian

Responsible To: Building Supervisor

Principal Function:

The Custodian is responsible to the Building Supervisor for maintaining clean buildings and grounds and for making minor equipment repairs.

Job Classification:

This position is a non-exempt (hourly) and full-time position.*

Responsibilities:

Maintain all floors in the Family Life Center, Children's Center, and Chapel according to schedule.

Check and maintain clean restrooms, replenish tissue and towels, empty waste cans, clean mirrors, etc. in the Family Life Center, Children's Center, and Chapel.

Vacuum gym floor of the Family Life Center as needed.

Vacuum all rooms of the Family Life Center, Children's Center, and Chapel, empty trash cans, mop floors, and clean windows.

Sweep and mop stairwells as needed.

Assist the Housekeeper with routine cleaning of all buildings as needed.

Make minor electrical, plumbing and equipment repairs as directed by the Building Supervisor.

Maintain clean appearance outside all buildings such as entrances, parking lots, and sidewalks.

Assist office personnel with moving and unloading packages.

Move furniture, set-up tables for meals, banquets and other similar occasions. Set-up assembly and classroom areas for regular activities.

Perform other responsibilities as assigned by the Building Supervisor and/or ministerial staff.

*Full-time is defined as at least forty (40) hours per week. The church may choose to re-define the number of hours for full-time downward, but not upward.

I have read the above job description and agree to fulfill the responsibilities described therein.

Signature

Date

Director of Media/Communications

Responsible To: Associate Pastor of Worship

Principal Function:

The Director of Media/Communications' primary responsibility is the on-going media and communication ministry at First Baptist Church as pertains to worship, special events, publications, equipment, and website.

Job Classification:

This position is an exempt (salaried) and full-time position.*

Responsibilities:

Assist the Pastor and Associate Pastor/Worship in the creative process of preparing for worship.

Participate in worship/event planning with ministerial staff and leaders to better understand event purpose and communication needs well in advance of the actual event.

Provide needed audio-visual support for multi-media presentations including video presentations utilizing programs such as Media Shout, EZ Worship, and PowerPoint.

Produce and edit quality programming via television for weekly broadcasts, special events, and promotional materials.

Coordinate all sound and lighting.

Enlist and train camera operators, sound technicians, PowerPoint operators, and other audio-visual team members to ensure television programming and sound and lighting for all events are of the highest quality.

Assist all ministries of the church in the area of media/communication needs.

Prepare the media/communications budget and operate within the budget adopted by the church.

Develop, monitor, and maintain the church website.

Develop and maintain atrium and hall TV monitors.

Maintain all technical equipment and its operation for the entire ministry of the church.

Make every effort to ensure all technical equipment remains in functional working condition. Recommend the purchase of new equipment and replacement of equipment in consultation with other staff.

Oversee and maintain computer equipment, software, networking, and licensing.

Coordinate the taping of the ministry of preaching and teaching of God's Word.

Assist in the production and distribution of tapes, DVD's and/or CD's of worship services and other events as needed.

Secure satellite equipment and coordinate reception of conference and programming received via satellite.

Oversee the production, printing, and mailing of major printed materials including the Messenger newsletter.

Seek new opportunities for the audio-visual ministry.

Stay up-to-date on latest media/communication technology, trends, and developments through conferences, research, material, and personal contacts. Cultivate relationships with vendors to ensure quality pricing and service.

Maintain an intimate walk and relationship with the Lord to ensure personal, spiritual growth, as well as to ensure a godly example at all times, both privately and publicly.

Assume other duties or responsibilities as assigned by the Pastor, Associate Pastor/Worship, or Associate Pastor of Education/Administration.

*Full-time is defined as at least forty (40) hours per week. The church may choose to re-define the number of hours for full-time downward, but not upward.

I have read the above job description and agree to fulfill the responsibilities described therein.

Signature

Date

Minister of Pastoral Care

Principal Function:

The Minister of Pastoral Care will support the Pastor in leading a comprehensive ministry of pastoral care for all church members. The Minister of Pastoral Care is responsible for ministering to the special needs of church members and our community.

The Minister of Pastoral Care is responsible to the local church body through the church Personnel Committee for employment requirements and responsibilities.

Job Classification:

This position is a non-exempt (salaried) and part-time position.

Working Relationships:

The Minister of Pastoral Care reports according to the staff organizational chart.

Responsibilities:

Working closely with the Pastor, provide pastoral care for church members and our community.

Give special attention to the elderly, shut-ins, nursing home residents, and crisis situations.

Maintain personal contact with the church and Sunday School membership, primarily by personal visits, and provide spiritual encouragement and prayer support.

Provide counseling and referral to those in need.

Direct and assist in funerals and weddings as requested.

Serve as staff advisor for church committees as assigned by the Pastor.

Comply with all established church policies and procedures as well as all applicable federal and state laws.

Perform other duties as assigned by the Pastor or Associate Pastor of Education/Administration and assist other staff members as needed.

Requirements: Knowledge, Skills, Abilities:

The position of Minister of Pastoral Care:

Requires a high school diploma.

Requires a college degree.

A seminary degree is preferred.

Ordination to the ministry is required.

Experience as a Minister of Pastoral Care on a Baptist church staff, a comparable Baptist denomination service position or other comparable business or education experience is preferred.

