

PERSONNEL MANUAL



FIRST BAPTIST CHURCH
602 WASHINGTON AVENUE
OCEAN SPRINGS, MISSISSIPPI 39564
FIRST BAPTIST CHURCH
OCEAN SPRINGS

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PERSONNEL POLICY MANUAL

ACKNOWLEDGEMENT

- The Personnel Committee is tasked with handling employee issues of the church including, but not limited to, the recommendation of staff positions and compensation. The committee is composed of a ministerial staff representative, a deacon representative, and up to five additional members elected by the church, with one of the additional members serving as committee chairman. A committee member serves at the will of the church for a term of three church years.

NON-DISCRIMINATION

- First Baptist Church Ocean Springs (FBCOS) is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability in accordance with Federal Law.

CONFIDENTIALITY

- All employees and anyone else governed by this Personnel Policy Manual are required to keep confidential any proprietary and/or sensitive information, documents, or data concerning FBCOS at large, the Pastor, his staff members, organizations, committees, teams, etc. Violation of such constitutes grounds for personnel and/or legal action.

ORGANIZATION STRUCTURE (See Appendix A.)

JOB DESCRIPTIONS:

- Pastor (Appendix B.1)
- Minister of Music (Appendix B.2)
- Minister of Adult Discipleship (Appendix B.3)
- Minister of Youth Discipleship (Appendix B.4)
- Preschool and Children Ministry Director (Appendix B.5)
- Business Administrator (Additional duty assigned by Pastor) Appendix B.6)
- Office Manager/Receptionist (Appendix B.7)
- Ministry Assistant (Pastor) (Appendix B.8)
- Ministry Assistant (Finance) (Appendix B.9)
- Ministry Assistant (Education) (Appendix B.10)
- Facility Supervisor (Appendix B.11)
- Pianist /Organist (Appendix B.12)
- Instrumental Assistant (Appendix B.13)

OFFICE HOURS

- Church office hours are 8:00 a.m. to 11:30 a.m. and 12:30 p.m. to 4:00 p.m., Monday through Friday.

INCLEMENT WEATHER/EMERGENCY CLOSINGS

- At times, emergencies such as severe weather, fires, or power failures can disrupt Church operations. The decision to close the office will be made by the Pastor. As a general rule, office closures during inclement weather will follow the action of the Ocean Springs School System.
- When the decision is made to close the office, employees will receive official notification from the Pastor and/or their supervisor.
- Time off from scheduled work due to emergency closings will be paid for the employees up to three eight-hour days. Any additional paid time off will be reviewed and determined by the Personnel Committee on a case-by-case basis.

MINISTERIAL STAFF WEEKLY WORK SCHEDULE

- Each ministerial staff member is authorized one day off per week other than Saturday for personal purposes.
- The scheduling of the one day off is left to the discretion of the Pastor. It is recommended that the same day of each week normally be taken. However, it is understood that this may be altered from time to time as circumstances may require.
- Funerals, weddings, and civic functions normally expected of ministerial staff members will be under the coordination of the Pastor. All ministerial staff members will bear their own expenses for these events unless budgeted or approved by the Personnel Committee.

HIRING PROCESS

- In the event of a vacancy in the position of pastor, action as specified in the Constitution and By-Laws will be followed. For all other ministerial staff positions, the Pastor and Personnel Committee will jointly decide on the method (direct solicitation by the Pastor, or establishment of a committee). For all other support positions, the Pastor and ministerial staff will be responsible for jointly recruiting, interviewing, and selecting personnel for hire. Regardless of the vacancy, the Personnel Committee should be available to assist and be kept up-to-date on the progress. All individuals recommended for ministerial positions must come before the Church body for an official vote, whereas individuals selected for support positions do not.

RESIGNATIONS

- Church employees are to give the church at least two weeks notice of their resignation. Compensation for all hours worked plus full payment for vacation time earned in accordance with the vacation policy will be due an employee unless required notice of resignation is not given. Any payment due will be issued on the next regular payday.

TERMINATION

- Church employees whose employment is terminated will be compensated for all hours worked plus full payment for vacation time earned in accordance with the vacation policy. Payment will be made on the next regular payday.

EXIT INTERVIEW

- The Chairman of the Deacons and the Chairman of the Personnel Committee should request an exit interview with all departing ministerial staff. This should be conducted jointly no later than one week prior to the staff member's departure if possible.
- Great care should be used afterwards in sharing information obtained via the exit interview. For some departures it will result in a lot of affirmation and may simply be a time to thank the Lord and keep trying to serve Him well. Other departures may uncover the necessity to address specific concerns with certain ministries or groups of people. Therefore, the Chairman of the Deacons and the Chairman of the Personnel Committee should jointly agree on any disclosures.
- See Appendix C for an example of questions for an exit interview.

SALARIES

- The Personnel Committee recommends to the Budget and Finance Committee amounts to be budgeted for staff compensation for each budget year.

