

**C**entral **B**aptist **C**hurch of **H**ixson

**Administrative Manual  
Section Two  
Personnel**

# **PERSONNEL POLICIES**

# **JOB DESCRIPTIONS**



**Central Baptist Church of Hixson  
Administrative Manual  
Personnel Policies**

**Section Two**

I. PERSONNEL POLICIES .....	3
A. Personnel Positions {Effective March 2004} .....	3
B. Personnel Employment Procedures {Effective March 2004} .....	4
C. Job Descriptions {Effective March 2004} .....	5
D. Employee Discipline {Effective March 2004} .....	5
E. Working Hours {Effective January 2004} .....	7
F. Personnel Leave {Effective March 2004} .....	8
G. Employee Benefits...{Effective... March 2004} .....	15
H. Sexual Harassment {Effective March 2004} .....	16
II. Job Descriptions {Effective March 2004} .....	18
Job Title: Senior Pastor .....	18
Job Title: Executive Assistant to the Senior Pastor .....	20
Job Title: Administrative Assistant to the Senior Pastor .....	22
Job Title: Executive Secretary .....	24
Job Title: Director of Women's Ministry .....	26
Job Title: Executive Pastor of Ministries .....	27
Job Title: Pastor of Congregational Care/Senior Adults .....	30
Job Title: Pastor of Students.....	33
Job Title: Associate Pastor of Students .....	35
Job Title: Admin Assistant to the Executive Pastor of Ministries .....	37
Job Title: Pastor to Single Adults.....	39
Job Title: Director of Outreach .....	41
Job Title: Secretary to Pastor of Students and Pastor of Congregational Care .....	42
Job Title: Secretary to Pastor of Singles and Church Records Keeper .....	44
Job Title: Pastor of Worship .....	46
Job Title: Administrative Assistant to the Worship Ministry .....	48
Job Title: Pastor of Instrumental Worship .....	50
Job Title: Instrumental Worship Assistant .....	52
Job Title: Worship Ministry Secretary .....	54
Job Title: Pianist/Creative Consultant.....	56
Job Title: Minister to Children .....	57
Job Title: Director of Preschool .....	59
Job Title: Director of Mothers Day Out.....	61
Job Title: Director of Child Development Center .....	63
Job Title: Director of Elementary Children.....	65
Job Title: Director of Childcare and Admin Assistant to Minister of Children.....	67
Job Title: Assistant Minister of Children .....	69
Job Title: Assistant Director of Preschool Ministries .....	71
Job Title: Executive Director of Communications.....	73
Job Title: Administrative Assistant to the Director of Communications .....	75
Job Title: Customer Relations Associate.....	77
Job Title: Graphic Designer.....	79



**Central Baptist Church of Hixson  
Administrative Manual  
Personnel Policies**

**Section Two**

---

Job Title: Information Technician .....	81
Job Title: Media Engineer .....	83
Job Title: Media Production Associate.....	85
Job Title: Staff Writer.....	87
Job Title: Video Editor .....	89
Job Title: Book Store Director .....	90
Job Title: Business Administrator/Chief Financial Officer.....	92
Job Title: Accountant/Accounts Payable.....	94
Job Title: Accountant/Accounts Receivable .....	95
Job Title: Church Receptionist .....	96
Job Title: Technical Specialist.....	98
Job Title: Facility Manager .....	99
Job Title: Food Service Manager .....	101



## I. PERSONNEL POLICIES

### A. Personnel Positions {Effective March 2004}

An agreement between personnel and CBCH is entered into at the time of employment.

Personnel positions at Central Baptist Church of Hixson (CBCH) are classified as follows:

**Ministerial (M)** - Ministerial employees whether full-time or part time. An agreement between M personnel and the Church is entered into at the time of employment. The agreement shall stipulate the amount of salary, vacation, sick leave, housing allowance, benefits, number of revival meetings annually in other churches, and define any other working arrangements agreed upon.

**Professional (P)** - Full-time salaried personnel positions in a professional area. An agreement between P personnel and CBCH as approved by the Personnel Committee defines working arrangements and financial obligations of the employee and the Church.

**Administrative (A)** - Full-time salaried personnel positions in assistance to M or P personnel. An agreement between A personnel and CBCH as approved by the Personnel Committee defines working arrangements and financial obligations of the employee and the Church.

**Secretarial (S) or Clerical (S)** - Full-time salaried personnel positions in the clerical and secretarial area.

**Maintenance and Custodial (C)** - Full-time salaried personnel positions.

**Part-Time Salaried (PS)** - Regular part-time salaried personnel positions.

**Part-Time Hourly (PH)** - Regular part-time hourly personnel positions.

**Temporary Hourly (TH)** - Hired for a limited time to do a specific job.



---

**(CONTINUED)**

B. Personnel Employment Procedures {Effective March 2004}

Responsibilities for employment procedures are assigned to the Executive Pastor of Ministries and the Personnel Committee. If the position being filled falls under the supervision of certain staff member(s) then that staff member(s) will serve as adjunct member(s) of the Personnel Committee and make recommendations accordingly.

All applications for employment must be made on the Employment Application Form as provided by the Church. Included with this application should be a minimum of three (3) references which the Personnel Committee must be able to reach by telephone. All applications from interested persons shall be accepted and evaluated.

Recruiting sources for personnel of the Church will be through announcement to staff members, newspaper advertisement and/or professional publications featuring Church staff personnel. The responsibility for implementation of recruitment of Church personnel is with the Executive Pastor of Ministries and Personnel Committee.

Prior to finalization and completion of the employment procedure for M and P personnel, the Personnel Committee will offer a Church approved written offer to the potential candidate. This offer will define financial obligations of the Church, the employee's responsibilities to the Church, as well as working hours, use of sick/annual leave and professional leave (for revivals, workshops, conventions, etc.). This offer will become the agreement between the employee and Church.

Prior to finalization and completion of the employment procedure for A, S, C, PS, PH personnel, the potential employee will be granted an opportunity for employment of ninety (90) days. During this 90-day introductory period of employment, the potential employee will be evaluated by his/her supervisor(s) and the Personnel Committee. If after the 90-day introductory period has ended, the potential employee and the Church mutually agree on employment terms, then the potential employee will become a full-time employee with all privileges and benefits as defined by this manual.

Employment is with mutual consent of the employee and the church, and either the employee or the church has the right to terminate the employment relationship at any time, with or without cause or advance notice.



---

**(CONTINUED)**

C. Job Descriptions {Effective March 2004}

Job descriptions are prepared for every position on the payroll. Job classification and assignments are analyzed by the Senior Pastor, Executive Pastor of Ministries and the Personnel Committee to insure that duties and responsibilities do not overlap and that the most efficient distribution of work is occurring.

D. Employee Discipline {Effective March 2004}

1. The Church recognizes that employee discipline may become necessary. This policy shall apply to all employees (M, P, A, S, C, PS, PH, TH). Discipline shall be applied for the following reasons:
  - a) Incompetence or dishonesty in performance of ministries or other duties contained in the job description. This includes poor attitude toward supervisor(s) and the work to be done.
  - b) Willful failure to perform the duties and responsibilities for which the staff member was employed, or refusal to comply with the policies of the Church, or to carry out specific assignments when such policies and assignments are reasonable.
  - c) Conviction of a crime or felony involving moral turpitude.
  - d) Use of narcotics or intoxicants, unless prescribed by a Medical Doctor and taken under his supervision.
  - e) Capricious disregard of accepted standards of professional and Christian conduct.
  - f) Falsification of information on an employment application or other information concerning qualifications of employment.

**I. PERSONNEL POLICIES**



D Employee Discipline {Effective March 2004}

1. The Church recognizes that employee discipline may become necessary. This policy shall apply to all employees (M, P, A, S, C, PS, PH, TH). Discipline shall be applied for the following reasons: (Continued)
  - g) Failure to maintain the level of professional excellence and ability required by the position.
  - h) Divulging of confidential or personal information acquired because of the position held in the Church.
2. The following procedure will be used when it becomes necessary for an employee's supervisor to discipline an employee:
  - a) There should be an initial discussion of the problems between the employee and his/her immediate supervisor. The Supervisor should document this discussion and place it in Supervisor's file, not the employee's permanent file. This document should indicate the employee's signature. If the employee refuses to sign, the Supervisor should this discuss with the Senior Pastor or the Executive Pastor of Ministries.
  - b) If the problem is not corrected immediately, a discussion of the problem between the employee and his/her immediate Supervisor should occur again. This discussion should include the following:
    - Details of problem
    - Future expectations
    - Employee understanding of problem and commitment to resolve the problem
    - Employee reaction

The entire conversation should be documented and dated and the employee given an opportunity to read and sign. Copies of the report should be distributed as shown below to insure all appropriate people are being uniformly updated concerning the problem:

- Executive Pastor of Ministries
- Personnel Committee
- Employee

**I. PERSONNEL POLICIES**



D. Employee Discipline (Continued)

This documented discussion may be repeated if appropriate by the supervisor based on progress, time lapse, or severity of problem. If the problem is not resolved within a time frame agreed upon by the Supervisor and employee further disciplinary steps must be taken.

3. If the problem continues the immediate Supervisor will discuss the problem details, previous actions taken, and future expectations with the Personnel Committee and make recommendations for resolution.
  - a) A recommendation for termination will be supported by the Personnel Committee only after:
    - A complete review of the case has been made, including problem details, disciplinary actions taken, and employee reaction. (This may include a discussion between the Personnel Committee and employee if felt it would be helpful to the Personnel Committee).
    - Confirmation of proper documentation of the case and opportunity for the employee to resolve the problem without discharge.
    - The employee has been given an opportunity to discuss the problem with the Personnel Committee and/or another appropriate staff member.
4. Once a recommendation for termination by the immediate supervisor is supported by the Personnel Committee, the immediate Supervisor will meet with the employee and inform him/her of the termination decision, reasons, and any agreements related thereto. This conversation will be documented and distributed as shown in number 2 above.
5. Normally two weeks of severance pay will be given, but the decision as to whether or not to grant severance pay will be the responsibility of the Personnel Committee. Severance pay is not automatically extended to a terminated employee. Examples of refused severance pay would include employees dismissed for dishonesty or chronic absenteeism.

E. Working Hours {Effective March 2004}

The normal working day for all Church personnel (P, A, S, C, PS) is 8:30 a.m. to 4:30 p.m. Certain positions may require different schedules as assigned by the Executive Pastor of

**I. PERSONNEL POLICIES**

E. Working Hours (Continued)





Ministries and the Personnel Committee. The days of the week on which work attendance falls is specified at the time of employment by the Personnel Committee and the Pastor.

Although individuals may have different schedules, everyone is required to work 40.0 hours/week. Lunch breaks will be one hour.

Each employee is expected to be on time for all scheduled working hours. He/she is expected to stay on the job until the scheduled ending of a work day. In the event of inclement weather (snow, ice, etc.), the employee is advised that if the Hamilton County Schools close, he/she should report to work by 10:00 a.m., unless he/she receives a phone call stating that the office will be close. In the event of inclement weather occurring while employees are on the job, the Pastor or his appointed representative will make the decision as to when employees are to leave prior to the normal ending (4:30 p.m.) of a work day.

The difficult, but immeasurably rewarding task of providing the most consideration for meeting the needs of Church members and other persons, may require employees to extend their work day beyond that of the normal work schedule. This is an integral part of the responsibilities of Church staff personnel and will be expected when needed. Extended work day time may be taken as compensatory leave (See Section F.8), or maybe compensated by overtime pay in accordance with state and federal law. However, overtime may not be worked unless approved in advance by supervisor.

F. Personnel Leave {Effective March 2004}

If a member of the Church Staff must be absent for any reason (temporary or approved), he/she is responsible for informing his/her immediate supervisor(s) or the Executive Pastor of Ministries of the absence.

In the case of an anticipated absence, the employee must inform his/her immediate supervisor. The absence will then be subject to approval by the supervisor. In the event that the absence will be a prolonged one and a substitute or temporary person will be employed, the matter must be approved by the Executive Pastor of Ministries and the Personnel Committee.

Absences of a staff member must be reported on a Leave Request Form and signed by his/her immediate supervisor. Records on accumulation/use of appropriate leave times will be maintained by the Executive Pastor of Ministries.