Requires an appreciation of the worth and dignity of senior adults and an understanding of their unique needs and concerns.

Requires a spirit of compassion and genuine care for people.

Requires the ability to listen effectively and to communicate clearly, both orally and in written form.

Requires quality leadership skills.

Requires the ability to speak confidently before groups.

Requires basic ability to use computer software, such as Word, PowerPoint, Excel, and Outlook.

Requires commitment to the “Baptist Faith and Message” in principle and teachings, both professionally and personally.

Requires sufficient good health to discharge duties properly.

I have read the above job description and agree to fulfill the responsibilities and requirements described therein.

Signature

Date

Building Supervisor

Responsible To: Associate Pastor of Education and Administration

Principal Function:

The Building Supervisor will be responsible for the satisfactory operation of all building systems such as plumbing, electrical, air conditioning, etc. (not to include electronic systems), and shall monitor the internal and external condition of the building structures, with the safety of occupants and appearance the primary concern.

Job Classification:

This position is a non-exempt (salaried) and part-time position.

Responsibilities:

Monitor all buildings to assure all systems are operating as designed and shall make adjustments and/or repairs as necessary in accordance with this person's training and shall notify the Associate Pastor of Education/Administration and Building and Grounds Chairperson of all problems.

Programs such as the AAC filter inspections, fire equipment inspections, and exit light inspections, and other programmed inspections shall be made on each respective date and the information entered into the computer data base.

Accompany all inspectors on inspection tours (such as the Fire Marshall). Make required areas accessible, receive the Inspection Report, and notify concerned persons and Associate Pastor of Education/Administration and Building and Grounds Chairperson of the results.

Maintain the shop areas assigned to the maintenance group in an orderly and clean condition. Clean and maintain all shop tools. Order supplies for maintenance stores.

Coordinate and monitor work of any on-site contractor. In general, be aware of all work being done to the buildings or grounds, by contractors or volunteers, so as to have an overall knowledge of the status of on going work.

All general maintenance areas listed below.

A. Electrical:

1. Lighting Fixtures: re-lamp, replace ballasts, or entire fixture.
2. Exit Lights: re-lamp, change batteries, or replace unit.
3. Emergency Lights: re-lamp, change batteries, or replace unit.
4. Exterior Building Lighting: re-lamp as necessary, reset clocks as required (on/off clock times will be assigned by Associate Pastor of Education/Administration and Building and Grounds Chairperson).

B. Air Conditioning:

1. Assure compressor units are operating in the normal mode (daily). In problem conditions notify Associate Pastor of Education/Administration and Buildings and Grounds Chairperson first, then contractors.
2. Make filter inspection monthly and record information in computer data bank.
3. Check oil level and operation of air compressors and feed pump cycling. Report abnormal conditions.
4. If repair is required for any AC unit, notify the contractor assigned to that unit.
5. Remove and replace modulating valves. (Training will be supplied for rebuilding valves.)

C. Painting:

Touch-up and occasionally paint an area as large as a room, etc.

D. Carpentry:

Small repairs such as broken wooden trim, chairs, tables, shelves, cabinets, etc.

E. Plumbing:

Repair flush devices, stop leaks, check water heaters, clear stopped drains, etc.

F. Custodial Equipment:

Vacuum cleaners, floor scrubbers and polishers, carpet cleaners, blowers, etc. Repair or return to vendor.

G. Additional:

This list may be added to or revised as experience dictates; it may not include all items necessary. Additional items will be considered on an individual basis by the Associate Pastor of Education/Administration and/or Building and Grounds Chairperson.

I have read the above job description and agree to fulfill the responsibilities described therein.

Signature

Date

Administrative Assistant (General/Reception)

Responsible To: Associate Pastor of Education and Administration

Principal Function:

To serve the Lord by performing general office duties related to the ministries which assist the church in fulfilling its mission. Strategies to fulfill this function include but are not limited to the responsibilities outlined below:

Job Classification:

This position is a non-exempt (hourly) and part-time position.

Responsibilities:

Answer telephone.

Process, sort, and distribute incoming and outgoing mail.

Maintain sign-up sheets and log in monies for trips, classes, camps, etc.

Copy and fold materials as needed.

In coordination with the church Clerk, maintain church membership computer records and new member cards.

Notify the appropriate people of baptismal service.

In coordination with the church Clerk, prepare and send annual church profile letter.

Maintain Deacon Ministry (Deacon Meeting Agenda, Deacon Ministry Team list, etc.) and Deacon of the Week information.

Notify the appropriate deacons of Lord's Supper dates and maintain the Lord's Supper supplies.

Assist staff in reserving church vehicles, table, and chair check-out.

Maintain weekly Wednesday prayer list and daily hospital list.

Schedule a/c, heating of buildings.

Send extended session schedules and cards.

Prepare and mail correspondence/materials as directed by assigned staff.

Serve as Ministry Assistant to staff as assigned by Associate Pastor of Education/Administration or the Pastor.

Accept other assignments made by the Pastor and other staff.

I have read the above job description and agree to fulfill the responsibilities described therein.