ALLOWANCES

- Housing and Insurance
 - A gross dollar amount for each ordained ministerial staff member is jointly determined annually by the Personnel Committee and the Budget and Finance Committee for recommendation to the Church. The individual ministerial staff member is responsible for designating what portion will be allocated for housing allowance and what portion for insurance. The Ministry Assistant (Finance) will be provided a letter, jointly signed by the Chairman of the Personnel Committee and the Chairman of the Budget and Finance Committee, stating the approved budget amounts for IRS accountability.

- Retirement Plan
 - The Church provides the Southern Baptist Convention utilized Guidestone 403(b) Retirement Plan to all employees who work a minimum of 20 hours per week and who contribute into the retirement plan. A matching amount or up to three percent of the employee's salary, exclusive of any housing or insurance allowance, is contributed by the Church. Employees are encourage to make contributions of any amount and to make such arrangements with the Ministry Assistant (Finance).

- Education Expense
 - Full time and part time ministry assistants are authorized monetary compensation annually as specified in the budget for one training course (community interest or group study) providing the below conditions are met.
 - a. Course is job related.
 - b. Employee attendance is recommended by one of the ministerial staff members.
 - c. The employee agrees to be responsible for any and all travel expenses not provided for in the budget.
 - The Church recognizes that both the Church and the employee gains by the employee's attendance in such courses. Therefore, each ministerial staff member is to encourage employee participation in job-related courses to improve job skills.

LEAVE ACCOUNTABILITY

- All request for leave are to be made utilizing FBCOS Absentee Request Form included as Appendix D in this manual. The completed form is to be used as a record of leave requested and approved and disapproved as well as a record of leave utilized.
- The Personnel Committee will receive requests and oversee time accountability for the Pastor. The Pastor will oversee all time accountability for ministerial staff members. The designated ministerial staff member will oversee all time accountability for clerical, custodial, and part-time employees.

SICK LEAVE

- Sick leave is allowed as a fringe benefit and is not to be considered as earned. Employees are eligible to take sick leave with pay according to the following guidelines:
 - Less than part-time employees will not be eligible for sick leave.
 - Part-time employees will be allowed sick leave on a pro rata basis. (One hour of sick leave for every 22 hours worked.)
 - Full-time employees (40 hours or more per week) will be allowed sick leave at the rate of one day per month.

- Sick leave allowance begins to accumulate upon employment, however, no sick leave is authorized during the first six months of employment.
- Sick leave cannot be taken in advance of accumulation.
- Sick leave can be taken in increments as low as one hour.
- Sick leave is to be used for personal employee illness with the exceptions that it may be used as maternity leave as described elsewhere in this manual and may be used to care for an immediate family member who is ill.
- Time off for doctor appointments may be taken as sick leave.
- Sick leave payments will not be made to cover illness occurring during a leave of absence, vacation or holiday.
- Paid sick leave is subject to the following conditions.
 - a. The pay from the Church will not be in addition to any compensation provided for by the Church in the form of insurance or Worker's Compensation. The Church will, in those situations covered by insurance or Worker's Compensation, pay the amount required to assure the employee's full pay for the period involved up to the limit of accumulate sick leave.
 - b. It is the employee's responsibility to ensure the office is fully aware of the nature and duration of any absence due to illness.
- No sick leave will be charged against an employee who is sick on a day he or she was not scheduled to work. This applies to days off as well as any day the office is closed.
- No compensation is given for accumulated sick leave upon termination of employment.
- Employees are authorized to accumulate up to 120 days (840 hours) of sick leave. Any sick leave beyond this point is forfeited by the employee.

VACATION LEAVE

- Vacation for Ministerial Staff Members, Clerical Personnel, Custodial, and Part-time Employees
 - Vacation days will accrue on a calendar year basis using the following table:

Experience in Profession/Employed by FBCOS*	Earned Days Monthly	Total Per Year (Jan. - Dec.)
Over 20 Years	2	24
11-20 Years	1.75	21
0-10 Years	1.5	18

* Ministerial = Experience in Profession; All others = Employed by FBCOS

- Part-time employees will accrue vacation on a pro rata basis (i.e., a half-time employee will accrue one-half the hours as a full-time employee.)
- Any day the church office is officially closed or any day not a part of the staff member’s established work schedule will not be charged as leave.
- It is realized ministerial staff members may have to work several Saturdays (i.e. seminars, youth trips, retreats, revivals, etc.) during the course of events and activities. If multiple Saturday work days are required during a given month’s time, the Pastor may approve compensatory time as the work schedule allows.
- Saturdays, Sundays, holidays, or any days the church office is officially closed are not considered as vacation time for non-ministerial staff since they normally have these days off. Any day the employee is regularly scheduled not to work will not be counted against his or her vacation time (i.e. a part-time employee who does not work on Tuesday on a week-by-week basis will not have this day counted as a day of vacation.
- Approved vacation time can be taken in increments as low as one hour.
- Vacation time begins to accumulate upon employment, however, no vacation leave is authorized during the first six months of employment.
- Vacation cannot be taken in advance of accumulation.
- All vacation schedules will be determined and arranged in a manner to interfere the least with church operations. In the case of conflict, the employee with seniority will have priority. Staff members will assume the duties of the vacationing staff member whenever possible. When the Pastor is on vacation, he may draw from whatever resources he feels necessary to lead mid-week and Sunday services. (Note: Financial compensation for the Pastor’s replacement is allowed for outside guests, with the Pastor determining the amount of the honorarium within the constraints of the annual budgeted amount.)
- A maximum of seven days may be carried forward at the end of a calendar year of work.
- Upon resignation or termination, a worker shall receive pay of any unused vacation time earned, regardless of tenure, not to exceed one year’s accumulation.