## I. PERSONNEL POLICIES

F. Personnel Leave



1. Funeral Leave {Effective March 2004}

In the event of death in the immediate family of an employee up to four (4) days can be taken. More days may be granted upon request of the employee pending approval of his/her immediate Supervisor, Senior Pastor or Executive Pastor of Ministries. The immediate family in this instance is to include the following: spouse, child, parent, parent-in-law, grandparent, grandchild, son and daughter-in-law, brother-and sister-in-law, foster brother, foster sister, and other members of the family who reside in the home of the employee.

2. Sick Leave

a) Accrual of Sick Leave {Effective March 2004}

The Church sick leave plan provides that without cost to each employee, ½ day (4 hours) of sick leave will accrue to each full time regular employee's accumulated sick leave for each 2 week pay period of employment. The total amount of sick leave accrued in one year is not to exceed 13 days. The maximum accumulation of sick leave is 30 working days.

Sick leave begins to accumulate from the date of employment as a regular full-time employee and can begin to be used following completion of one (1) month full-time continuous service. Employees do not earn or accrue sick leave while on leave without pay.

b) Use of Sick Leave {Effective March 2004}

Sick leave is generally applicable to absence due to injury or illness of an employee, including illness or incapacity to work due to pregnancy and complications thereof, medical examinations, and dental appointments.

Where an employee must be absent because of serious illness in the immediate family (spouse, children, parents, parents-in-law, and other members of the family who reside in the home of the employee), sick leave may be granted by the Executive Pastor of Ministries upon the employee's request through his/her immediate supervisor.

## I. PERSONNEL POLICIES

### F. Personnel Leave



2. Sick Leave (Continued)

An employee may be required to present evidence in the form of either a personal affidavit, a physicians certificate, or other testimonials in support of the reason for sick leave.

When the illness, injury or disability of an employee continues beyond the period of accumulated sick leave, the employee may, at his or her request, use any accumulated annual leave for continued absence. When an employee has exhausted all accumulated sick and/or annual leave, he/she may be placed, if requested, on leave of absence without pay if approved by the Executive Pastor of Ministries and the Personnel Committee.

c) Use of Sick Leave

Maternity leave shall be treated as sick leave. Upon exhaustion of accumulated sick leave and any annual leave as requested by the employee, the employee shall be placed on leave of absence without pay for the remainder of her period of authorized absence. Termination of the period of authorized absence shall occur when the employee again becomes able to carry out her functions. Upon termination of the period of authorized absence, the employee shall be reinstated to her original job without loss of service or benefits if the job is still available. No leave of any type will accrue during leave of absence without pay.

Paternity leave for fathers shall be treated as sick leave.

3. Annual Leave {Effective March 2004}

The accrual of annual leave shall be recorded and kept by the Executive Pastor of Ministries. Annual leave years will run with the calendar year and vacation is based on service time at year-end.

a) Persons with less than one year of employment:

Two week or ten (10) days of annual leave or vacation time will be recorded for the first year of employment.

## I. PERSONNEL POLICIES

### F. Personnel Leave



3. Annual Leave

a) Persons with less than one year of employment: (continued)

For those who are employed during the year allowable annual leave will be prorated for that calendar year.

b) Persons with 1 to 9 years of employment:

Two weeks or ten (10) days annual leave or vacation time will be recorded for the second through the ninth year of employment.

Employees are encouraged to use their annual leave/vacation time. The use of annual leave should be discussed and coordinated with the immediate supervisor and the Pastor so as not to interrupt the work flow of the Church.

Carry over of annual leave from one year to the next will not be allowed, except when the work load in December makes it difficult to use. In this event one week may be carried over for use in January. Other unused leave is lost if the employee does not elect to use it by the end of December.

If a emergency arises, such that sick leave is not available to the employee, he/she may telephone the immediate supervisor(s) or other designated person and inform them of their absence. Up to one day of annual leave may be taken only in 4 hour or ½ work day amounts without the permission of the Executive Pastor of Ministries or other designated person(s).

c) Persons with 10 to 14 years of employment.

Three (3) weeks, or fifteen (15) days, of annual leave or vacation time will be recorded for the tenth (10) through the fourteenth (14) years of employment. The use of this annual leave should be discussed and coordinated with the Executive Pastor of Ministries and immediate supervisor(s). Procedures as described under Section b above will apply to use of annual leave accrued during 10-14 years of employment.

d) Persons with 15 or more years of employment

**I. PERSONNEL POLICIES**

F Personnel Leave {Effective March 2004}

3. Annual Leave (Continued)



Four (4) weeks, or twenty (20) days of annual leave or vacation time will be recorded for the fifteenth (15) and following years of employment. Procedures as described above will apply.

Summary: Annual Leave

- 1 Week (5 working days) the first year
- 2 Weeks (10 working days) the second through ninth (9) year.
- 3 Weeks (15 working days) the tenth (10) through the fourteenth (14) year.
- 4 Weeks (20 working days) the fifteenth (15) and years following.

4. Annual Leave For Ministerial (M) and Professional (P) Personnel {Effective March 2004}

Annual leave of the Ministerial and Professional personnel is described in the employment offer between M and P personnel and the Personnel Committee of the Church. The use of this annual leave should be discussed with the Senior Pastor or Executive Pastor of Ministries so as not to interrupt the work of the Church.

Carry over of annual leave into succeeding years will not be allowed. Unused leave is lost if the employee does not elect to use it by the end of the next calendar year.

Any deviation from the employment offer/agreement must be approved by the Personnel Committee.

5. Separation Of Employees With Accrued Annual And/Or Sick Leave {Effective March 2004}

Upon termination of employment by M, P, S, C, PS personnel, accumulated or unused sick leave shall not be used as terminal leave nor will any financial remuneration be made for unused sick leave.

Upon termination of employment by M, P, S, C, PS personnel, accumulated or unused annual leave will be paid.

6. Civil Leave {Effective March 2004}

## I. PERSONNEL POLICIES

### G. Personnel Leave

6. Civil Leave (Continued)



Employees are encouraged to cooperate in citizen responsibilities.

When in obedience to a subpoena or direction by proper authority, an employee appears as a witness for the Federal Government, the State of Tennessee, or when he/she attends any court in connection with his/her official duties, or serves on a jury in any State or Federal Court, he/she shall be granted civil leave. Civil leave shall not be charged as annual leave.

For the period an employee is eligible for civil leave and renders jury service or serves as a witness should be entitled to regular compensation and travel expenses. However, an employee may elect to use his/her annual leave rather than civil leave.

7. Leave Records {Effective March 2004}

Adequate leave records shall be maintained for all employees. Records must show the beginning date of employment (whether on part-time or full-time status), the years of service of employees for annual leave accrual purposes, and the accumulation of sick and annual leave for purposes of transfer and/or termination.

Leave records shall be made available to the Executive Pastor of Ministries or appropriate personnel for Church purposes.

The records for each employee shall be available to the employee upon request.

8. Paid Holidays (M, P, A, S, C) {Effective March 2004}

The Church offices are normally closed in observance of the following holidays:

- New Year's Day
- Good Friday
- Independence Day (July 4)
- Labor Day (First Monday in Sept. )
- Memorial Day
- Thanksgiving Day and the Friday thereafter
- Christmas Eve and Christmas Day

## I. PERSONNEL POLICIES

### F. Personnel Leave

8. Paid Holidays (M, P, A, S, C) (Continued)



When a holiday falls on Saturday or a scheduled off day the day preceding the holiday may be substituted. When it falls on Sunday, the Monday following the holiday may be substituted.

The paid holiday policy does not apply to employees on leave or absence without pay.

The Executive Pastor of Ministries or his designee replacement in his absence may alter dates and staff work schedules in order to maintain operational requirements.

9. Compensatory Leave {Effective March 2004}

It is the Policy of the Church to provide compensatory time off to compensate for those unusual times when it becomes necessary to work more than the scheduled weekly hours.

Work during the week of more hours than scheduled should be undertaken only with the knowledge and consent of the immediate supervisor. Accumulated compensatory time must be used before the end of the pay period in which it was incurred.

10. Personal Leave {Effective March 2004}

One (1) day of personal leave may be taken during the calendar year with full compensation. This day may be used at any time with prior approval from immediate Supervisor.

11. Leave With Pay {Effective March 2004}

Leave with pay may be requested by an employee in writing to their immediate Supervisor. All LWP must be approved by Senior Pastor or Executive Pastor of Ministry and Personnel Committee. Leave with pay will be granted on an individual basis when extenuated circumstances are present.

**I. PERSONNEL POLICIES**

H. Employee Benefits

1. Professional Personnel {Effective March 2004}



---

Benefits available to personnel of the ministerial and professional classification are described in the agreement between M and P personnel and Personal Committee of the Church. Any deviation from this agreement must be approved by the Personnel Committee.

2. S, C, Personnel {Effective March 2004}

a) Medical Insurance

The Church will provide a group medical plan for all full time regular employees (S, C), provided the insurance carrier will grant coverage. The type of coverage an employee receives will be the result of his/her choice and the plan available. The Church shall pay the premium and the employee is expected to pay for their family members if they wish to cover them.

Full-time employees have the option of accepting individual medical insurance coverage (if insurable) or applying the funds budgeted for medical insurance to the Southern Baptist Annuity Retirement Plan. The amount contributed is limited to the maximum contribution permitted by the Annuity Board.

b) Life and Disability Insurance

All secretarial and/or custodial (S, C, PS) employees can elect to be covered under the life and disability insurance plan of the Annuity Board of the Southern Baptist Convention, provided the insurance carrier will grant coverage. The Church will pay the premium for a \$10,000 policy and the disability coverage. Additional life insurance coverage may be elected and paid for by the employee.

c) Social Security

All employees not deemed ministers for tax purposes shall participate in Social Security contributions upon employment. The Church will pay its share and automatically deduct the employee's share.

**I. PERSONNEL POLICIES**

G. Employee Benefits (Continued)

d) Retirement





The Church will contribute ten percent of salary into the retirement plan of the Annuity Board of the Southern Baptist Convention for all full-time annual employees. This is at no cost to the employee. Part-time Church employees are eligible to participate in the Annuity Board Retirement Plan, but they must make their own contributions through payroll deduction, without any additional contributions from the church.

The above employee benefits are designed to help and protect the employee and the Church. Therefore, these benefits are always over and above base salary and can never be considered a part of the cash remuneration paid by the Church. An employee cannot take cash equivalent in the place of benefits.

These policies will not lessen coverage of previously employed persons nor will any previously employed person suffer the loss of any accrued vacation time or benefits.

#### H. Sexual Harassment {Effective March 2004}

Central Baptist Church will not tolerate sexual harassment of employees. A valid complaint of sexual harassment will lead to appropriate and strict disciplinary action, including possible termination of employment.

Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexually oriented behavior or comments which create a hostile or offensive work environment.

Examples of sexual harassment include:

- Unwelcome sexual flirtations, advances, or propositions
- Verbal abuse of a sexual nature
- Subtle pressure or requests for sexual activities
- Unnecessary touching of an individual

### I. PERSONNEL POLICIES

#### I Sexual Harassment (continued)

- Graphic comments about an individual's body
- A display in the workplace of sexually suggestive objects or pictures
- Sexually explicit or offensive jokes
- Physical assault

Sexual harassment from supervisors, co-workers, or others who visit the Church should be reported immediately to the Executive Pastor of Ministries or to the Senior Pastor.



### **III. Job Descriptions**

**Job Title:** Senior Pastor

Effective Date: March 2004

**Definition & Summary Of Position:**

Responsible for providing spiritual leadership and vision to the congregation and ensuring the health and stability of the church through organizational direction. Proclaims the gospel and insures that care is provided to meet the needs of the Church and community.

**Primary Duties And Responsibilities:**



1. (50%) Study, pray, prepare and proclaim Bible centered, relevant messages for the services of Central Baptist Church and it's larger audience through the television and radio.
2. (10%) Provide visionary leadership for the overall ministries of the Church.
3. (20%) Motivate and lead the senior staff of Central Baptist Church. Selects the senior staff with the Personnel Committee.
4. (10%) Represents Central Baptist Church in its expanding ministry to the Southern Baptist Convention, Tennessee Baptist Convention, National Religious Broadcasting, and other evangelical bodies; primarily as a speaker and preacher; and including committee assignments.
5. (10%) Various other administrative, writing, and pastoral duties as needed.
6. (10%) Administer the program of the church by delegating to the Executive Pastor the direction and supervision of staff members.