Signature

Date

Childcare Coordinator

Responsible To: Minister of Children

Principal Function:

The Childcare Coordinator is to be a Christian and a member of a recognized Christian church who assists the Minister of Children in arranging childcare for appropriate church-related events.

Job Classification:

This position is a non-exempt (hourly) and part-time position.

Responsibilities:

Schedule childcare for all church related activities.

Provide leadership for weekly worship extended session.

In coordination with the Minister of Children, interview and recommend the hiring of prospective childcare workers to the Personnel Committee.

Keep children when necessary.

Maintain monthly financial records for usage by ministry monthly.

Submit budget request annually to the Minister of Children.

Coordinate and cooperate with church leadership for childcare needs.

Receive yearly certification in CPR and Child Health and Safety.

Maintain an approved list of substitutes.

I have read the above job description and agree to fulfill the responsibilities described therein.

Signature

Date

Childcare Worker

Responsible To: Childcare Coordinator

Principal Function:

The Childcare Worker is to be a Christian and a member of a recognized Christian church who provides exemplary Christian care to children for church-related events.

Job Classification:

This position is a non-exempt (hourly) and part-time position.

Responsibilities:

Help provide and maintain a Christian environment in which the children may grow physically, emotionally, mentally, socially and spiritually.

Work according to the schedule outlined by the Childcare Coordinator.

Give each child the attention needed to assure his/her best welfare. (This relates to eating, sleeping, playing, working, health care, safety, etc.)

Become well acquainted with each child, aware of his/her needs, and maintain open communications with his parents.

Work with maintenance personnel to assure a clean and orderly room each day.

Inform the Childcare Coordinator of needed supplies, repairs, and materials as far in advance as possible.

Receive yearly certification in CPR and Child Health and Safety.

I have read the above job description and agree to fulfill the responsibilities described therein.

Signature

Date

Custodial/Maintenance

Responsible To: Building Supervisor

Principal Function:

The Custodial/Maintenance person is responsible to the Building Supervisor for maintaining clean buildings and grounds and for making minor equipment repairs.

Job Classification:

This position is a non-exempt (hourly) and part-time position.

Responsibilities:

Make minor electrical, plumbing, building, and equipment repairs.

Paint walls, furniture, or equipment as directed by the Building Supervisor.

Clean the outside of buildings and property as directed by the Building Supervisor.

Assist the Custodian and Housekeeper when needed.

Perform other responsibilities as assigned by the Building Supervisor and/or ministerial staff.

I have read the above job description and agree to fulfill the responsibilities described therein.

Signature

Date

Ministry Intern

Responsible To: The minister to which he/she is assigned.

Principal Function:

To serve the Lord by assisting the designated minister in all areas of the prospective ministry in order to fulfill its overall mission. This position is one of support and service.

Job Classification:

This position is a non-exempt (hourly) and part-time position.

Responsibilities:

Assist the respective minister in accomplishing the goals of the specific ministry program to which he/she is assigned (e.g. recreation, youth, music, etc.).

Fulfill the specific job requirements outlined by the respective minister and Personnel Committee.

Perform other duties as assigned by the respective minister.

I have read the above job description and agree to fulfill the responsibilities described therein.

Signature

Date

Music Assistant/Keyboard Specialist

Responsible To: Associate Pastor of Worship

Principal Function:

To assist the Associate Pastor of Worship in providing a strong Music Ministry for the church.

Job Classification:

This position is a non-exempt (hourly) and part-time position.

Responsibilities:

Play for all special and regular worship services.

Accompany rehearsals for choir and other vocal groups.

Accompany soloist and ensembles upon request in regular and special worship services.

Spend time necessary in private practice to prepare music for worship services and other special events.

Play for weddings and funerals upon request as personal schedule permits.

I have read the above job description and agree to fulfill the responsibilities described therein.

Signature

Date

PART II – CONGREGATIONAL LEADERSHIP POLICIES & PROCEDURES

CHURCH OFFICERS, STAFF AND COMMITTEES

Section 13. PASTOR

See Part I, Section 2.

Section 14. MINISTERIAL STAFF

See Part I, Section 2.

Section 15. DEACONS

a. Role

The role of the deacon is one of servant ministry. The deacon body is not a governing body. It is used by the Pastor as a sounding board to get their input on ideas, prior to bringing them to the church for consideration. Deacons must be committed to assisting the Pastor in meeting the needs of the church. Each man called of God to be a deacon must be dedicated to spiritual leadership in all areas of church life. The deacon body should be receptive to providing counsel to committees when various committees seek such counsel. Often committees will bring their recommendations to the deacon body for their concurrence, but the ultimate acceptance of their recommendations is decided by the church body at any business meeting.

b. Qualifications and Requirements

Only those persons who meet the scriptural qualifications set forth in Acts 6:1-6 and I Timothy 3:8-13 shall be elected. Additionally, the church has adopted the following guidelines:

1. A deacon should respect the teachings of the Scripture. He should not be ashamed of being a practicing Christian in any situation in life. Such things as drinking or selling alcoholic beverages, cursing, tale-bearing, gambling and the like should have no place in his life.
2. He should attend all church-wide meetings (worship services, Sunday School, discipleship training, revivals, etc.) unless impossible to do so. He should attend deacons' meetings unless impossible to do so.
3. He should be a tither. Our church teaches tithing, and we expect our deacons to be examples for others in giving.
4. He should be evangelistic and missionary in spirit, interested in the salvation of souls at home and abroad.
5. He should be ordained by First Baptist Church of Zachary, by a cooperating Southern Baptist church, or have his ordination accepted by First Baptist Church of Zachary.
6. He should be a man who refrains from destructive criticism and is willing to settle all difficulties in a quiet Christ-like manner.
7. He should be cooperative and supportive of the Pastor, his fellow deacons and the church in a great spiritual program of advancement.
8. He should be willing to become involved in deacon ministries as approved by the deacon body.

c. Rules and Regulations

The active deacon body shall have a maximum of forty-eight (48) members. Twelve (12) deacons, who have served on the currently elected body for four (4) years, will rotate off the active body each year. All deacons are encouraged to maintain their deacon family ministry families during the period that they are not on the elected body.

The regularly scheduled monthly deacons' meeting is held on the third Sunday of each month at 4:00 p.m. Date and time can be changed for special occasions. The schedule can be permanently changed by a vote of the active deacons attending a regular deacons' meeting.

The number of active deacons can be changed by recommendation of the deacon officers, or the deacon body, and approved by First Baptist Church of Zachary.

The term of elected service for deacons will start on January 1 and end on December 31, four (4) years later.

After serving four (4) consecutive years of service, a deacon will rotate off the currently elected body for not less than one (1) year.

All ordained deacons, whether by First Baptist Church of Zachary, or by a cooperating Southern Baptist church, or whose ordination has been recognized by First Baptist Church of Zachary and who are not on the active deacon body, shall serve as reserve deacons. Reserve deacons are encouraged to continue their deacon family ministry.

Longtime deacons, no longer desiring to serve in the active body, may be honored with deacon emeritus status upon recommendation by the deacon body and approval of the church. In this status, the deacon is relieved of formal deacon duties but is encouraged to participate in all deacon activities to the extent he wishes. The number of these deacons emeriti would be in addition to the number of currently elected deacons. Deacon emeriti will be noted on the nomination ballot each year.

d. Election

The entire church membership shall nominate the twelve (12) man rotation plus any additional unexpired terms that are vacant. Any deacon elected to the active body for less than four (4) years is immediately eligible for re-nomination upon expiration of his elected term.

Any man, over eighteen (18) years of age, ordained or unordained, who has been a member of First Baptist Church of Zachary, for at least one (1) year, and not serving as a currently elected deacon may be nominated.

Nominating ballots shall be made available to the membership the first Sunday of September, with nominations closing on the last Sunday of September. The nomination ballots may be mailed in to the church office or placed in ballot boxes. ALL BALLOTS MUST BE SIGNED.

The Deacon Ballot Counting Committee shall be nominated by the deacon officers and approved by the deacon body in a deacons' meeting prior to church-wide deacon nominations in September. The committee shall consist of six (6) members, including the committee Chairman, and shall be selected from the list of deacons currently serving in their last year of the rotation.

The Deacon Ballot Counting Committee shall tally the nominations. Members of the committee will visit with those men receiving the highest number of nominations to determine their qualifications and their willingness to meet the requirements set forth in God's Word and this document. The committee will then recommend those men who are deemed qualified and have indicated their willingness to serve. It is the goal that the list of those nominated be presented during the quarterly business meeting in October.

e. Deacon Officers

The deacon officers shall be Chairman, Vice-Chairman, Secretary, and Associate Secretary/Treasurer.

No officer shall serve in the same office for more than two (2) consecutive years.

Election shall be by secret ballot by the active deacons present at the January deacons' meeting. The candidate receiving a majority on the first ballot shall be elected. If there is no majority, a runoff is held between the two (2) candidates receiving the highest number of votes.

Election of the Chairman shall be presided over by the Pastor. Once the new Chairman is elected, he shall preside over the remaining elections.

The Chairman of Deacons will serve as Moderator presiding over church business meetings. In the absence of the Chairman of Deacons, the Vice-Chairman of Deacons shall preside.

The Vice-Chairman assists the Chairman and serves as Chairman in his absence.

The Secretary shall keep a record of all deacons and deacon officers' meetings and shall prepare the minutes of the meetings for distribution.

The Associate Secretary/Treasurer serves in the absence of the Secretary and performs other duties assigned to him by the officers. As Treasurer, he will be responsible for the accounting of all deacon funds and reporting to the deacons at their regular meetings.

The deacon officers propose members to serve on the Nominating Committee and all deacon ministry teams.

Section 16. MODERATOR

The Chairman of Deacons will serve as Moderator presiding over church business meetings. In the absence of the Chairman of Deacons, the Vice-Chairman of Deacons shall preside or, in the absence of both, the Clerk shall call the church to order and preside for the election of an acting Moderator.

In guarding and maintaining the fellowship of the church, the aim of the Moderator must be to bring about unity among people of different views, ideas, and convictions. The objectives of the Moderator should be to maintain the spirit of Christian love while presiding, to be fair and courteous to all members and to help members understand parliamentary procedures without embarrassment to them. The Moderator must maintain a neutral position while presiding. If the Moderator wishes to debate a question under consideration, he should ask an assistant to preside.