HOLIDAY OFFICE CLOSURES

- The below identifies the holidays for which employees receive leave:

New Year’s Day	Thanksgiving Day
Good Friday	Thanksgiving Friday
Memorial Day	Christmas Eve
Labor Day	Christmas Day
Independence Day	New Year’s Eve

- The church office will be closed on and between Christmas Day and New Years Day.
- Should one of the above authorized holidays fall on Saturday, the last workday of that week will be observed as a holiday for the employee.
- Should one of the above authorized holidays fall on Sunday, the first workday of the following week will be observed as a holiday for the employee.

MATERNITY LEAVE

- Maternity leave may be taken by the expectant parent up to a maximum of 60 calendar days. This will normally be considered time off without pay, however, accumulated sick leave and/or vacation time may be applied.

BREAVEMENT

- An employee will be provided time off in the event of a death in his/her family. An employee may be absent with pay up to three days in the event of the death of his/her parent, spouse, child, brother, or sister. He/she may receive two work days off with pay in the event of the death of his/her grandparents, spouse's parent, spouse's grandparent, spouse's brother, or spouse's sister. Additional time off without pay may be granted by his/her supervisor if the work schedule permits.

JURY DUTY

- It is the intent of the church to encourage all employees to perform their civic duties. An employee absent from work for jury duty will inform his/her accountability time keeper of the amount of compensation received from the court system. This amount (other than any mileage compensation received) will be deducted from the employee's next pay check.

ABSENCES FOR REVIVALS, CONFERENCES, SPECIAL MEETINGS, AND PROFESSIONAL DEVELOPMENT

- General
 - In addition to regular vacation time, ministerial staff members are entitled to a total of four weeks of time away from regular duties for the following purposes:
 - a. Up to two weeks for leading of revivals or providing leadership in conference.
 - b. Up to two weeks for participation in personal improvement type conferences.
 - No time away may include two consecutive Sundays and no period of time away from regular duties may run back-to-back with vacation time unless approved by the Pastor and/or the Personnel Committee.

- Time away with church-related groups from FBCOS is not included as part of the four week total.
- Position Specific
 - Pastor
 - a. Southern Baptist Convention and Mississippi Baptist Convention - An additional Sunday is allowed for attending with expenses paid by the church for the Pastor and his wife as provided for in the budget.
 - b. Evangelism Conference expenses will be borne by the church for the Pastor as provided for in the budget.
 - Minister of Music, Minister of Adult Discipleship, Minister of Youth Discipleship, and Preschool and Children Ministry Director
 - a. The Ministers of Music, Adult Discipleship, and Youth Discipleship, and the Preschool and Children Ministry Director will be encouraged to attend seminars and conferences that are relative to those duties identified in the individual position job description. Related expenses will be borne by the church as provided for in the budget. It is expected that during any absence, the remaining staff members or church volunteer(s) will carry on the duties of the position. Budgeted honorariums for music supply are to be paid only to outside guests supplying for the Minister of Music as provided for in the budget. No honorariums are to be paid to any ministerial staff member or volunteer church member for performing the duties of the absent minister or director.
 - Other
 - a. Other such absences may be authorized by the Personnel Committee for special events or happenings with no related expenses provided unless such expenses are expressly provided for in the church budget.

SPECIAL LEAVE

- Any request for absence/leave (type or duration) not covered in this manual will be addressed on a case-by-case basis and coordinated through the Personnel Committee for approval or disapproval.

OUTSIDE EMPLOYMENT

- All full-time employees who wish to seek any form of part time employment outside the church must get the approval of the Personnel Committee.

EXPENSE VOUCHERS

- Expense vouchers are only authorized for the hired employee of the church and must be approved prior to any reimbursement.
- Ministerial staff members may not approve their own expenses, however, one ministerial staff member may approve another ministerial staff member's expenses.
- No compensation will be approved for any absence, authorized or unauthorized, whereby the individual employee receives compensation from an outside agency in sufficient monies to compensate the employee for his or her service.
- Reimbursement is allowed only for those expenses incurred as a direct result of one's attendance at conventions and assemblies and within annual budgeted amounts.

EVALUATIONS

- The Pastor and ministerial staff are to consistently and intently apply the biblical injunction to exhort and edify one another and the support staff in their personal spiritual growth and job performance by affirming each other's strengths and encouraging each other in their weaknesses. This may or may not involve regular evaluations, occasional one-on-one meetings, but will consistently exist as part of the culture of staff relations at FBCOS.