**Necessary Knowledge And Skills:**

Knowledge of the Bible, advanced oral and written communication skills. Demonstrated leadership abilities. Strong desire to share the word of God. Strong planning skills.

**Basic Qualifications:**

Graduation from both college and preferably a Southern Baptist Seminary with advanced degrees including a D. Min., Th. D., or Ph. D. are highly desirable. Previous experience in one or more Pastorates required. Ability to interact with all people at all levels of socioeconomic status. An obvious and evident anointing of the Holy Spirit of God. A joy in the love for Jesus Christ that enthusiastic and evident. Must have experienced salvation.

**Appointment:**

- A. Recommended by : Pastor Search Committee
- B. Approved by: Church
- C. Reports to: Church



## **Job Descriptions (Continued)**

**Job Title: Executive Assistant To The Senior Pastor**

*Effective Date: March 2004*

### **Definition and Summary of Position:**

To serve the church by providing comprehensive and broad-based assistance to the Senior Pastor.

### **Principle Duties:**

1. (50%) Manage the day-to-day operation of the Senior Pastor's office by receiving all incoming work and correspondence and assigning the work to appropriate individuals (inside and outside the office).



**Central Baptist Church of Hixson  
Administrative Manual  
Job Descriptions**

**Section Two**

- 
2. (05%) Manage the Senior Pastor's calendar by scheduling appointments, appearances, meetings, and speaking engagements.
  3. (05%) Build good public relations with the congregation, media ministry, denomination organizations and general public.
  4. (05%) Coordinate travel arrangements for the Senior Pastor.
  5. (05%) Maintain comprehensive and accurate accounting records for the Senior Pastor, such as expense accounts and outside income.
  6. (10%) Attend meetings with and for the Senior Pastor.
  7. (05%) Assist the Senior Pastor on Sunday mornings and before and after other worship services.
  8. (15%) Work with the Senior Pastor in developing new ideas and special projects.

**Necessary Knowledge and Skills:**

Must have effective oral and written communication skills and be able to approach others in a personable way to win their confidence and support. Must possess organizational skills and be able to plan and implement a variety of types of programs. Must be able to manage a flexible work schedule.

**Basic Qualifications:**

Should have a Bachelors Degree from an accredited college. A Seminary degree is desirable.

**Appointment:**

- A. Recommended by: Senior Pastor
- B. Approved by: Personnel Committee
- C. Reports to: Senior Pastor



## **II Job Descriptions (Continued)**

**Job Title: Administrative Assistant to the Senior Pastor**

*Effective Date: March 2004*

### **Definition & Summary of Position:**

This position involves responsible and varied secretarial as well as administrative duties under the direction of the Senior Pastor.

### **Primary Duties and Responsibilities:**

1. (70%) Provides secretarial support to the Senior Pastor and Director of Ladies Ministry. Types sermons, correspondence, articles and manuscripts and maintains up-to-date and well organized files.



Central Baptist Church of Hixson  
Administrative Manual  
Job Descriptions

Section Two

---

2. (20%) Coordinator:
  - a) Works with Executive Assistant to Senior Pastor to coordinate the Senior Pastor's calendar with the Church Calendar.
  - b) Controls keys to buildings and vehicles that are not permanently assigned.
3. (10%) Other:
  - a) Performs other duties as assigned by the Senior Pastor.
  - b) Publishes minutes for Senior Staff, All Staff, and Scheduling meeting.
  - c) Schedules all senior staff meetings.

**Necessary Knowledge and Skills:**

Knowledge of Church policies and procedures. Ability to maintain in confidence files and information. Typing, dictation, transcription and computer skills. Ability to determine and set priorities without close supervision. Must be neat in appearance. Must have a pleasant telephone voice and the ability to meet the public.

**Basic Qualifications:**

Graduate of an accredited college or university is highly desirable, particularly in the area of business administration or personnel. Equivalent experience may be substituted for college work. Must be able to organize work effectively, to be flexible and to adapt to new situations.

**Appointment:**

- A. Recommended by : Senior Pastor
- B. Approved by: Personnel Committee
- C. Reports to: Senior Pastor



## II Job Descriptions (Continued)

**Job Title: Executive Secretary**

Effective Date: March 2004

### **Definition & Summary of Position:**

This position is to serve the church by providing secretarial services to the Senior Pastor and Executive Assistant to the Senior Pastor.

### **Primary Duties and Responsibilities**

1. (60%) Perform secretarial duties for the Executive Pastor and Assistant to the Senior Pastor
  - Receive and screen incoming calls, taking clear messages and returning calls communicating the mind of the Senior Pastor & Executive Assistant to the Senior Pastor





Central Baptist Church of Hixson  
Administrative Manual  
Job Descriptions

Section Two

- 
- Schedule appointments, baptisms, funerals, weddings and speaking engagements for the Executive Pastor & Assistant to the Senior Pastor
  - Coordinate the administrative function of the Executive Assistant to the Senior Pastor's office
  - Represent the Executive Assistant to the Senior Pastor in his/her absence, being able to communicate his/her mind
  - Coordinate travel arrangements for the Executive Assistant to the Senior Pastor.
  - Work with Deacons & appropriate committees, officers and leaders in carrying out the Executive Assistant to the Senior Pastor's ministry in the church.
  - Assist in preparing for conferences and meetings held at Central Baptist Church
2. (20%) Membership
- Enter new members into Shelby System and send invitations to New Members Class
  - Enter pictures of members into Shelby and export them to the online directory
  - Prepare report of new members and members transferred out for the quarterly business meeting
3. (10%) Miscellaneous
- Maintain inventory of church office supplies
  - Assist receptionist by answering phone as needed.
4. (10%) Other duties as assigned by the Executive Assistant to the Senior Pastor.

**Necessary Knowledge and Skills**

Knowledge of church policies and procedures. Ability to maintain in confidence files and information. Typing, computer operation and transcription skills. Knowledge and experience necessary to proficiently operate computerized word processing equipment, office copier, and electronic addressing machine. Must be able to organize work effectively, be flexible and adaptable. Must be comfortable with the requirement of meeting deadlines. Knowledge of sorting, clarifying and filing records. Ability to compile statistical reports.

**Basic Qualifications:**

High School Diploma required. Business School or minimum of one (1) year secretarial experience desired. Must be neat in appearance, have pleasant telephone voice and the ability to meet the public.

**Appointment:**

A. Recommended by: Executive Assistant to the Senior Pastor



- B. Approved by: Personnel Committee
- C. Reports to: Executive Assistant to the Senior Pastor

## II Job Descriptions (Continued)

**Job Title: Director Of Women's Ministries**

*Effective Date: March 2004*

**Definition and Summary of Position:**

Responsible for developing, coordinating and administering an effective and comprehensive ministry to meet the needs of women of the church and providing leadership to and supervision of workers involved in this ministry.

**Principle Duties:**

1. (50%) Plan and coordinate Bible studies, conferences, luncheons, support groups, service projects, and trips.
2. (10%) Establish goals and objectives, plan an appropriate budget, delegate tasks, and regularly evaluate progress.
3. (10%) Work with appropriate committees, officers and leaders in carrying out the ministry of the church.



4. (10%) Represent the church by speaking to other evangelical bodies, and serving on appropriate committees of the denomination and organizations in the community.
5. (20%) Cooperate with the Senior Pastor by performing other assigned duties.

**Necessary Knowledge and Skills:**

Must have effective oral and written communication skills and be able to approach others in a personable way to win their confidence and support. Must possess organizational skills and be able to plan and implement a variety of types of programs. Must interface with all levels of church membership and staff.

**Basic Qualifications:**

Graduate of an accredited college with advanced degree(s) highly desirable. Previous experience required preferably in a large church setting.

**Appointment:**

- A. Recommended by: Senior Pastor
- B. Approved by: Personnel Committee
- C. Reports to: Senior Pastor

**II Job Descriptions (Continued)**

**Job Title: Executive Pastor Of Ministries**

*Effective Date: March 2004*

**Definition & Summary of Position:**

Responsible for coordinating and implementing the ministry programs of the church. Works under the direction of the Senior Pastor to facilitate the vision, develop new programs in keeping with established goals, maximize the effectiveness of present program, give leadership to program staff members and supervise staff members and volunteers involved in this ministry.

**Primary Duties and Responsibilities:**

1. (10%) Meet on a regular basis with the Senior Pastor to clarify vision goals and strategy and assist the Senior Pastor in daily operations of the church.
2. (05%) Evaluate the evolving needs of the congregation, and work to strengthen the present program in keeping with those needs.
3. (10%) Supervise the work of program staff members, meeting regularly with, and providing leadership to them in areas of individual goal



**Central Baptist Church of Hixson  
Administrative Manual  
Job Descriptions**

**Section Two**

---

setting and accountability.

4. (10%) Build solid staff relations by:
  - a) Developing written personnel policies and procedures.
  - b) Developing job descriptions
  - c) Participating in hiring of departmental or program staff members
  - d) Evaluating staffing structure and proposing adjustments as the need arises;
  - e) Conducting annual performance evaluations and reviewing the call and compensation professional staff members.
  - f) Working to resolve conflict
5. (10%) Administer the work of the Adult Ministries by encouraging teamwork and mutual support and providing leadership and nurture to adult ministers and other staff members who work in the adult department.
6. (05%) Serve as resource person and advisor to the Sunday School, and Discipleship Training, Small groups, Men's Ministry, and Women's Ministry.
7. (05%) Administer the work of program staff members by encouraging teamwork and mutual support and providing leadership and nurture to all staff members.
8. (05%) Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
9. (05%) Work closely with the Senior Pastor in leading staff meetings and retreats.
10. (05%) Work with appropriate boards, committees, officers and leaders in carrying out the mission and ministry of the church.
11. (05%) Participate in the selection of church officers and provide officer training.
12. (05%) Assist the Director of Communications in representing the church to the press and media.
13. (05%) Plan and coordinate conferences and retreats to enrich the spiritual life of the congregation.
14. (5%) Assist the congregation in understanding their individual gifts and



**Central Baptist Church of Hixson  
Administrative Manual  
Job Descriptions**

**Section Two**

---

ministries, equipping them to use those gifts.

15. (05%) Represent the church by serving at denominational levels, and in community and civic organizations, and coordinate staff involvement in the same.
16. (05%) Perform other ministerial duties as assigned including administer ordinances, conduct religious worship services, perform marriages, conduct funerals and visit the sick.

**Necessary Knowledge and Skills:**

Strong planning skills with organizational emphasis. Management and leadership abilities with demonstrated advanced oral and written communication skills. Knowledge of adult educational medium, literature and teaching methods. Planning, leadership and teacher training skills are essential. Must have the ability to relate to and effectively lead staff and volunteer workers and must have a pleasant and understanding attitude in dealing with members of the congregation.

**Basic Qualifications:**

Graduate of an accredited college, preferably a Southern Baptist Seminary with an emphasis in education and pastoral care. It is highly desirable that they be commissioned or licensed by a local church. Previous management experience required preferably in a large church setting. Previous experience as a pastor is desirable.

**Appointment:**

- A. Recommended by: Senior Pastor
- B. Approved by: Personnel Committee
- C. Reports to: Senior Pastor



## II Job Descriptions (Continued)

**Job Title: Pastor Of Congregational Care/Senior Adults**

*Effective Date: March 2004*

### **Definition & Summary of Position:**

**Primary Position:** To serve the church by developing, coordinating and administering a comprehensive counseling ministry for the church and providing pastoral care to the congregation through the oversight and coordination of caring ministries of the church and providing leadership to and supervision of staff members, deacons, and volunteers involved in this ministry.

**Secondary Position:** Serves the church by development and execution of a comprehensive, Christ-centered program for Senior Adults. Coordinates with other programs and Church activities to insure a balanced and complete program of ministry to Senior Adults.