In the event that the Pastor becomes incapacitated (illness, accident, administrative leave, Family Medical Leave Act, suspension, etc.), the Moderator shall assume the administrative duties of the Pastor.

Section 17. CHURCH CLERK

a. Qualifications

The Clerk shall be a person of high character and dependability. The Clerk shall be reliable in church attendance and Christian witness. Additionally, the Clerk shall demonstrate an ability to listen, write, record, preserve, and report essential information from and to the appropriate church business meetings.

b. Election

The Clerk shall be nominated by the Nominating Committee annually and elected by the church.

c. Term of Service

The Clerk may serve up to five (5) consecutive years.

d. Duties

The Clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. The Clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms. The Clerk shall issue letters of dismissal, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in the Church Operations Manual. The Clerk shall be responsible for preparing the annual letter of the church to the association.

A church secretary may assist the Clerk in some clerical responsibilities. All church records are church property and shall be kept in the church office at all times.

Section 18. TREASURER

a. Qualifications

The character of the Treasurer shall reflect the highest Christian ideals. The Treasurer shall exhibit a willingness to work cordially with people and have the ability to be fair-minded. Before being elected, the Treasurer should have a good knowledge of the working organization of the church. The experience and background of the Treasurer should give confidence to church members that the financial affairs of the church will be carried on in a fair and trustworthy way. While it is not necessary for the Treasurer to have a formal education in accounting or finance, the Treasurer should have knowledge and experience in general accounting procedures. The Treasurer should be a tither.

b. Election

The Treasurer shall be nominated by the Nominating Committee and elected by the church annually.

c. Term of Service

The Treasurer may serve up to five (5) consecutive years.

d. Duties

The Treasurer shall be bonded with the church paying for the bond. The Treasurer shall work with the Executive Administrative Assistant on receipt, preservation, and payout, with receipt of vouchers approved and signed by authorized personnel, all money or things of value paid by or given to the church, keeping at all times an itemized account of all receipts and disbursements. The Treasurer shall work within the guidelines of all financial policies and procedures set forth by the church. The Treasurer shall review and approve all tax payments to local, state, and federal taxing agencies. The Treasurer is the signing authority on all contracts for goods and services as they apply to budget accounts already approved by church action.

It shall be the duty of the Treasurer, working with the Executive Administrative Assistant, to render to the Stewardship Committee and deacons monthly and the church at each regular business meeting a summary report of all receipts and disbursements for the period. In addition, the Treasurer will provide to the Stewardship Committee an itemized report of receipts and disbursements of the preceding month. This report will be made available to any other church member requesting a copy. The Treasurer shall render to the church in the first business meeting of a new year, a detailed accounting of all receipts and disbursements for the previous year. Copies of monthly, quarterly, and annual financial reports shall be kept on file in the church financial office by the Executive Administrative Assistant. Financial records of the church may be audited annually by the Audit Committee or independent public accountant.

The Treasurer's work focus shall be primarily on financial records, bill payment, and financial policies and procedures rather than the handling of contributions. Unless made impossible by a particular situation, the Treasurer shall refrain from any contact with the contributions of the church (cash, check, or other).

The Treasurer shall serve as ex-officio member of the Stewardship Committee and Church Council.

The Treasurer shall serve as advisor to staff members and various committees and groups in preparing and maintaining their budgets. He/She should stress as necessary the need for good stewardship in every expense of the church.

The Treasurer shall confer with church staff members and deacons to maintain communication concerning financial matters of the church as needed.

The Treasurer shall work with staff members, officers and organizations in administering financial details of church projects.

Special gifts from wills, trusts, and other sources may enter the church financial system from time to time. These gifts may be in the form of cash, stocks, bonds, other securities, or real property and are always a blessing to the church. The Treasurer shall work closely with the Stewardship Committee to ensure that these special gifts are dealt with in good stewardship and in accordance with instruction from the congregation or as directed by the contributor. Lacking that direction, the Treasurer and Stewardship Committee will develop a recommendation of how to handle the gift that will be presented to the church for approval.

The Treasurer shall review contributions and request for expenditures to insure that all Internal Revenue Guidelines for non-profit organizations are adhered to so as to not jeopardize in any way the non-profit status of the church.

The Treasurer shall work closely with the Stewardship Committee to suggest possible investment opportunities concerning any funds the church holds.

The Treasurer shall receive a copy of the deposit slip or a summary of the receipts record from the Counting Committee after each deposit.

The Treasurer shall review monthly bank statements prior to them being opened by the Executive Administrative Assistant as stated in the Church Operations Manual.

The Treasurer shall sign checks in accordance with the Church Operations Manual; examining supporting data for accuracy and completeness.

The Treasurer shall recommend to the Stewardship Committee additions or changes to financial policies and procedures.

At the end of his/her term, the outgoing Treasurer shall work with the incoming Treasurer for the first three (3) months to allow a smooth transition.

Section 19. TRUSTEES

a. Election

The church shall elect five (5) trustees to serve as legal officers for the church. The trustees shall be nominated by the Nominating Committee annually and elected by the church. The trustees shall elect their own Chairperson.

b. Term of Service

Trustees shall serve on a rotation basis, with one new trustee being elected every year for a five (5) year term.

c. Duties

Trustees shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters.