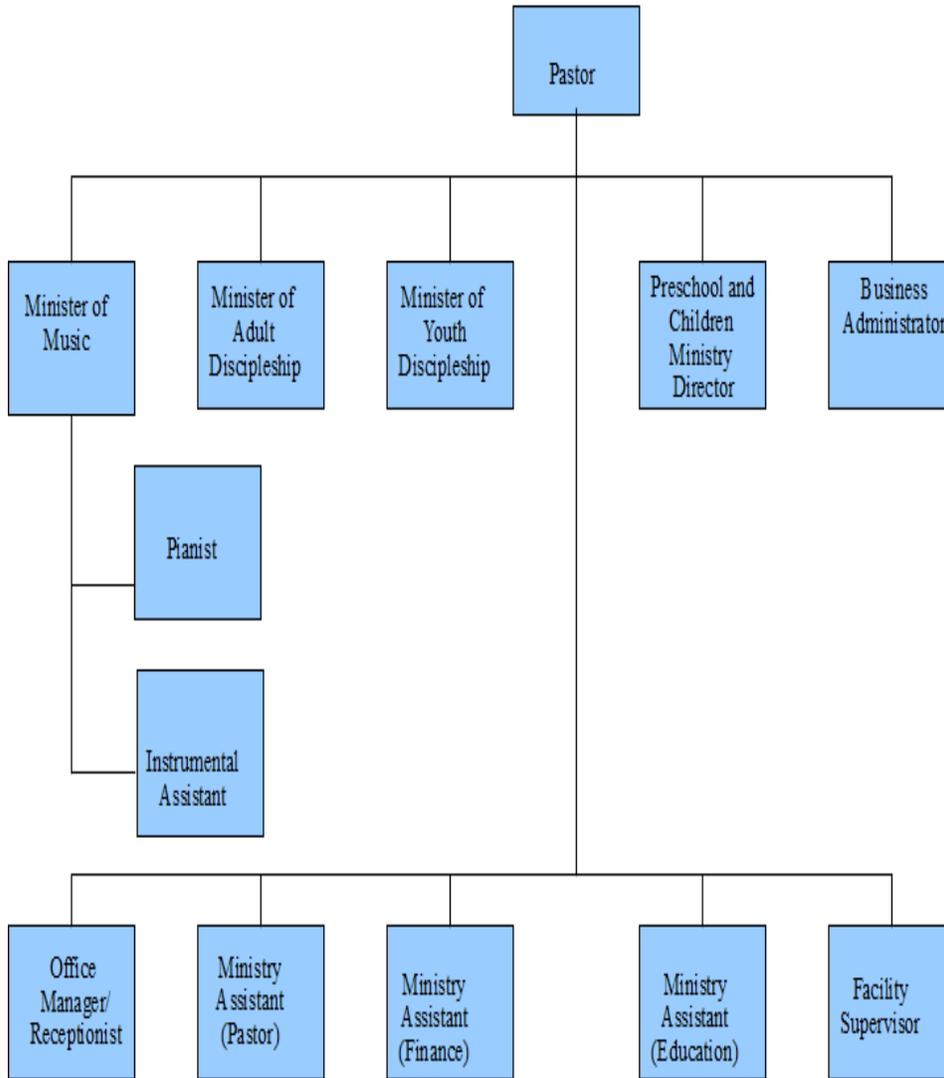
REVIEW OF POLICIES

- Annually (September) the Personnel Committee shall review all personnel policies, to include all job descriptions, for currency, accuracy, and completeness. Amendments and/or revisions shall be brought before the Church for official adoption before exercising any changes. A brief summation of any changes shall be recorded as part of the given Business Meeting minutes and a notation of approved changes shall be entered on the Record of Changes page of the Personnel Policy Manual.

APPENDICES

FIRST BAPTIST CHURCH OCEAN SPRINGS

ORGANIZATIONAL CHART



This chart reflects the positional duties that support the functions of FBCOS. A single individual may be assigned to fulfill the duties of more than one position. Clerical staff, though with primary areas of assignment, will often be required to share in the completion of work requirements in any and all areas of clerical support.

Appendix A

Appendix B.1

JOB DESCRIPTION: Pastor

PERSONAL:

1. Maintain a personal devotional life and daily walk with Christ that sets the example for the members of FBCOS.

PREACHING MINISTRY:

1. Study to provide a biblical preaching ministry.
2. Develop and implement a long term expository preaching plan.
3. Address issues, events, and needs of the church with sermons when led by the Holy spirit. (i.e. Missions, national sins, particular issues of the church)
4. Continue to enhance skills by personal study and continuing education.
5. Invite and host pulpit guest from time to time to bring unique ministry to the pulpit of FBCOS.

EDUCATION AND DISCIPLESHIP:

1. Develop, with the input of other staff members, in particular Ministers of Adult and Youth Discipleship, a balanced curriculum of discipleship for the members of FBCOS.
2. Baptize converts based upon their profession of faith in Christ and the pastor's discretion as led by the Holy Spirit.
3. Prepare and teach "Proverbs with the Pastor" on an annual basis.
4. Prepare and teach or facilitate discipleship classes in congruence with the A.C.T.S. Model.
5. Utilize media (media shout) and other tools to enhance the worshippers' and/or students' experience in worship or the classroom.