### **Duties and Responsibilities:**

#### **Primary Position:**

Supervise and direct the work of the pastoral counseling/encouragement ministry. Develop and maintain a pastoral counseling/encouragement ministry, including:

- ◆ Training lay counselors
- ◆ Providing pastoral counseling to those in need



- ◆ Referring those with deeper needs or those requiring long term counseling to the appropriate professional counseling center.

Develop and implement a marriage preparation course. Develop and coordinate a ministry for marriage and family growth, including classes and retreats for marriage preparation, enrichment and counseling.

Care for the needy of the church and community who seek food and financial assistance.

Develop and coordinate a ministry to the permanently homebound members of Central Baptist Church.

Develop and coordinate various support groups.

Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.

Develop and guide a prayer ministry, teaching classes on prayer and working with individuals in building their prayer life.

Develop, coordinate and participate in the Pastor-on-call and daily Staff Hospital Visitation ministry.

Serve as Staff Liaison to the Hospitality Committee of the Deacon body to assist in the congregational care of church members and guests as they arrive on the Central Baptist Church campus to facilitate a safe, warm and caring atmosphere for worship.

Serve as Staff Liaison to the Counseling and Soul Winning Committee of the Deacon body to assist in the congregational care of individuals desiring to make life changing decisions which require immediate counseling following the worship/invitation event. These duties also include the organizing of Ministry Team members to assist in times of altar ministry during regular worship services as well as special conferences.

Represent the church by serving on appropriate committees of the denomination and organizations in the community.

Perform other ministerial duties as assigned including administering ordinances, conduct religious worship services, perform marriages, conduct funerals and visit the sick.

**Secondary Position:**

Survey the needs and realistically consider the areas of concern to be included in Senior Adult Ministry; advise the Pastor to Adults and Senior Adult Activities Team of optimum ministry options.



Recruit, enlist and train volunteers to serve in the Senior Adult Ministry.

Work with other program leaders to develop a comprehensive program of spiritual, educational, physical and emotional development for Senior Adults.

**Necessary Knowledge and Skills:**

A strong commitment to winning the lost to Christ. Must possess a patience and love for people and seeing them find peace and freedom in their life.

**Basic Qualifications:**

Graduate of a Southern Baptist Seminary with an emphasis in Pastoral Ministries. An advanced degree(s) highly desired. Must have experienced a call by God to encourage people to find their identity in Jesus Christ and to give care to the body of Christ and be ordained, commissioned or licensed by a local church. Previous experience in a pastoral/counseling leadership position in a church environment required.

**Appointment:**

- A. Recommended by : Executive Pastor of Ministries
- B. Approved by: Personnel Committee
- C. Reports to: Executive Pastor of Ministries





## II Job Descriptions (Continued)

**Job Title: Pastor Of Students**

*Effective Date: March 2004*

### **Definition & Summary of Position:**

Responsible for providing leadership in planning, conducting, and evaluating a Christ-centered program for middle school and high school and college.

### **Primary Duties and Responsibilities:**

- (45%) Plan, conduct, and coordinate the Church ministry to students based on needs and expectations of the Church. The program and activity planned must be developed in cooperation with the Pastor and program organizations of the Church (e.g., Sunday School, Missions, Music and Discipleship Training). All programs shall have as their goals the development of Bible Study, missions, discipleship, social and spiritual growth of the youth; but more importantly, the salvation of the unsaved.
- (10%) Recruit, enlist and train volunteers to serve in the Student Ministry.
- (10%) Counsel students, parents, and volunteers. Effectively communicate with students, parents, volunteers, and Church staff.
- (05%) Arrange the set-up and clean-up of any materials and equipment used in all student programs and activities.
- (05%) Advise the Pastor and staff concerning the needs and requirements of the Student Ministry.



- (05%) Make budget recommendations for all Student Ministry programs and operate within the Church approved budget.
- (20%) Perform other ministerial duties as assigned including administer ordinances, conduct religious worship services, perform marriages, conduct funerals and visit the sick.

**Necessary Knowledge and Skills:**

A strong commitment to winning the lost student to Christ. Must possess a patience and love and have the knowledge and skills to relate to and lead students in a large Church setting.

**Basic Qualifications:**

Must have experienced salvation. Must have experienced a call by God to Student/Youth Ministry and be ordained, commissioned or licensed by a local church. Must be a graduate of an accredited college (preferably a Southern Baptist School). A Master's Degree in education or a graduate from a seminary with an emphasis in Youth Ministry is desired. Five years experience in a similar position, including experience in a large Church setting is necessary.

**Appointment:**

- A. Recommended by: Senior Pastor/Executive Pastor of Ministries
- B. Approved by: Personnel Committee
- C. Reports to: Senior Pastor/Executive Pastor of Ministries



## II Job Descriptions (Continued)

**Job Title: Associate Pastor of Students**

*Effective Date: March 2004*

### **Definition & Summary of Position:**

Responsible for assisting the Pastor of Students in providing leadership in planning, conducting, and evaluating a Christ-centered program for middle school, high school, and college students.

### **Primary Duties and Responsibilities:**

- (35%) Plan, conduct, and coordinate Sunday school, Youth Worship services and small group ministries with the Pastor of Students. Drama, videos, music, testimonies, and other activities should be coordinated and worked into the weekly programs.
- (10%) Plan, conduct and coordinate camps and retreats.
- (10%) Counsel students, parents, and volunteers.
- (20%) Develop, conduct and coordinate outreach events and visitation to students in the greater Chattanooga area.
- (05%) Arrange set-up and clean up of any materials and equipment used in all student programs and activities.
- (20%) Perform other ministerial duties as assigned including administer ordinances, conduct religious worship services, perform marriages, conduct funerals and visit the sick.

### **Necessary Knowledge and Skills:**



A strong commitment to winning the lost student to Christ. Must understand how to work with and under the Pastor of Students. Must have love and patience for students.

**Basic Qualifications:**

Must have experienced salvation. Must have experienced a call by God to Student/Youth Ministry and be ordained, commissioned or licensed by a local church. Must have a Bachelor's degree from an accredited college.

**Appointment:**

- A. Recommended by : Pastor of Students
- B. Approved by: Personnel Committee
- C. Reports to: Pastor of Students



## II Job Descriptions (Continued)

### Job Title: Administrative Assistant to Executive Pastor of Ministries

*Effective Date:* \_\_\_\_\_, 2004

#### Definition & Summary of Position:

This position is to provide secretarial and support duties for the Executive Pastor of Ministries.

#### Primary Duties and Responsibilities:

1. (40%) Perform secretarial duties for the Executive Pastor of Ministries
  - Maintain appointment schedules
  - Typing and copying
  - Maintaining files
  - Assist in preparing for meetings
  - Prepare manuals, lesson plans, etc.
  - Order tracts, supplies, cards as needed
  - Assist in planning retreats and conferences
  
2. (10%) Perform secretarial duties for Director of Outreach
  - Typing and copying
  - Assist in preparing for meetings
  
3. (20%) Outreach Programs:
  - Maintain computer files on prospects/visitors
  - Compile list and packets for visitation night
  - Prepare tracts, visitation cards, maps, etc. for visitation teams
  - Pick up cards and update on computer
  
4. (10%) Sunday School
  - Type and copy lesson plans



Central Baptist Church of Hixson  
Administrative Manual  
Job Descriptions

Section Two

---

- Assist in preparing mail outs for Adult Sunday School departments
- 5. (20%) Miscellaneous
  - Prepare New Members packets
  - Assist special speakers with book sales, etc.
  - Assist in mail-outs
  - Assist in answering telephone
  - Maintain confidentiality with members/staff
  -

**Necessary Knowledge and Skills:**

Knowledge of Church policies and procedures. Ability to maintain in confidence files and information. Typing, computer operation and transcription skills. Knowledge and experience necessary to proficiently operate computerized word processing equipment, office copier, and electronic addressing machine. Must be able to organize work effectively, be flexible and adaptable. Must be comfortable with the requirement of meeting deadlines. Knowledge of sorting, clarifying and filing records. Ability to compile statistical reports.

**Basic Qualifications:**

High School Diploma required. Business School or minimum of one (1) year secretarial experience desired. Must be neat in appearance, have pleasant telephone voice and the ability to meet the public.

**Appointment;**

- A. Recommended by: Executive Pastor of Ministries
- B. Approved by: Personnel Committee
- C. Reports to: Executive Pastor of Ministries



## II Job Descriptions (Continued)

**Job Title: Pastor To Single Adults**

*Effective Date: March 2004*

### **Definition & Summary of Position:**

Serves the church by developing, coordinating and administering an effective and comprehensive singles ministry for the church and providing leadership to and supervision of staff members and volunteers involved in this ministry.

### **Primary Duties and Responsibilities:**

1. (10%) Develop and maintain an educational ministry for Single Adults.
  - Administer the work of the Departments of Single Adults by encouraging teamwork and mutual support and providing leadership and nurture to staff members who work in the departments.
  - Develop classes and groups as needed, by age definition, career, gender and interest.
  - Sunday morning adult education.
  - Mid-week educational opportunities.
  - Small groups for caring, sharing and nurturing single adults.
  - Small groups for divorce recovery, grief recovery, and 12 step programs.
  - Fellowship events, retreats, banquets, etc.
  - Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluation progress regularly.
  - Recruit, develop and disciple single adult leaders.
  - Teach in the Adult Education Program as requested.
  
2. (10%) Assist Single Adults as they grow in Grace and Faith.



Central Baptist Church of Hixson  
Administrative Manual  
Job Descriptions

Section Two

- Encourage single adults to develop healthy relationships with all members of the church family as they mature in their faith.

3. (5%) General Ministerial Duties

- Perform other ministerial duties as assigned including administer ordinances, conduct religious worship services, perform marriages, conduct funerals and visit the sick.
- Work with appropriate committees, officers and leaders in carrying out the Single Adult Ministry of the church.
- Attend staff meetings and retreats.

4. (75%) Develop A Church-wide Adult Cell Ministry.

- Research, implement and oversee an appropriate Cell Church Structure.
- Select and train key leadership.
- Oversee the administration of leadership retreats and appreciation events.
- Oversee the administration of Cellular Evangelism events, i.e. ALPHA courses, Net meetings, etc.
- Provide monthly Cell lessons for active Cell Groups.
- Oversee the development and administration of an adult consolidation ministry that will work in conjunction with the Cells, and include follow-up integration of visitors, new members, and new converts.
- Develop and oversee the administration of a weekly Cell reporting system.
- Develop and oversee the administration of a Leadership Training School for Cell leaders.
- Plan a Cell Ministry budget.
- Plan and schedule facility use as needed.
- Establish evangelism, discipleship, and leadership development goals.
- Participate in teaching/training through the Leadership School.
- Provide spiritual leadership and developmental challenge to Cell leaders and members.
- Institute the same as above in Spanish for our growing local Hispanic Community.

**Appointment:**

- A. Recommended by: Senior Pastor / Executive Pastor of Ministries
- B. Approved by: Personnel Committee
- C. Reports to: Senior Pastor / Executive Pastor of Ministries





## II Job Descriptions (Continued)

**Job Title: Director Of Outreach**

*Effective Date: March 2004*

### **Definition & Summary of Position:**

Responsible to the Executive Pastor of Ministries to serve the church by developing, coordinating and administering an effective and comprehensive outreach ministry of the church and providing leadership to and supervision of the outreach ministry.

### **Primary Duties And Responsibilities:**

1. (50%) Develop and maintain a comprehensive outreach program.
2. (10%) Recruit, train, motivate and assign outreach volunteers.
3. (5%) Plan and coordinate outreach events with other ministries of the church.
4. (5%) Establish departmental goals and objectives by prioritizing program needs with availability of outreach volunteers.
5. (10%) Develop and maintain a comprehensive database for outreach.
6. (20%) Assist in FAITH training.

### **Necessary Knowledge and Skills:**

Knowledge of Church doctrines and policies. Ability to maintain in confidence files and information. Knowledge and experience necessary to proficiently operate computers and data base. Must be able to organize work effectively, be flexible and adaptable. Ability to compile statistical reports. Ability to train volunteers to do outreach.

### **Basic Qualifications:**



High School Diploma required. Business School or minimum of one (1) year in employment overseeing others. Must be neat in appearance, have pleasant disposition with the ability to meet the public.