Section 20. NON-MINISTERIAL STAFF

The non-ministerial staff members shall be employed as the church determines the need for their services, and they shall work under a job description approved by the Personnel Committee under the general direction of the Pastor or staff member he designates.

The church Personnel Committee shall have the authority to employ and to terminate services of non-ministerial staff members. Such employment and termination of services shall occur after consultation with the supervising staff member and, as appropriate, with the consultation of related committees of the church.

Section 21. CHURCH COUNCIL

The Church Council shall serve the church by suggesting church objectives and goals; reviewing and coordinating ministry and program plans recommended by church officers, organizations and committees; recommending to the church the use of leadership and other resources according to program priorities; and evaluating achievements in terms of church objectives and goals.

The Church Council shall further be charged with coordinating and maintaining the church calendar and maintaining the Church Operations Manual.

Regular members of the Church Council shall be:

- Pastor
- Other ministerial staff
- Deacon Chairman
- Treasurer
- Sunday School Director
- Church Training Director
- Woman's Missionary Union Director
- Stewardship Committee Chairperson
- Long-Range Planning Committee Chairperson
- Personnel Committee Chairperson
- Building and Grounds Committee Chairperson
- Missions Committee Chairperson
- Church Hostess

Section 22. CHURCH COMMITTEES

A committee is a group of church members elected by the church body to consider, report, and/or act on matters essential to the administration, responsibility and purpose of the church. The committees of this church shall be a Nominating Committee, a Personnel Committee, a Building and Grounds Committee, a Stewardship Committee, a Missions Committee, a Long-Range Planning Committee, a Purchasing and Improvements Committee, an Insurance Committee, an Audit Committee and such other regular and special committees as authorized by the church in accordance with policies and procedures. Additional committees may be created by the church in accordance with policies and procedures. All committee members shall be church members recommended by the Nominating Committee and elected by the church unless otherwise specified within the Church Operations Manual. Committee members shall serve a three (3) year term and shall take one (1) year off between regular committee assignments.

The Pastor shall be an ex-officio member of all committees.

1. Nominating Committee

a. Election

Members of the Nominating Committee shall be nominated by the deacons annually and elected by the church to serve until their successors are elected. The Chairperson of the Nominating Committee shall be nominated by the deacons annually and elected by the church.

b. Composition

There shall be six (6) members of the Nominating Committee, one (1) of which shall be the Chairperson. In addition to the Pastor, the Sunday School Director and the Discipleship Training Director shall serve as ex-officio members of the Nominating Committee.

c. Duties

The Nominating Committee coordinates the staffing of all church leadership positions filled by volunteer workers, including vacancies which occur during the year. The Nominating Committee shall act on behalf of the church to nominate persons to fill positions with the persons whose gifts, potential and commitment match the requirements of the positions. Every person recommended by the Nominating Committee to fill church leadership positions must be a church member. Individuals considered for any such position shall first be approved by the Nominating Committee before they are approached for recruitment. The Nominating Committee shall present to the church for election all who accept the invitation to serve.

2. Personnel Committee

a. Election

Members of the Personnel Committee shall be nominated by the Nominating Committee annually and elected by the church to serve until their successors are elected. The Chairperson of the Personnel Committee shall be nominated by the Nominating Committee annually and elected by the church.

b. Composition

There shall be three (3) members of the Personnel Committee, one (1) of which shall be the Chairperson. In addition to the Pastor, the Deacon Chairman, the Deacon Vice-Chairman, and the Stewardship Chairperson shall serve as ex-officio members of the Personnel Committee.

c. Duties

The Personnel Committee assists the church in matters related to employed personnel administration, including those called by church action. Their work includes such areas as recommending staff needs, salaries, benefits, other compensation and establishing policies, job descriptions, and personnel services. The committee is authorized by the church to employ or discharge all church employees (except called ministerial staff). A member of the Personnel Committee who is related to an employee should recuse himself/herself from discussions concerning that employee.

3. Building & Grounds Committee

a. Election

Members of the Building and Grounds Committee shall be nominated by the Nominating Committee annually and elected by the church to serve until their successors are elected. The Chairperson of the Building and Grounds Committee shall be nominated by the Nominating Committee annually and elected by the church.

b. Composition

There shall be six (6) members of the Building and Grounds Committee, one (1) of which shall be the Chairperson.

c. Duties

The Building and Grounds Committee assists the church in matters related to properties administration. Its work includes such areas as maintaining all church properties for ready use, recommending policies regarding use of properties, consulting with the Personnel Committee and the church staff regarding the needs for, and the employment of, maintenance personnel, and regarding the assignment of supervisory responsibility to appropriate personnel.

4. Stewardship Committee

a. Election

Members of the Stewardship Committee shall be nominated by the Nominating Committee annually and elected by the church to serve until their successors are elected. Spouses of employees shall not be elected to serve on this committee. The Chairperson of the Stewardship Committee shall be nominated by the Nominating Committee annually and elected by the church.

b. Composition

There shall be twelve (12) members of the Stewardship Committee, one (1) of which shall be the Chairperson. In addition to the Pastor, the church Treasurer shall serve as an ex-officio member of the Stewardship Committee.

c. Duties

The Stewardship Committee is responsible for the total stewardship education of the church. They shall develop and implement an annual stewardship plan which will encourage regular and systematic giving of all church members. The Stewardship Committee, working closely with the Treasurer, shall develop annually a unified church budget to be presented to the church for adoption. As needs arise, the Stewardship Committee will review and make recommendations to the church for adjustments to the unified budget. The Stewardship Committee shall receive and review a monthly report from the Treasurer detailing the expenses and receipts of the church for the preceding month.