PASTORAL MINISTRY:

1. Lead the staff in fulfilling the mission statement of the church.
2. Lead the church in fulfilling and guarding the mission of the church.
3. Maintain a healthy relationship with the City of Ocean Springs, the Ocean Springs School District, and other community entities for the purpose of having a positive testimony for the Lord to those that not members of FBCOS and/or Christians.
4. Meet the spiritual needs of individuals and families in the congregation during times of crisis as able.
5. Meet with and lead the Deacon Body of FBCOS in terms of fulfilling the mission of the church and engaging in ministry.
6. Visit the sick and infirmed of the church as needed for prayer and encouragement.

7. Maintain peace in the congregation as able, in the fulfillment of the mission of the church.
8. Maintain a healthy balance of what is expected and what is obligatory of a local pastor.
9. Listen to and pray with individuals who desire to share their burdens and decision to make. In addition, give advice or counsel when able.
10. Exercise personal discretion, while upholding and communicating the policies and standards of the church in responding to requests for the officiating of weddings, funerals, and other personal events. (Note: The pastor is not expected to compromise his convictions or personal time to accommodate such requests.)
11. Support and give encouragement and advice when applicable and able to people facing crisis.
12. Enhance pastoral skills by studying and through continuing education.

EVANGELISM & OUTREACH:

1. Work with the Great Commission Team to seek out, and endeavor in evangelistic opportunities.
2. Lead the church to evangelize the lost, both personally and corporately.
3. Lead the church to experience mission endeavors both local and elsewhere.
4. Follow up with a phone call and, hopefully, a personal visit with every visitor that fills out a visitor information card.
5. Equip members for an evangelistic outreach.
6. Participate in evangelistic outreach.

ADMINISTRATION:

1. Adhere to and enforce the Constitution, By-Laws, and policies of the church.
2. Delegate and/or assign staff members to serve on committees in accordance with the Constitution and By-Laws.
3. Oversee a weekly staff meeting for the purpose of communication, organization, goal setting, planning, etc.
4. Work and serve with committees elected by the church and not assigned to other staff members.
5. Administrate, with the participation of the Deacon Body, the Lord's Supper in accordance with the Constitution and By-Laws.
6. Represent the church to the Jackson County Baptist Association, Mississippi Baptist Convention, and Southern Baptist Convention, as able.
7. Moderate the Church Conferences of FBCOS for both quarterly and/or special called meetings.
8. Promote the financial well-being of the church by encouraging the membership to give tithes and offerings in a regular and habitual basis and give general guidance to the Budget Committee, and other capital fund raising teams as needs arise and to such committees and teams as elected by the church.

Appendix B. 2

JOB DESCRIPTION: Minister of Music

PRINCIPAL FUNCTION: To be responsible to the church and the pastor for the development and promotion of the music ministry of the church.

RESPONSIBILITIES:

- Direct the organization and implementation of a comprehensive church music ministry including, choir, vocal, and instrumental ensembles.
- Assist the pastor in planning congregational services of the church and be responsible for the selection of music.
- Serve as a leader in the worship services, giving direction to the congregational singing, choir, orchestra, and other phases of worship.
- Supervise the work of paid music staff workers and volunteers.
- Serve on, and work with, appropriate teams and committees.
- Plan, organize, and promote worship concerts, choir/mission trips, retreats, workshops, and any other special emphasis to enhance the music ministry.
- Oversee maintenance of the music library, materials, supplies, musical instruments, and other equipment useful in the music ministry.
- Prepare an annual budget reflecting the needs for the entire music ministry and administer the budget once the church approves.
- Assist other staff members in church-wide events when necessary.
- Assist in the selection and provision of appropriate music for church-related ministries and activities.
- Participate in church-wide efforts of outreach and evangelism.
- Give direction to, and participate in, a plan of outreach and recruitment as it relates to the music ministry.
- Visit hospitals and assist in pastoral care when called upon.
- Attend workshops or conferences concerning church music.
- Keep informed on current music methods, material, promotional ideas, and administrative techniques.
- Maintain a vibrant spiritual life through daily times of devotion and Bible study.
- Perform other duties as assigned by the pastor.

Appendix B.3

JOB DESCRIPTION: Minister of Adult Discipleship

PRINCIPAL FUNCTION: To develop, direct, and promote a comprehensive adult Sunday School and small group discipleship ministry dedicated to teaching and leading individuals into opportunities to accept Christ, grow in spiritual maturity, and advance in discipleship and sharing of Christ with others.