**Appointment:**

- A. Recommended by: Executive Pastor of Ministries
- B. Approved by: Personnel Committee
- C. Reports to: Executive Pastor of Ministries

**II Job Descriptions (Continued)**

**Job Title: Secretary to Pastor of Students and Pastor of Congregational Care**

*Effective Date: March 2004*

**Definition & Summary of Position:**

This position is to provide secretarial and support duties for the Pastor of Congregational Care and the Pastor of Students.

**Primary Duties and Responsibilities:**

1. (60%) Perform secretarial duties for the Pastor of Congregational Care and the Pastor of Students
  - a) Maintain appointment schedules.
  - b) Typing
  - c) Maintaining files
2. (05%) Receive monies and maintain registration records for scheduled events.
3. (15%) Layout, production and mail-out brochures and event information using the Desktop Publishing and operating the Labeling machine.
4. (10%) Assist in setting up conferences and retreats as scheduled.

**Necessary Knowledge and Skills:**

Must have the knowledge and experience necessary to proficiently operate computerized work processing equipment and office copier. Must be grounded in proper grammar and punctuation and be able to maintain files and information in confidence. Must be able to handle and be comfortable with the requirement of meeting deadlines.

**Basic Qualifications:**



High School Diploma required and Business School or training is desired. Must have word processing and secretarial experience of one year or equivalent. Must be neat in appearance, have pleasant personality.

**Appointment:**

- A. Recommended by: Pastor of Congregational Care and Pastor of Students
- B. Approved by: Personnel Committee
- C. Reports to: Pastor of Congregational Care and Pastor of Students



## II Job Descriptions (Continued)

**Job Title: Secretary to Pastor of Singles and Church Records Keeper**

*Effective Date: March 2004*

### **Definition & Summary of Position:**

This position is to provide secretarial and support duties to the Pastor of Singles and keep all church attendance records up to date.

### **Primary Duties and Responsibilities:**

1. (30%) Perform secretarial duties for the Pastor of Singles
  - Maintain appointment schedules
  - Typing and copying
  - Maintain files
  - Assist in preparing for meetings
  - Assist in preparing manuals, lesson plans, etc.
  - Order tracts, supplies, cards as needed
  - Assist in planning retreats and conferences
  
2. (70%) Church Records
  - Maintain computer records on all Church group meetings
  - Prepare rolls for all Church groups
  - Assist in preparing mail-outs for Church Small Groups
  - Prepare reports for meetings
  - Prepare computer listings for Church Small Groups
  - Order literature for Small Groups (on campus and off campus groups)
  - Assist in distributing literature to Small Groups

### **Necessary Knowledge and Skills:**

Knowledge of Church policies and procedures. Ability to maintain in confidence files and information. Typing, computer operation and transcription skills. Knowledge and experience necessary to



proficiently operate computerized word processing equipment, office copier, and electronic addressing machine. Must be able to organize work effectively, be flexible and adaptable. Must be comfortable with the requirement of meeting deadlines. Knowledge of sorting, clarifying and filing records. Ability to compile statistical reports.

**Basic Qualifications:**

High School Diploma required. Business School or minimum of one (1) year secretarial experience desired. Must be neat in appearance, have pleasant telephone voice and the ability to meet the public.

**Appointment:**

- A. Recommended by: Executive Pastor of Ministries
- B. Approved by: Personnel Committee
- C. Reports to: Executive Pastor of Ministries and Pastor of Singles



## II Job Descriptions (Continued)

**Job Title: Pastor of Worship**

*Effective Date: March 2004*

### **Definition and Summary of Position:**

Responsible for providing leadership and vision in planning, conducting, and evaluating a comprehensive Church Music Ministry.

### **Principle Duties:**

1. (35%) Plan, coordinate and lead or enlist leadership for Praise and Worship in all services.
2. (15%) Provide visionary leadership for the overall Worship and music training including Choirs and ensembles for every age group.
3. (05%) Plan, coordinate and oversee a comprehensive Budget for the Worship Ministry
4. (05%) Enlist, hire, recruit, equip, and train all personnel, both volunteer and paid to accomplish all tasks necessary to have an effective, vibrant Worship Ministry.
5. (15%) Oversee all “Special Event” and “Special Day” Programs including Christmas, Easter, July 4th, Youth Choir, and Children’s Choir Programs.
6. (05%) Advise Pastor and other Church leadership concerning the needs and requirements of the Worship Ministry as well as creative consultation for worship services and special events at Central Baptist Church.
7. (05%) Assist, advise and counsel individuals and groups for weddings, funerals and other ministries.
8. (05%) Supervise Music Staff including associates, instrumentalists, and lay leadership.
9. (05%) Give overall leadership to the Central Performing Arts School.
10. (05%) Give overall vision and leadership to Abba’s House Music Publishing.

### **Necessary Knowledge and Skills:**

1. Must be a born again, Spirit-filled Christian who demonstrates a genuine, Christ-like love for people.
2. Must have a strong knowledge of the rudiments of worship and music as well as the techniques involved in conducting choirs and leading Worship.
3. Must have a superior knowledge of the Christian Music Field.
4. Must be an accomplished vocalist.
5. Must demonstrate strong leadership and creativity skills in planning, organizing, and implementing.



6. Must have the ability to enlist and train workers both volunteer and paid.
7. Must have a working knowledge of music theory, instruments, orchestrations and choral techniques.
8. Must be able to supervise the Worship Ministry Staff and Volunteers.

**Basic Qualifications:**

1. Must have a degree in music and a demonstrated calling to lead others in worshipping the Lord Jesus Christ.
2. Previous experience in leading music ministries in other Churches is essential.

**Appointment:**

- A. Recommended by: Senior Pastor or Search Committee
- B. Approved by: Church
- C. Reports to: Senior Pastor



## II Job Descriptions (Continued)

**Job Title: Administrative Assistant to the Worship Ministry**

*Effective Date: March 2004*

### **Definition and Summary of Position:**

This position involves administration support in the overall worship ministry as well as assistance and support to the Pastor of Worship.

### **Principle Duties:**

1. (35%) Responsible for overseeing all secretarial duties in the Worship Ministry including:
  - a) Maintain appointment schedules within the Worship Ministry.
  - b) Screen all telephone calls for Worship Ministry.
  - c) Process all incoming and outgoing correspondence from the Worship Ministry.
  - d) Oversee and administrate all other secretaries within the Worship Ministry to insure all the above tasks are accomplished in a timely and efficient manner.
  
2. (15%) Provide accounting support for the Worship Ministry including:
  - a) Coordinating and communicating with all Worship Ministry staff on a weekly basis concerning the budget expenditures, while keeping in close contact with our Business Administrator on any and all budget concerns or policy changes.
  - b) Submit all vouchers, check requests, purchase orders, and expenditures to the proper people in a timely efficient manner.
  - c) Maintain records/deposit monies turned by choir and orchestra members reimbursing any Worship Ministry account. This includes but is not limited to: choir outfits, CD's, videos, shirts, gifts, love offerings, etc.
  
3. (05%) Organize and implement all aspects of choir and orchestra fellowships, trips, special event logistics, including initial contacts, travel and lodging arrangements, etc.
  
4. (10%) Assist in maintaining and organizing all Worship Teams at Central insuring good communication is preserved and all Worship Teams are well informed of all rehearsals and worship leading times.





- 
5. (05%) Notify all soloists well in advance of their scheduled sound checks and worship leadership dates.
  6. (06%) Assist in coordination of all music events including publicity and organization. This may include attending and assisting in coordinating special rehearsal for large events as assigned by the Pastor of Worship.
  7. (02%) Conduct choir and worship team rehearsals when the Pastor of Worship and Music Associate are unable to do so.
  8. (05%) Type and distribute the rehearsal order for all Army and Orchestra rehearsals.
  9. (05%) Type up words to all songs, both congregational and from The Army, and distribute to technical personnel for all services.
  10. (02%) Organize and correspond with all Army ministry teams (prayer, hospitality, outreach, etc.)
  11. (10%) May be assigned other duties deemed by the Pastor of Worship as necessary and appropriate.
  12. (100%) Be a born again, Spirit-filled Christian who is a faithful, positive, supportive member of Central and The Army.

**Necessary Knowledge and Skills:**

Secretarial skills including typing and transcribing. Good working knowledge of church functions. Creative talents and extensive attention to detail is a requirement. Oral and written communicative skills are required. Computer skills with a PC are a must. Must also have extensive experience in music and capable of music direction.

***Basic Qualifications:***

Born again, Spirit-filled Christian. High School graduate with college degree in administration or accounting is desirable. Must be an extremely organized, proactive person who has computer experience and music experience.

***Appointment:***

- A. Recommended by: Pastor of Worship
- B. Approved by: Senior Pastor
- C. Reports to: Pastor of Worship



## II Job Descriptions (Continued)

**Job Title: Pastor of Instrumental Worship**

*Effective Date: March 2004*

### **Definition and Summary of Position:**

This position gives leadership and overall vision to the Instrumental Worship Ministry at Central.

### **Primary Duties and Responsibilities:**

1. (35%) Organize, direct, enlist, and enlarge the instrumental ministry at Central.
2. (15%) Write, arrange, orchestrate, and transcribe any and all songs assigned by the Pastor of Worship.
3. (15%) Write and prepare charts for soloists at Central with the goal being doing away with all accompaniment tracks in favor of live instrumental accompaniment for every soloist and ensemble.
3. (05%) Work with the Instrumental Worship Assistant in developing younger instrumentalists who will give leadership in the years ahead.
4. (05%) Work with the Student Pastor in developing youth instrumental musicians who will give leadership in the weekly youth meetings.
5. (05%) Assist the Pastor of Worship in all areas of the Worship Ministry including, but not limited to: Leading worship services/rehearsals in the absence of the Pastor of Worship, worship planning for regular services, recording productions, creative consultation, planning, and implementing of all major services and presentations at Central, provide backup for all ministerial duties of the Pastor of Worship.
6. (05%) Design, update, and keep current "The Army" web site with all its information.
7. (02%) Make CD and tape copies as assigned by the Pastor of Worship.



Central Baptist Church of Hixson  
Administrative Manual  
Job Descriptions

Section Two

- 
8. (05%) Review and assist all songwriters at Central in creating and preparing new material for worship music to be produced through Abba's House Music.
  9. (08%) Provide all instrumental support for all services and events at Central including playing for them when necessary.
  10. (100%) Be a born again, Spirit-filled Christian who is called to full time ministry.

**Necessary Knowledge and Skills:**

Must be a phenomenal musician capable of relating to all styles of music from all different backgrounds and ethnic groups. Must have strong writing and arranging skills and be computer savvy. Must have great people skills with strong leadership skills.

**Basic Qualifications:**

Born again, Spirit-filled Christian. College degree in music. Must have a thorough understanding of instrumental music and a thorough biblical understanding of worship. Should be someone who is always hungry to learn more about God and more about worshiping Him.

***Appointment:***

- A. Recommended by: Pastor of Worship
- B. Approved by: Personnel Committee
- C. Reports to: Pastor of Worship



## II Job Descriptions (Continued)

**Job Title: Instrumental Worship Assistant**

*Effective Date: March 2004*

### **Definition and Summary of Position:**

This position involves organizational support duties as well as numerous leadership roles within the Worship Ministry.

### **Principle Duties:**

1. (30%) Coordinate, organize, recruit, train teachers and leaders, write and prepare curriculum, and oversee the week to week implementation of Alpha Corp, (Children's Choirs) always keeping in good contact with parents. Also writes, develops, implements, and directs a Spring Children's evangelistic musical.
2. (05%) Plan and prepare children for special events as assigned by the Pastor of Worship.
3. (20%) Prepare all instrumental music for all services for all instrumental musicians insuring everyone has the music they're supposed to have.
4. (05%) Prepare all instrumental music for all rehearsals for all instrumental musicians insuring everyone has the music they're supposed to have.
5. (02%) Prepare the orchestra rehearsal room for rehearsal each week and for special rehearsals as needed.
6. (02%) Coordinate with the Administrative Assistant to the Worship Ministry on all outfits for the orchestra.
7. (02%) Coordinate with the Administrative Assistant to the Worship Ministry on all outings and Sunday breakfasts for the orchestra.
8. (02%) Organize volunteers on a weekly basis to sort, file, distribute, and re-file all instrumental music as needed.
9. (02%) Coordinate with the Worship Ministry Secretary to insure all instrumental music is properly stamped, catalogued, entered in the computer, and filed.
10. (05%) Research, secure, file, and track all copyrights for all print, audio, and video copies for the Worship Ministry and Abba's House Music.
11. (02%) Keep records of all song copies for use in all services and report to CCLI every six months.
12. (16%) Provide organizational support for the Music Associate including score and chart preparation as well as appointment schedules, phone screening, and correspondence. Also assist in developing and recruiting musicians for the orchestra.