5. Missions Committee

a. Election

Members of the Missions Committee shall be nominated by the Nominating Committee annually and elected by the church to serve until their successors are elected. The Chairperson of the Missions Committee shall be nominated by the Nominating Committee annually and elected by the church.

b. Composition

There shall be six (6) members of the Missions Committee, one (1) of which shall be the Chairperson.

c. Duties

The Missions Committee seeks to discover possibilities for mission projects, shares findings with church program organizations, and serves the church in establishing and conducting such mission projects

6. Audit Committee

a. Election

Members of the Audit Committee shall be nominated by the Nominating Committee annually and elected by the church to serve until their successors are elected. The Chairperson of the Audit Committee shall be nominated by the Nominating Committee annually and elected by the church.

b. Composition

There shall be six (6) members of the Audit Committee, one (1) of which shall be the Chairperson.

c. Duties

The Audit Committee is responsible for auditing part or all of the church financial records annually. The committee may either audit with committee resources or obtain the services of an outside accounting firm. The depth and breadth of the audit is to be determined by the Audit Committee. The Audit Committee shall review all findings with the Stewardship Committee and develop recommendations to remedy any deficiencies found. The Audit Committee shall then make a full report to the church at the next scheduled business meeting. The findings and remedies of the audit shall be filed in the office of the Executive Administrative Assistant.

7. Long-Range Planning Committee

a. Election

Members of the Long-Range Planning Committee shall be nominated by the Nominating Committee annually and elected by the church to serve until their successors are elected. The Chairperson of the Long-Range Planning Committee shall be nominated by the Nominating Committee annually and elected by the church.

b. Composition

There shall be six (6) members of the Long-Range Planning Committee, one (1) of which shall be the Chairperson. In addition to the Pastor, the Deacon Chairman, the Sunday School Director, the Discipleship Training Director, the Building and Grounds Chairperson, and the Missions Committee Chairperson shall serve as ex-officio members of the Long-Range Planning Committee.

c. Duties

The Long-Range Planning Committee is responsible for developing an analysis of long-range church and community needs, recommending long-range goals and strategies to the congregation and evaluating the long-range effectiveness of the church program.

8. Insurance Committee

a. Election

Members of the Insurance Committee shall be nominated by the Nominating Committee annually and elected by the church to serve until their successors are elected. The Chairperson of the Insurance Committee shall be nominated by the Nominating Committee annually and elected by the church.

b. Composition

There shall be six (6) members of the Insurance Committee, one (1) of which shall be the Chairperson.

c. Duties

The Insurance Committee is responsible for recommending that the appropriate kind of property and liability insurance is carried and kept in force on all church property. The committee will advise the church of any potential legal liabilities including recommendations for solutions. Budget funds to pay premiums will be established in consultation with the Stewardship Committee.

9. Purchasing and Improvements Committee

a. Election

Members of the Purchasing and Improvements Committee shall be the members of the Church Council as defined in the Church Bylaws Section IV. The Sunday School Director shall serve as Chairperson of the committee.

b. Duties

The Purchasing and Improvements Committee shall be responsible for promoting general church improvements and purchasing new church furnishings and equipment in accordance with policies and procedures.

Section 23. MINISTRY TEAMS

Ministry teams may be established and shall function as directed by the church. A ministry team is a group of Christians associated by a common gifting of the Holy Spirit and with the undergirding of the church body for the collective goal of fulfilling and facilitating the purposes and programs of the church. All ministry team members shall be church members. The ministry team leader shall be nominated by the Nominating Committee annually and elected by the church. The ministry team leader shall be able to recruit team members. There shall be no term limits for team leaders or team members.

1. Christian Life

- Work with the Pastor in his vision for the Lord's church.
- Stay current with local, state, and federal ordinances, legislation, and acts that have the potential to negatively or positively impact Christian family life.
- Provide the church with available information and resources to make a positive Christian impact on family life in the church congregation and encourage and assist other church programs,
- Develop a working relationship with the City of Zachary and Zachary Community Schools to provide a wholesome Christian environment for Zachary's youth and their families.

2. Family Night Supper

- General supervision of the kitchen.
- Arrange for Wednesday night suppers.

3. Greeters

- Organize and promote a greeters program for parking grounds and buildings.
- Operate the welcome center and entrances before all morning worship services and Sunday School.
- Organize the distribution of welcome mugs to guests.

4. History and Heritage

- Collect and safeguard all the historical records and other related materials of the church.
- Communicate the heritage of the church and the larger heritage as Baptists at large to the church.
- Undergird and strengthen the life and ministry of the church by providing support for the past, present, and future.
- Compile a yearbook of church activities with pictures and stories.

5. Hospitality

- Assist with fellowships and other special occasions.
- Make arrangements for the entertainment for all church guests (i.e. revival personnel, pulpit supplies, study course leaders and other guests).