RESPONSIBILITIES:

- Provide general administration and leadership for the development of a comprehensive process of discipleship for adults through the ministries of Sunday School and small group Bible studies.
- Maintain an up-to-date knowledge of methods and materials available for adult Sunday School and small group discipleship studies.
- Provide guidance and support to the Sunday School Leadership Team for the recruitment, training, scheduling and leading of qualified leaders and workers as needed to conduct the adult Sunday School ministry in a manner that emphasizes Bible study, fellowship, and evangelism. Training opportunities for leaders and workers may include, but not be limited to, retreats, study sessions and seminars.
- In conjunction with the Sunday School Leadership Team, select and provide curriculum, supplies, and materials which are designed to enhance knowledge and provide growth experience opportunities within adult Sunday School and small group Bible studies.
- Engage in coordination planning with other staff members to ensure articulation occurs within the entire Sunday School ministry and small group discipleship ministries.
- Serve as an active resource person for church members and prospective members for familiarization with the organization, goals, and programs available within Adult Sunday School and all other small group adult discipleship ministries.
- Maintain clear channels of two-way communications with personnel in all adult Sunday School and adult discipleship ministries within the organization of the Church.
- Serve as a staff adviser to church committees and teams as assigned.
- Attend weekly staff meetings, serve as weekly staff member on-call as scheduled, and participate in Church outreach/inreach efforts.
- In conjunction with other ministry staff members prepare the recommended adult discipleship annual budget and execute as approved.
- Comply with all established church policies and procedures as well as all applicable state and federal laws.
- Perform other such duties as assigned by the Pastor.

Appendix B.4

JOB TITLE: Minister of Youth Discipleship

PRINCIPAL FUNCTION: To develop, direct, and promote a comprehensive student discipleship development ministry for youth in 7th grade and beyond; dedicated to teaching and leading individuals into opportunities to accept Christ, grow in spiritual maturity, and advance in discipleship and sharing of Christ with others.

RESPONSIBILITIES:

- Provide general administration and leadership for a comprehensive program of Christian education and discipleship development for youth in 7th grade and beyond, including, but not limited to, Sunday and Wednesday programming, special events, retreats, and camps.
- Maintain an up-to-date knowledge of methods and materials available for discipleship development programs.
- Provide guidance and support to the Sunday School Leadership Team for the recruitment, training, scheduling and leading of qualified leaders and workers as needed to conduct the youth Sunday School ministry in a manner that emphasizes Bible study, fellowship, and evangelism. Training opportunities for leaders and workers may include, but not be limited to, retreats, study sessions and seminars.
- In conjunction with the Sunday School Leadership Team, select and provide curriculum, supplies, and materials designed to enhance knowledge and provide growth experience opportunities within youth Sunday School and other youth discipleship development programs.
- Engage in coordination planning with other staff members to ensure articulation occurs within all discipleship development programs.
- Serve as an active resource person for youth and their parents or guardians for familiarization with the organization, goals, and opportunities available within Youth Sunday School and all other youth discipleship development programs.
- Maintain clear channels of two-way communications with youth and their parents or guardians as well as with all other personnel in all youth discipleship entities within the organization of the Church.
- Serve as a staff adviser for church committees and teams as assigned.
- Attend weekly staff meetings, serve as weekly staff member on-call as scheduled, and participate in weekly visitation programs.
- Direct the coordination of church outreach events for youth.
- Prepare proposed student discipleship annual budget and execute as approved.
- Comply with all established church policies and procedures as well as all applicable state and federal laws.
- Perform other such duties as assigned by the Pastor.

Appendix B.5

JOB TITLE: Preschool and Children's Ministry Director

PRINCIPAL FUNCTION: To develop, direct and promote a comprehensive Christ-centered children's ministry for ages birth through 6th grade which is dedicated to teaching and leading children into opportunities to accept Christ, to grow in spiritual maturity, and to advance in discipleship and the sharing of Christ with others.

RESPONSIBILITIES:

- Provide general administration and leadership for all programming and ministries for children ages birth through 6th grade, including but not limited to Sunday mornings, Wednesday nights, summer programming, special events, retreats, and camps.
- Direct and/or assist in the coordination of church outreach events related to children and families such as but not limited to Vacation Bible School and Fall Festival.
- Serve as staff supervisor for the Early Education Center (EEC) Director to include monitoring the daily operation of the EEC.
- Supervise the Nursery Care Coordinator and Nursery Workers.
- Recruit, train, schedule, and lead qualified volunteers as needed to conduct children's ministry programs.
- Select and provide age-appropriate curriculum, supplies, materials, and activities for each children's program.
- Serve as an active resource person to church members for familiarization with the organization, goals and opportunities available within the children's ministry providing materials and guidance as appropriate.
- Attend weekly staff meetings, serve as weekly staff member on-call as scheduled, and participate in weekly hospital visitation program.
- Prepare proposed Preschool and Children's Ministry annual budget and implement budget as approved.
- Maintain an up-to-date knowledge of methods and materials for children ministry development and presentation.
- Serve as staff advisor for church committees as assigned.
- Comply with all established church policies and procedures as well as all applicable state and federal laws.
- Perform other such duties as assigned by the Pastor.

Appendix B.6

JOB TITLE: Business Administrator

PRINCIPAL FUNCTION: To administer the business affairs of the church.