**Central Baptist Church of Hixson  
Administrative Manual  
Job Descriptions**

**Section Two**

- 
- 13. (02%) Fill in for the pianist in her absence and play keyboards for all assigned services, rehearsals, and worship times assigned by the Pastor of Worship.
  - 14. (05%) Help in other areas during special presentations at Central.
  - 15. (100%) Be a born again, Spirit-filled Christian who is a faithful, positive, supportive member of Central and The Army.

**Necessary Knowledge and Skills:**

Must be proficient in keyboard skills. Must have a thorough knowledge of music. Needs secretarial skills in correspondence and computer skills.

**Basic Qualifications:**

Born again, Spirit-filled Christian. High School graduate with college background is desirable. Must have a thorough understanding of instrumental music and a love for children and a desire to teach them about worship and music. This person must also be proficient in keyboard skills, able to play from written notes, chord charts, and memory.

**Appointment:**

- A. Recommended by: Pastor of Worship
- B. Approved by: Senior Pastor
- C. Reports to: Pastor of Worship



## II Job Descriptions (Continued)

Job Title: **Worship Ministry Secretary**

*Effective Date: March 2004*

### **Definition and Summary of Position:**

This position involves secretarial and support duties for the Worship Ministry

### **Primary Duties and Responsibilities:**

1. (20%) Be the Worship Ministry receptionist answering all phone calls and greeting all visitors to the Worship Ministry.
2. (10%) Catalog and file all music, tapes, CD's and maintain a library on paper and in the computer database insuring weekly that the database is up to date.
3. (10%) Maintain the attendance database for The Army, Squadron 98, Youth Worship, Alpha Corp, Worship Teams, special rehearsals for all the above. This includes printing out the rolls weekly and entering the attendance records for all of the above in Shelby each week.
4. (20%) Make song booklets for all Worship Ministry Staff and Worship Teams for all regular services (Sunday morning, evening, Wednesday) and special services (i.e. Fresh Oil, New Wine, Media Weekend, special dates away) throughout the year.
5. (10%) Make up music notebooks for The Army and other Worship Ministry personnel for all special events (The Book, Live at Central, Premieres, Patriotic musicals, etc.)
6. (02%) Make copies as needed, always insuring through the Instrumental Music Assistant that the copies are legal.
7. (02%) Distribute all Worship orders to all the necessary personnel for all services, both regular and special.
8. (10%) Organize (with the help of volunteers enlisted by the Administrative Worship Assistant) the weekly Army rehearsal, including all octavos, collections, music words, and rehearsal orders. Also do the same for any special called rehearsals.
9. (10%) Perform other duties deemed necessary and appropriate by the Administrative Worship Assistant.



- 10. (04%) Assist in promoting and implementing music outreach in the community.
- 11. (02%) Assist the Worship Ministry in locating new music that ministers to all ethnic backgrounds and promotes unity in the Body of Christ.
- 12. (100%) Be a born again, Spirit-filled Christian who is a faithful, positive, supportive member of Central and The Army.

**Necessary Knowledge and Skills:**

Secretarial skills including typing and transcribing. Good working knowledge of church functions. Has a ministry heart in dealing with the phone calls that will come on a daily basis. Oral and written communicative skills are required. Computer skills with a PC are a must. A basic knowledge of music is a requirement.

**Basic Qualifications:**

Born again, Spirit-filled Christian. High School graduate with college/trade school/ military background is desirable. Must have a servant heart and be a hard worker. Must have knowledge of computer operations.

**Appointment:**

- A. Recommended by: Pastor of Worship
- B. Approved by: Personnel Committee
- C. Reports to: Administrative Assistant to the Worship Ministry



## II Job Descriptions (Continued)

Job Title: **Pianist/Creative Consultant**

*Effective Date: March 2004*

### **Definition and Summary of Position:**

This position involves playing the piano for all rehearsals, worship services, special events, and other duties assigned by the Pastor of Worship.

### **Principle Duties:**

1. (50%) Play piano for all services and special events at Central Baptist Church.
2. (20%) Accompany all choir, ensemble, and solo rehearsals as assigned and deemed necessary by the Pastor of Worship.
3. (10%) Rehearse with soloists and groups scheduled to sing at any and all events related to Central Baptist Church.
4. (10%) Fill in for the Pastor of Worship in rehearsals and/or Worship Services if needed.
5. (5%) Assist artists with original compositions and assist with recording projects as needed.
6. (5%) Provide creative consultation for the Worship Ministry as well as other duties assigned by the Pastor of Worship.
7. (100%) Be a born again, Spirit-filled Christian who is a faithful, positive, supportive member of Central and The Worship Ministry.

### **Necessary Knowledge and Skills:**

- Ability to read charts, accompaniments, and choral parts at sight.
- The ability to improvise.
- The ability to transpose.
- A thorough understanding of theory.

### **Basic Qualifications:**

Born again, Spirit-filled Christian. High School graduate with college degree in music performance is desirable. Must be able to sight read, play proficiently by ear or by sight. Must have a tremendous working knowledge of Music Theory.

### **Appointment:**

- A. Recommended by: Pastor of Worship
- B. Approved by: Personnel Committee





C. Reports to: Pastor of Worship

## II Job Descriptions (Continued)

Job Title: **Minister to Children**

*Effective Date: March 2004*

### **Definition & Summary of Position:**

To serve the church by developing, coordinating and administering a comprehensive and expanding ministry program for children (infant through 5<sup>th</sup> grade) of the church and the surrounding community. To provide leadership and supervision to staff members and volunteers involved in this ministry.

### **Primary Duties and Responsibilities:**

5. (30%) Develop and maintain an educational ministry for children.
  - Recruit, train and motivate volunteers for leadership in children's ministries program.
  - Review and select curriculum materials and educational tools for children's ministries program.
  - Review and evaluate curriculum materials and educational policies for the Pre-School.
  - Recruit, train, coordinate and supervise staff members of the church nursery.
  - Establish and maintain a Bible memory program for the Sunday school.
  - Develop and maintain an outreach program for children.
6. (05%) Establish goals and objectives by prioritizing related programs, managing the use of facilities, planning appropriate budget, delegating tasks and evaluating progress.
7. (5%) Ensure appropriate integration of Pre-school program into the overall church program.
8. (30%) Develop and coordinate programs for children, such as camps, Vacation Bible School, and a comprehensive program of summer activities for children.
9. (05%) Work with other members of the staff to provide a well-rounded program of teaching, music and recreation for children.
10. (10%) Represent the church by serving on appropriate committees of the denomination and organizations of the community.
11. (10%) Perform other ministerial duties including teaching, conduct religious worship services and visit the sick.
12. (05%) Perform other duties as assigned by the Senior Pastor.



**Necessary Knowledge and Skills:**

Must have a thorough knowledge of all aspects of children's work and good oral and written communication skills. Must have demonstrated leadership abilities and strong planning skills.

**Basic Qualifications:**

A strong commitment to winning lost children to Christ. Must have patience and love for children. Graduation from college with an emphasis on Elementary Education (school and pre-school). Seminary training is desirable. A minimum of five years previous experience in children's ministry is required.

**Appointment:**

- A. Recommended by: Executive Pastor of Ministries
- B. Approved by: Personnel Committee
- C. Reports to: Executive Pastor of Ministries



## II Job Descriptions (Continued)

**Job Title: Director of Preschool**

*Effective Date: March 2004*

### **Definition and Summary of Position:**

This position involves the overseeing and directing of all activities in the Preschool division. This includes AWANA Preschool Clubs program, Preschool VBS, and Preschool Sunday School Program under the supervision of Minister to Children. Directs the administration of Mothers Day Out and Child Development Center under the leadership of the Minister to Children. Oversee the scheduling of both and it's relationship to the entire Preschool Ministry. (Preschool is defined as birth to kindergarten.)

### **Primary Duties and Responsibilities:**

1. (30%) Oversee the entire Church Nursery program, including, recruiting, enlistment and training of all paid and volunteer workers. Will aid Minister of Children in the coordination and administering of training as needed.
2. (05%) Provide at Church expense, all supplies, resources, materials needed for all Preschool Ministries.
3. (05%) Prepare all budgets for the Preschool Ministries. Reconcile Preschool Ministry accounts monthly.
4. (05%) Perform regular inspection of the Preschool facilities to insure that a high degree of cleanliness, safety and security is maintained in the Preschool environments.
5. (15%) Continually work with Preschool Staff to enlist and secure workers for all scheduled Church services. Maintain an up-to-date list of volunteers assigned to Extended Session groups including the assignment of new members to a group. Contact applicable Extended Session group captains each week to insure that sufficient workers are secured to serve the Preschool during worship services.
6. (05%) Turn in a Nursery payroll and Mother's Day Out payroll to the accounting assistant by 12:00 noon on the Tuesday that proceeds the pay period.
8. (10%) Maintain an accurate database for the children in the Preschool program. (emergency medical information, allergies, etc.) A list of children with special needs should be kept in each room.



Central Baptist Church of Hixson  
Administrative Manual  
Job Descriptions

Section Two

- 
9. (20%) Supervise directors of Preschool AWANA, Preschool Sunday School, Preschool VBS, and summer Wednesday night program.
  10. (05%) Attend various educational and training events to keep abreast of appropriate teaching curriculum and methods for teachers and volunteers of the Preschool program.
  11. (05%) Other duties as assigned by the Pastor of Children.

**Necessary Knowledge and Skills:**

Must have the ability and personal skills necessary to adequately relate to parents and preschoolers on a one-to-one basis. Must be able to perform management skills in dealing with paid workers and volunteers. Must be able to organize, plan, and coordinate younger and middle preschool program for Church activities. Must have positive attitude in dealing with parents. Must be able to communicate effectively the needs of the Preschool division with Senior Staff during the budgeting process, financial review and planning meetings.

**Basic Qualifications:**

Church membership is required. At least 2 years college education is required and a minimum of 2 years previous experience working with preschoolers, their parents, volunteers, and paid staff. or children is a must. Administration experience is recommended. Must show a love for preschoolers and their parents.

**Appointment:**

- A. Recommended by: Minister of Children
- B. Approved by: Personnel Committee
- C. Reports to: Minister of Children



## II Job Descriptions (Continued)

Job Title: **Director Of Mother's Day Out**

*Effective Date: March 2004*

### **Definition & Summary of Position:**

This position involves planning, coordinating and directing all activities of the Mother's Day Out Program. Use of the nursery facilities must be coordinated with the Director of Preschool Ministries.

### **Primary Duties and Responsibilities:**

1. (50%) Be present at Mother's Day Out program during its hours of operation. Be available to answer questions, give guidance, make suggestions, and be aware of the teaching that is taking place in the rooms.
2. (10%) Schedule faculty meetings and teacher training programs as needed.
3. (05%) Establish with the approval of the Director of Preschool Ministries and Preschool Coordinating Committee, enrollment, fee schedules, pupil/worker ratio, program schedules, etc.
4. (10%) Collect, record, and turn in to the Church Financial Secretary all Mother's Day Out monies. Assist in reconciling Mother's Day Out accounts and budget preparation on a quarterly basis. Prepare payroll for the Accountant/Accounts Payable so that checks may be prepared and given for approval to the Director of Preschool Ministries.
5. (05%) Maintain accurate pupil records for the program. Records should include emergency medical information. A list of pupils and special needs of the children should be kept for each room.
6. (20%) Plan and coordinate teaching materials, artwork, etc. and assist as needed in daily activities.