6. Library

- Maintain and promote the church library.
- Review materials for inclusion in the church library.
- Conduct an annual audit of library resources.

7. Music

- Assist and support the Associate Pastor of Worship in planning, accomplishing, and evaluating the overall music program and its activities.
- Assist in identifying the worship needs and opportunities of the congregation.
- Assist in evaluating the effectiveness of the church's worship services and serve as a workgroup to offer suggestions for enriching worship.
- Assist the Pastor and Associate Pastor of Worship to lead the church in information about, readiness for, and responses to change concerning worship.
- Assist in identifying resource persons who can participate in worship leadership.
- Provide practical worship ideas for special occasions of worship.

8. Prayer

- Promote a continual atmosphere of prayer and supplication through appropriate means such as planning specific times of prayer, raising prayer awareness, and demonstrating a personal example of prayer.
- Promote prayer emphasis for special events.

9. Preschool and Children

- Assist and support the Minister of Children in planning, accomplishing, and evaluating the overall preschool /children's program and its activities.
- Assist the Minister of Children in *laying the foundation for the future* by:
 1. *Learning* the best ways possible to teach and share the Bible with preschoolers and children.
 2. *Leading* children in all that they do to a decision point of following Jesus and Christian growth.
 3. *Loving* children, their parents, and those around us the way Christ shows love and mercy to us.

10. Recreation

- Assist and support the Minister of Senior Adults and Recreation in recreational activities within the church family.
- Work with the Minister of Senior Adults and Recreation in order to prepare the budget, supervise the inventory, care, repair and storage of supplies and equipment, and recommend recreational policies.
- Be responsible for designated areas of recreation activity and enlist, in consultation with the Minister of Senior Adults and Recreation, leadership to carry out activities.
- Assist in scheduling activities on the church calendar.

11. Television

- Assist and support the Associate Pastor of Worship in planning, executing, and evaluating the church's television ministry.
- Enhance the overall ministry of the church through the television ministry.
- Operate the television equipment at designated services.
- Assist in editing and producing an excellent television program for broadcast.
- Provide a maintenance program for the upkeep of the television equipment.
- In cooperation with the Associate Pastor of Worship, evaluate and recommend possible upgrades in television media equipment through the budget process.
- Assist in identifying resource persons who can participate in the television ministry.
- Assist in evaluating the effectiveness of the church's television program and serve as a workgroup to offer suggestions for enriching the ministry.
- Assist the Associate Pastor of Worship to lead the church in information about, readiness for, and responses to change concerning the television ministry.

12. Transportation

- Conduct regular safety inspections of all church-owned vehicles.
- Ensure proper maintenance of vehicles is performed.
- In cooperation with the Associate Pastor of Education and Administration, prepare and submit an annual transportation budget to the Stewardship Committee.
- In cooperation with the Associate Pastor of Education and Administration, examine and propose policies and procedures concerning the use of church – owned vehicles.
- In cooperation with the Associate Pastor of Education and Administration, assess the transportation needs of the church and make recommendations to address those needs.

13. Ushers

- Extend welcome to all before and after services and escort people to seats.
- Provide security of grounds and buildings during functions.
- Assume other duties which add to the comfort and convenience of people in services.

14. Website

- Assist and support the Associate Pastor of Education and Administration in maintaining the church's website.
- Assist in managing web-hosting accounts on behalf of the church.
- Ensure content posted on website is appropriate.
- Assist in updating website information on a regular basis.
- Assist in evaluating the effectiveness of the church's website and serve as a workgroup to offer suggestions for enriching the ministry.
- Assist the Associate Pastor of Education and Administration to lead the church in information about, readiness for, and responses to change concerning the website ministry.
- Assist the Associate Pastor of Education and Administration to lead the church in information about, readiness for, and responses to change concerning the website ministry.

15. Worship Media and Audio

- Assist and support the Associate Pastor of Worship in preparing, executing, and evaluating the use of audio and projected media during worship services.
- Provide assistance to the Associate Pastor of Worship in planning appropriate audio/media presentations for regular and special worship services.
- Operate the sound system and worship media resources for church events.
- Assist in identifying resource persons who can participate in the audio/worship media ministry.
- Assist in evaluating the effectiveness of the church's audio/worship media services and serve as a workgroup to offer suggestions for enriching the ministry.
- Provide a maintenance program for the upkeep of audio/worship media equipment.
- In cooperation with the Associate Pastor of Worship, evaluate and recommend possible upgrades in audio/worship media equipment through the budget process.
- Assist the Associate Pastor of Worship to lead the church in information about, readiness for, and responses to change concerning the audio/worship media ministry.

16. Youth

- Assist and support the Minister of Students in planning, accomplishing, and evaluating the overall youth program and its activities.
- Assist in identifying the needs and opportunities of the youth ministry.
- Assist in evaluating the effectiveness of the church's youth ministry and serve as a workgroup to offer suggestions for enriching the program.
- Assist the Minister of Students to lead the church in information about, readiness for, and responses to change concerning youth ministry.
- Assist in identifying resource persons who can participate in the youth ministry.
- Provide practical ideas for special youth events/emphases.
- Assist in carrying out the specific programs and events within the overall youth program.