RESPONSIBILITIES:

- Lead the church in planning, conducting, and evaluating a comprehensive plan of business operation for the church.
- Serve as purchasing agent for the church.
- Give general direction to the week-day operation of the church office including the supervision of secretarial-clerical workers as assigned.
- Direct the maintenance program of the church including working with the appropriate committee to establish a maintenance schedule and exercising oversight of the custodial program and any contracted services.
- Assist with any stewardship campaign efforts of the church.
- Ensure the maintaining of a financial record system for the church that meets all legal requirements.
- Serve as advisor for the utilization of existing facilities and space and the projection of any need for additional facilities and/or space.
- Evaluate periodically the insurance needs of the church and so advise the appropriate committee.
- Serve as advisor on legal and business matters of the church.
- Perform other such duties as assigned by the pastor.

Appendix B.7

JOB TITLE: Office Manager/Receptionist

PRINCIPAL FUNCTION: Provide a friendly and helpful atmosphere for those requesting assistance through the church office; Oversee daily office operations and other personnel; Delegate duties to other ministerial assistants; Oversee calendaring tasks.

RESPONSIBILITIES:

PRIMARY

- Staff the office as needed by coordinating days off, vacation requests, etc.
- Order office supplies/maintain supply room.
- Issue keys to buildings as needed.
- Attend weekly staff meetings.
- Prepare and process information and schedule events for the general church calendar.
- Address office personnel issues and inform the Business Administrator.

GENERAL DUTIES SHARED AMONG CLERICAL PERSONNEL AS DELEGATED BY OFFICE MANAGER

- Welcome guests, answer phones, monitor door security system and assist visitors through building tours, information and/or appropriate referral.
- Prepare and assemble material for internal and/or external distribution, mailing, shipping, etc., for support of church functions.
- Perform correspondence and document preparation, photocopying, sending and receiving of fax documents and filing as needed.
- Assist other clerical personnel in the performance of their primary duties as directed.

Appendix B.8

JOB TITLE: Ministry Assistant (Pastor)

PRINCIPAL FUNCTION: Perform duties assigned by the ministerial staff, produce media for regular church publications and advertisement via web and print, and provide administrative assistance to the pastor (i.e. correspondence, telephone messages, copying, etc.).

RESPONSIBILITIES:

PRIMARY

- Create, assemble and proofread the weekly church bulletin.
- Create weekly announcements via power point and/or media shout for Sunday worship.
- Create flyers, postcards, posters, etc. for church events as needed.
- Maintain and update the church's web site (i.e. calendar, announcements, pages, etc.).
- Maintain and provide the pastor and staff with visitor information.
- Send out the weekly welcome letter to registered visitors.
- Enter new member information into Shelby System.
- Make and maintain the CD library of Sunday services and handle orders.
- Send mail-out reminders to ministry groups as requested by the respective chair person.
- Maintain hospital information (i.e. the board, daily calls to the hospital for room numbers and patient updates, etc.).

AS REQUIRED

- Welcome guests, answer phones, monitor door security system and assist visitors through building tours, information and/or appropriate referral.
- Prepare and assemble material for internal and/or external distribution, mailing, shipping, etc., for support of church functions.
- Perform correspondence and document preparation, photocopying, sending and receiving of electronic documents and filing as required.
- Assist other clerical personnel in their primary duties as directed.

Appendix B.9

JOB TITLE: Ministry Assistant (Finance)

PRINCIPAL FUNCTION: Maintain FBCOS financial records and reports.

RESPONSIBILITIES:

PRIMARY

- Collect, count and deposit all Church offerings; reconcile bank statements.
- Account for other fees collected (weddings, conferences, Wed. meals, etc.).
- Maintain computerized financial record system (receipts/disbursements).
- Update/track individual offering accounts and mail out annual statements.
- Produce periodic financial reports (finance committee, business mtgs., etc.).
- Prepare scheduled payroll for Church staff (+ Early Education Center).
- Track accounts payable (vendors) and prepare official check payments.
- Compile State/Federal tax information necessary for IRS reporting.
- Screen benevolent applications and forward to committee for action.
- Maintain membership rolls up and associated envelope contribution system.
- Attend scheduled staff meetings; address all relevant financial matters.
- Utilize standard computer software (e.g., Shelby System).

AS REQUIRED

- Welcome guests, answer phones, monitor door security system and assist visitors through building tours, information and/or appropriate referral.
- Prepare and assemble material for internal and/or external distribution, mailing, shipping, etc., for support of church functions.
- Perform correspondence and document preparation, photocopying, sending and receiving of electronic documents and filing as required.
- Assist other clerical personnel in their primary duties as directed.

Appendix B.10

JOB TITLE: Ministry Assistant (Education)

PRINCIPAL FUNCTION: Provide and maintain records pertaining to the educational and program ministries of the church; provide administrative support for the *Preschool and Children's Ministry Director* and the *Minister of Students and Adult Discipleship*.