### **Necessary Knowledge and Skills:**

Must have management skills required for dealing with paid workers. Must be able to coordinate and maintain an eight-hour a week program. Must have the knowledge necessary to deal with the financial end of the program. Must be able to adequately communicate and deal with parents.



**Basic Qualifications:**

High School education and previous experience in working with children is required. Must show love for children and their parents.

**Appointment:**

- A. Recommended by: Director of Preschool Ministries
- B. Approved by: Personnel Committee
- C. Reports to: Minister of Children



## II Job Descriptions (Continued)

Job Title: **Director of Child Development Center**

*Effective Date: March 2004*

### **Definition & Summary of Position:**

This position involves the responsibility of planning, coordinating and directing all activities of the Child Development Center.

### **Primary Duties and Responsibilities:**

1. (10%) Plan, in cooperation with other staff members, a program suited to the needs of the children who attend the center through.
  - Developing Curriculum
  - Scheduling working hours for staff
  - Scheduling special events for the Center
  - Meeting Tennessee Department of Human Services requirements for licensing.
2. (15%) Supervise teachers in carrying out daily programs at the center to include the following:
  - Assign needed work for the preparation of daily activities as well as provide worksheets as needed.
  - Evaluate teachers annually and check teacher's plan books periodically.
  - Help with problems in the classroom (sick child, toilet accidents, behavior problems, etc.).
3. (70%) Administer the office of the Child Development Center to include:
  - Purchase of all supplies.
  - Maintain adequate accounting system for all monies received as well as petty cash disbursements.
  - Provide time sheets to Financial Secretary for payroll with approval by the Director of Preschool Ministries.
  - Maintain current personnel files on staff members as well as students file to include application forms, medical records, etc.
  - Coordinate use of rooms and equipment with the Director of Preschool Ministries.
  - Answer phone for Center and Nursery area.
  - Maintain first-aid kit and OSHA compliance supplies.
  - Conduct tours of the Center for prospective students and parents.
  - Document periodic playground inspection as well as reporting cleanliness related problems or needed repairs to appropriate personnel.



- Maintain computer database of all personal and academic information relating to students.
- 6. (01%) Prepare and arrange for yearly inspection by Fire Marshall, Health Department and Licensing Counselor.
- 5. (02%) Meet periodically with the Director of Preschool Ministries Minister of Children to discuss the program and its needs.
- 6. (02%) Perform any duties related to the Child Development Center as requested by the Director of Preschool Ministries or the Minister of Children.
- 7. ( %) Assist the Director of Preschool Ministries in development of the annual budget, prepare reconciliation of account on a quarterly basis.

**Necessary Knowledge and Skills:**

Must have a basic knowledge of child development and what is required for each age group in curriculum, safety, health and nutrition. Must have administrative skills in working with and relating to adults. Must be able to recommend budgets and control financial disbursements according to church policy. Must have basic office skills such as typing and able to organize work effectively. Must be able to maintain files in confidence. Must be able to work independently. Must be able to recruit and guide Child Development Center staff and oversee physical plant facilities. Must demonstrate a love and concern for people, both young children and adults.

**Basic Qualifications:**

Must be a High School graduate with two years of full time experience working with young children. To maintain licensing by Tennessee Department of Human Services the requirements outlined in the Child Care Handbook must be met for the director's position. Must be neat in appearance and able to meet people easily.

**Appointment:**

- A. Recommended by: Director of Preschool Ministries/Minister of Children
- B. Approved by: Personnel Committee
- C. Reports to: Director of Preschool Ministries

**II Job Descriptions (Continued)**





**Job Title: Director Of Elementary Children**

*Effective Date: March 2004*

**Definition an Summary of Position:**

This position involves directing and managing the educational program for children grades one through six under the supervision of the Minister of Children. Responsibilities include: planning, promoting, coordinating and evaluating the program. This position also involves coordinating and planning of children's events throughout the calendar year, including special events for summer.

**Principle Duties:**

1. (40%) Program and direct the work of the Children's Division in Sunday School grades 2-5 and Children's worship program in grades 3-5. Assist the Minister of Children with grade 1 programming in Sunday School.
2. (01%) Survey the needs and consider realistically the areas of concern to be included in the Ministry to Children; advising the Minister of Children of optional ministry options.
3. (15%) Help plan, coordinate, and evaluate special events such as camps, retreats, fellowships and Vacation Bible School.
4. (10%) Help conduct special training events for teachers of children grades 1-5 in order to maintain a quality program of Christian education.
5. (05%) Advise in the use of program materials, equipment supplies and space by children's groups in all Church program organizations; make budget recommendations for a viable children's ministry and operate within the budget approved by the Church.
6. (20%) Recruit and help train leaders in grades 2-5 to insure an efficient ministry to the children of the Church and community. Assist Minister of Children with grade 1 recruitment. Attend training events in order to keep abreast of methods which are appropriate for children.
7. (05%) Work with volunteers in LINK Program as an outreach to children's ministry.
8. (01%) Summit information to Children's Minister that is to be published in Envision.
9. (03%) Other duties as assigned by the Minister of Children.



**Necessary Knowledge and Skills:**

Knowledge of Church policies and procedures. Ability to maintain confidential files and information. Must be familiar with and experienced in leading a variety of types of programs for children. Must have ability to plan, organize, train, and supervise programs and events, as well as personnel. Must have experience in spiritual, emotional, physical and cognitive development of children. Needs ability to provide Christian counseling to parents and children on contemporary issues. Needs to have experience working with school age children.

**Basic Qualifications:**

A Bachelor Degree from an accredited College is desirable. A degree from a Southern Baptist Seminary or field experience is required.

**Appointment:**

- A. Recommended by : Minister of Children
- B. Approved by: Personnel Committee
- C. Reports to: Minister of Children

**II Job Descriptions (Continued)**



**Job Title: Director of Childcare and Administrative Assistant to Minister of Children**

*Effective Date: March 2004*

**Definition and Summary Of Position:**

This position involves secretarial and support duties for the Pastor of Children and coordination of the Childcare ministry.

**Principle Duties:**

1. (60%) Coordinate childcare for extra activities in support of other Ministries in the church, such as, Bible studies, choir practice, singles events, etc.
  - a. Recruit, screen, and supervise paid childcare workers.
  - b. Work with leaders of other ministries to coordinate childcare needs.
  - c. Keep current on all health and safety related issues as they pertain to preschoolers and children. Train workers to follow policies and procedures relating to health and safety issues.
  - d. Turn in payroll for paid workers as required.
  - e. Network with local area day care centers to find suitable childcare workers.
  - f. Keep confidential, current files on all workers, documenting screening and training of workers.
  - g. Coordinate confidential screening of volunteer workers used in all preschool/children's ministries.
  - h. Coordinate the scheduling use of the preschool facilities for activities other than regularly scheduled church activities.
  - i. All other duties as assigned by the Pastor of Children.
  
2. (40%) Perform secretarial duties for the Minister of Children:
  - a. Maintain appointment schedules, make phone calls or travel arrangements for Minister of Children.
  - b. Assist in preparing for meetings
  - c. Prepare manuals, lesson plans for Glory Train & Sunday School, etc.
  - d. Attend departmental staff meetings for informational purposes
  - e. Maintain up-to-date and well-organized files for Children's ministry which includes typing or copying, Event U, answer questions, keep informed of updated information concerning Children's Ministry for the entire staff.

**Necessary Knowledge and Skills:**



Person needs knowledge of Church policies and procedures. Must have ability to maintain in confidence files and information. Typing, computer, and transcription skills are desired. Person needs to have ability to relate well to people. Must be able to organize work effectively, be flexible and adaptable. Must be comfortable with the requirement of meeting deadlines. Needs knowledge of sorting, clarifying, and filing records. Ability to compile statistical reports.

**Basic Qualifications:**

High School Diploma required and management experience is desired. Must be neat in appearance, have pleasant telephone voice and the ability to meet the public. Must have a love for children and a desire to see children grow in the Lord.

**Appointment:**

- A. Recommended by: Minister of Children
- B. Approved by: Personnel Committee
- C. Report to: Minister of Children



**Job Title: Assistant Minister of Children**

*Effective Date: March 2004*

**Definition and Summary of Position:**

This position involves helping the Minister of Children develop a complete program for the Children's Ministry at Central Baptist Church. Responsibilities include recruiting, training and developing a total program that is Biblically sound under the supervision of the Minister of Children. This position also is responsible for the promotion of each program within the Ministry.

**Principle Duties:**

1. (10%) Develop and produce recruiting campaigns, as well as other campaigns needed for Children's Ministry
2. (10%) Help plan, coordinate and evaluate special events such as camps, retreats and fellowships.
3. (05%) Assist volunteers in an outreach program for Children's Ministry.
4. (10%) Develop training programs for Awana leaders
5. (25%) Oversee Awana and VBS programs and teach if needed
6. (05%) Teach training sessions for adult leaders of children. Attend training events in order to keep abreast of methods which are appropriate for children
7. (05%) Assist with worship programs when needed
8. (15%) Responsible for PR for all programs and events including bulletin boards and Children's Ministry table.
10. (10%) Coordinate the Children's page in Envision monthly
11. (05%) Other duties as assigned by Minister to Children

**Necessary Knowledge and Skills:**

Knowledge of Church policies and procedures. Ability to maintain confidential files and information. Must be familiar with and experienced in recruiting and training adults to serve. Must have ability to plan, organize, train and supervise a recruiting campaign, as well as expertise in development of new ideas appropriate for Children's Ministry. Must have experience in spiritual, emotional, physical and



cognitive development of children. Needs to have experience working with preschool and school age children

**Basic Qualifications:**

A Bachelor Degree from an accredited College is desirable. A degree in Childhood Education or field experience is required.

**Appointment:**

- A. Recommended by: Minister of Children
- B. Approved by: Personnel Committee
- C. Reports to: Minister of Children



Central Baptist Church of Hixson  
Administrative Manual  
Job Descriptions

Section Two

Job Title: **Assistant Director of Preschool Ministries**

*Effective Date: March 2004*

**Definition & Summary of Position:**

This position assumes responsibility and accountability of the entire Church Preschool program in the absence of the Director of Preschool Ministries. This position is a 40hr/week position divided into 4 positions of 10hr/week. The Preschool program is defined as children birth through kindergarten who are cared for in the Hope building rooms 101-117 and H2-H8.

**Primary Duties and Responsibilities:**

1. Assist the Director of Preschool Ministries in overseeing the entire Church preschool program (Sunday services, Wednesday services, special events, Mother's Day Out, preschool Awana club, Vacation Bible School and CDC).
2. Provide at church expense, all supplies and materials needed for preschool activities and cleaning of the preschool.
3. Perform regular inspection of the preschool facilities to insure that a high degree of cleanliness is maintained. Restock all rooms with needed supplies on a regular basis. Make sure all rooms are sanitized and safe for children each week.
4. Update database of volunteers for preschool area during Sunday services. Assist in maintaining database of enrolled preschoolers in Sunday School. Prepare ID cards and nametags for each family that has children in the preschool department. Prepare reminder cards for Sunday morning rotation. Prepare volunteer list for group leaders.
5. Aid in providing training for all volunteer and paid workers in the areas of teaching, child abuse, child safety and general policies and procedures approved by the Preschool Director.

**Necessary Knowledge and Skills:**

Must have the ability and personal skills necessary to adequately relate to parents and preschoolers on a one-to-one basis. Must be able to perform management skills in dealing with paid workers and volunteers. Must be able to organize, plan and coordinate preschool activities for church activities.

**Basic Qualifications:**



Must be a High School graduate with a working knowledge of computer databases and word processing.  
Must show a love for preschoolers and their parents.

**Appointment:**

- A. Recommended by: Director of Preschool Ministries
- A. Approved by: Minister of Children
- B. Reports to: Director of Preschool Ministries





**Job Title: Executive Director of Communications**

*Effective Date :March 2004*

**Definition & Summary of Position:**

To assist the Senior Pastor in communicating the good news of Jesus Christ and the ministries of Central Baptist Church to our region, our nation, and unto the ends of the earth through every possible medium of communication.