RESPONSIBILITIES:

PRIMARY

- Maintain class attendance records (Sunday school, Discipleship, etc.).
- Manage, prepare and distribute Sunday school and other educational literature (Lifeway, AIG, etc.).
- Prepare non-financial annual reports for Jackson County Baptist Association.
- Keep membership rolls up to date with non-financial information using Shelby System.
- Assist the *Preschool and Children's Ministry Director* in responsibilities and programs, i.e. VBS, nursery care, etc.
- Prepare ballots for church-wide voting.
- Assist *Early Education Center Director* and teachers as needed.

AS REQUIRED

- Welcome guests, answer phones, monitor door security system and assist visitors through building tours, information and/or appropriate referral.
- Prepare and assemble material for internal and/or external distribution, mailing, shipping, etc., for support of church functions.
- Perform correspondence and document preparation, photocopying, sending and receiving of electronic documents and filing as needed.
- Assist other clerical personnel in their primary duties as directed.

Appendix B.11

JOB TITLE: Facility Supervisor

PRINCIPAL FUNCTION: Maintain clean buildings, perform minor cleaning to grounds, make minor repairs to the facilities and contact vendors, receive quotes and monitor vendors for completion of work. Efforts include supporting the Early Education Center.

RESPONSIBILITIES:

- Maintain floors (sweep, mop, buff, clean, burnish and wax); dust furniture and equipment; wash walls and windows; clean and maintain restrooms; clean water fountains; collect and remove trash; vacuum/clean carpets. Once every three years contract vendor to strip and wax all tiled floors.
- Request and maintain cleaning, maintenance and restroom supplies and equipment as needed. Verify accuracy and content of orders.
- Maintain and organize the supply room.
- Maintain baptistery and prepare for use each Sunday.
- Open the facilities daily on assigned work days.
- Tape off the parking lot in front of Activities building for Go Getters. Clean the Activities building before and after Go Getters.
- Pick up litter in the parking lots.
- Check with the Business Administrator for special assignments.
- Make minor repairs and paint as needed.
- Report general repair needs to the Business Administrator.
- Contact vendors, receive quotes and monitor vendors once work is approved by Business Administrator and/or Building and Grounds Committee.
- Support Vacation Bible School and/or other events by maintaining additional supplies and conducting additional cleaning.
- Assist with various duties as needed or assigned.

Appendix B.12

JOB TITLE: Pianist/Organist

PRINCIPAL FUNCTION: Responsible to the *Minister of Music* and to the church for providing worship leadership from the piano/organ for congregational services and for accompanying performing groups as assigned.

RESPONSIBILITIES:

- Play for services of the church as assigned.
- Plan, maintain and use a comprehensive library of appropriate piano/organ solo music for use in worship services.
- Rehearse with, and accompany soloists as needed for the worship service.
- Play for special services and meetings at the church.
- Maintain a regular practice schedule for the development of skills at the piano/organ, including special studies, reading and self-improvement.
- Assist as needed with special projects of the music ministry.

Appendix B.13

JOB TITLE: Instrumental Assistant

PRINCIPAL FUNCTION: Responsible to the *Minister of Music* and to the church for providing support in rehearsing the church orchestra, the recruitment of potential musicians for the orchestra and serving as lead instrumentalist in the orchestra during congregational services.

RESPONSIBILITIES:

- Play for services of the church as assigned.
- Plan, maintain and use a comprehensive library of appropriate instrumental solo music for use in worship services.
- Rehearse each week with choral or instrumental groups as assigned by the *Minister of Music*.
- Play for special services and meetings at the church.
- Maintain a regular practice schedule for the development of instrumental skills, including special studies, reading and self-improvement.
- Assist as needed with special projects of the music ministry.

Appendix C

SAMPLE QUESTIONS FOR USE IN CONDUCTING AN EXIT INTERVIEW

1. What does FBCOS do well?
2. What does FBCOS need to improve on doing or perhaps need to discontinuing doing?
3. What most surprised you (positive or negative) when you began serving at FBCOS?
4. What are some goals/objectives you were able to accomplish which improved FBCOS?
5. What ministries/initiatives do you wish you could have gotten started during your time here?
6. How could FBCOS have helped you achieve your goals/desires?
7. How has FBCOS changed during your tenure?
8. What needs to be accomplished at FBCOS before we call another person to fill the position in which you served/
9. Is there anything the Lord has laid on your heart about FBCOS which you fell you need to say?

Appendix D

Personnel Policy Manual
First Baptist Church Absentee Request Form

Notes:

- 1. It is the employee's responsibility to inform the office of all absences.*
- 2. Please review the Personnel Policy Manual for the specifics pertaining to all requests for absences and days off.*
- 3. All vacations will be determined and arranged in a manner to interfere the least with church operations. In the case of conflict, the employee with seniority will have priority.*
- 4. For the proper accounting of days offs, within two days of return please update form and provide to the authorizing staff member if the number of days and/or type of days taken differ from those approved.*

Employee Name: _____ Date: _____

Dates Requested: _____

Number of Working Hours/Days Off Requested: _____

Please check reason for request:

Vacation: _____

Sick Leave: _____

Revival: _____

Conference: _____

Other: _____

Additional Information (Attach additional pages if required):

Date: _____; Approved: _____ Not Approved: _____

Reason (if not approved):

Signature: _____