**Primary Duties and Responsibilities:**

13. (20%) To work with the Senior Pastor in planning and managing all phases of communicating the gospel message and his vision to the church and media audience.
14. (10%) To supervise the media staff in directing the book store, publications ministry, internet, radio, television and tape ministry. Assist in the recruiting of volunteers to carry on the ministry and to oversee all accounts related to these ministries.
15. (40%) Church Promotion and Publicity:
  - Create overall Marketing and Promotion Plan for the church.
  - Write radio promotion
  - Write and produce TV promos and commercials
  - Oversee outdoor advertising
  - Create specialty advertisement giveaways.
  - Oversee budget.
16. (30%) Media Ministry
  - Direct The Central Message / promos / special programs.
  - Plan NRB Convention and all related events/advertising/products and promotions.
  - Negotiate all station/network contracts
  - Recruit and schedule volunteers.
  - Oversee budget

**Necessary Knowledge and Skills:**



Must have the skills and experience necessary to:

- Manage a growing staff of employees and volunteers
- Communicate clearly on all levels
- Delegate and recruit
- Develop new aspects of ministry
- Keep current ministry on track spiritually and technologically

**Basic Qualifications:**

A college graduate with a degree in Communications, a minimum of 7 years experience in media management is necessary.

**Appointment:**

- A. Recommended by: Senior Pastor
- B. Approved by: Church
- C. Reports to: Senior Pastor

**II Job Descriptions (Continued)**



**Job Title: Administrative Assistant to the Director of Communications**

*Effective Date: March 2004*

**Definition & Summary of Position:**

To assist the Director of Communications in all areas of administrative responsibility including secretarial support.

**Primary Duties and Responsibilities:**

1. (60%) General secretarial support as related to the media ministry.
  - Answering and screening phone calls
  - Retrieving calls as assigned
  - Media ministry correspondence
  - Filing for Director of Communication
  - Appointment scheduling for Director of Communication
  - Prepare all financial/billing requests for Media ministry
  - Coordinate volunteers for media ministry events
  - Assist Director of Communications with administrative details
2. (15%) Update church web site (cbch.org)
3. (10%) Mailroom/Print Shop—provide backup for Print Shop and Mail Room
4. (10%) Weekly sermon transcription
5. (05%) Other related duties as may be assigned

**Necessary Knowledge and Skills:**

Knowledge and experience necessary to proficiently operate print shop, mailroom, and office equipment. Computer skills a must. Maintain confidential files and information. Must have good communication skills.

**Basic Qualifications:**

High school diploma required and previous office experience desired. Must have secretarial experience amounting to a minimum of 4 years. Must be able to organize work effectively and be flexible and



adapt to new and changing situations. Must take initiative, be self-motivated and comfortable with the requirement of meeting deadlines.

**Appointment:**

- A. Recommended by: Executive Director of Communications
- B. Approved by: Personnel Committee
- C. Reports to: Executive Director of Communications



## II Job Descriptions (Continued)

**Job Title: Customer Relations Associate**

*Effective Date: March 2004*

### **Definition & Summary of Position:**

This position is to serve the Media Ministry.

### **Primary Duties and Responsibilities:**

1. (20 %) Process mail, phone and Internet orders of media products. Oversee software program and new products, prices, codes.
2. (5%) Billing and Deposits
3. (5%) Secure money collected through sales and make accurate accounting to business office.
4. (5 %) Work with production staff members of the television ministry.
5. (10 %) Recruit, train and supervise Tape Ministry volunteers.
6. (15 %) Order Fulfillment. Produce series for order fulfillment.
7. (5 %) Work with graphic designer for series inserts
8. (30%) Call Center
  - Keep information of offers current for operators
  - Keep air schedule information current for operators
  - Supply needed information on programs each week
  - Stock Call Center with supplies
  - Make weekly schedule for operators to monitor time worked and availability
  - Make sure Call Center is covered with operators during the scheduled times
  - Have copies of sermons available for operators to read each week
  - Order and pick up drinks and food for operators each week
9. (5 %) Cooperate with the Director of Communications by performing any other duties when asked to do so.



**Necessary Knowledge and Skills:**

Must be conscientious, capable of working with a minimum of supervision. Must have the knowledge and experience necessary to operate audio and video duplication equipment, data entry computer, and other office equipment. Must be able to handle the public well, over the phone as well as in person. Must be able to meet deadlines on a daily basis. Must be able to organize work effectively, be flexible and adapt to new and changing situations.

**Basic Qualifications:**

Must be a high school graduate. Must be neat in appearance and have a pleasant personality. Video, audio, electronics, retail, computer and bookkeeping experience preferred.

**Appointment:**

- A. Recommended by: Executive Director of Communications
- B. Approved by: Personnel Committee
- C. Reports to: Executive Director of Communications



## II Job Descriptions (Continued)

**Job Title:** Graphic Designer

*Effective Date: March 2004*

### **Definition & Summary of Position:**

This position is responsible for the design and layout of all church and related ministry media including publications, internet, presentation and outside advertisement.

### **Primary Duties and Responsibilities:**

1. (60%) Design & Layout of materials
  - Sunday handout
  - Ron Phillips Ministry
  - Tape Ministry
  - Office:
    - Media Ministry
    - Youth
    - Music Department
    - School for the Arts
    - Mission Churches
    - Bible study departments
    - Senior Adults
    - Single Adults
    - Children's Ministry
  - Special events:
    - Seminars
    - Conferences
    - Revivals
    - Trade shows, etc.
  - Envision
  - Sunday service presentations
  - Sermon Power Points
2. (10%) Related office work
  - Prepare requests for Publication forms for all printing jobs.
  - Coordinate the ordering of supplies with the Information Technician
3. (10%) Internet
  - Creation and design work
  - Conceptualize new graphics



- 
4. (10%) Video graphics; create backgrounds, logos and art elements as needed for The Central Message.
  5. (10%) Other related duties as may be assigned

**Necessary Knowledge and Skills:**

Must have the knowledge and experience necessary to proficiently operate desktop publishing and other related equipment. Art and prepress experience required. Working knowledge of the Internet.

**Basic Qualifications:**

Must be a high school graduate and a college degree is desired. Must have graphic design experience amounting to a minimum of 5 years. Must be able to organize multiple projects effectively, be flexible and adaptable to new and changing situations. Must be able to handle and be comfortable with the requirement of meeting multiple deadlines under high pressure. Must be self-motivated, creative and innovative. Must be willing and able to work with volunteers.

**Appointment:**

- A. Recommended by: Executive Director of Communications
- B. Approved by: Personnel Committee
- C. Reports to: Executive Director of Communications





**Job Title: Information Technician**

*Effective Date: March 2004*

**Definition & Summary of Position:**

This position is responsible for handling all outgoing mail.

**Primary Duties and Responsibilities:**

1. (40%) Collect, sort, classify, affix postage and/or address all outgoing mail. Deliver or arrange for delivery of all outgoing mail.
2. (10%) Maintain adequate inventory of all mail room and printing supplies.
3. (05%) Maintain accurate ledgers of postal accounts.
4. (10%) Perform other duties as assigned by the Administrative Assistant to the Executive Director of Communications.
5. (10%) Assist with small in house print jobs including cutting, folding, collating, stapling, and binding printed material.
6. (05%) Takes care of sign in front of the church.
7. (05%) Clean and maintain all printing and mailing equipment.
8. (05%) Maintain paper rooms and distribute paper supplies to the 1<sup>st</sup> and 2<sup>nd</sup> floor workrooms, nursery, CDC, library, etc.
9. (10%) Other assigned miscellaneous duties.

**Necessary Knowledge and Skills:**

Knowledge of postal regulation. Knowledge and experience necessary to operate postage meter, scales, tabber, automated labeling system, electric envelope sealer, office copier, printing equipment and other small office equipment. Must be comfortable with meeting deadlines. Must be able to do multiple assignments and work well with others. Must be a conscientious worker, capable of working with a minimum of supervision. Must have the knowledge and experience necessary to operate printing and mailing equipment.

**Basic Qualifications:**



High School diploma required. Business School or minimum of one (1) year graduate. Mail room/printing/secretarial experience desired.

**Appointment:**

- A. Recommended by: Executive Director of Communications
- B. Approved by: Personnel Committee
- C. Reports to: Executive Director of Communications



**Job Title: Media Engineer**

*Effective Date: March 2004*

**Definition & Summary of Position:**

This position involves technical and support duties for:

- The Media Ministry
- The Music Ministry
- Special Programs and Services
- The Education Ministry
- The Mission Ministry

**Primary Duties and Responsibilities:**

1. (35%) Set up and operate all necessary house A/V systems for scheduled worship services.
2. (15%) Maintain and repair all Church audio visual equipment
3. (20%) Technical supervision of all special programs, concerts, banquets, tours, etc.
4. (5%) Edit audio and videotapes (other than The Central Message) for duplication and/or sales.
5. (20%) Set up audio/video equipment for all other ministries as needed.
6. (5%) Other duties as assigned by Executive Director of Communications.

**Necessary Knowledge and Skills:**

Must have the ability to understand, operate, maintain, repair, install and upgrade sound systems, lighting systems, video support systems and other audiovisual equipment. Must be able to learn and operate new equipment.

**Basic Qualifications:**

A high school diploma is required; a college degree is preferred. Should have at least 5 years of experience. Must be able to organize work effectively, be flexible and adapt to new and changing situations. Must be able to handle and be comfortable with the requirement of meeting deadlines. Recruit, train and work with volunteers.

**Appointment:**



**Central Baptist Church of Hixson  
Administrative Manual  
Job Descriptions**

**Section Two**

---

- A. Recommended by: Executive Director of Communications
- B. Approved by: Personnel Committee
- C. Reports to: Executive Director of Communications

**II Job Descriptions (Continued)**



**Job Title: Media Production Associate**

*Effective Date: March 2004*

**Definition & Summary of Position:**

This position involves audio production, audio and video editing, duplication, and support duties relating to the Media Ministry.

**Primary Duties and Responsibilities:**

1. (20%) Inventory Control
  - Order media supplies including television broadcast, radio, and tape ministry
  - Responsible for storage rooms & inventory of supplies
  - Organizing crusade product needs & sometimes traveling with Pastor
  - Manage computerized inventory
2. (70%) Production
  - Audio and video duplication for customer orders
  - Duplication of broadcast formats for television stations
  - Perform Closed Captioning with BetaCAM
  - Responsible for TV Control room - Sunday PM , Wednesday PM & Special conferences
3. (5%) Call Center
  - Rotating Call Center responsibilities
4. (5%) All other duties as assigned by Director of Communications.

**Necessary Knowledge and Skills:**

Must be conscientious, capable of working with a minimum of supervision. Must have the knowledge and experience necessary to operate audio and video duplication equipment, and other office equipment. Must be able to handle the public well, over the phone as well as in person. Must be able to meet deadlines on a daily basis. Must be able to organize work effectively, be flexible and adapt to new and changing situations.

**Basic Qualifications:**

Must be a high school graduate. Must be neat in appearance and have a pleasant personality. Video, audio, electronics, retail, computer and bookkeeping experience preferred.



**Appointment:**

- A. Recommended by : Executive Director of Communications
- B. Approved by: Personnel Committee
- C. Reports to: Executive Director of Communications



**Job Title: Staff Writer**

*Effective Date: March 2004*

**Definition & Summary of Position:**

This position involves serving the church through the use of writing skills.

**Primary Duties and Responsibilities:**

1. (15%) Write and rewrite materials for the following:
  - House publications
  - Direct mail
  - Ministry brochures
2. (20%) Provide editorial and research assistance to the Pastor on manuscripts to be published or reprinted.
3. (02%) Create letters for ongoing Media Ministry fundraising.
4. (25%) Respond to e-mail correspondence for Ron Phillips Ministries web site and Central Baptist Church General mail.
5. (05%) Assist in updates and changes to Ron Phillips Ministries web site.
6. (03%) Develop new materials as needed.
7. (05%) Work with Media Ministry staff members as needed.
8. (25%) Cooperate with the Director of Communications by performing any other duties as needed.

**Necessary Knowledge and Skills:**

- Familiar with word processing and photo editor computer software
- online research skills
- business and descriptive writing skills

**Basic Qualifications:**

- training in word processing
- writing experience



**Appointment:**

- A. Recommended by: Executive Director of Communications
- B. Approved by: Personnel Committee
- C. Reports to: Executive Director of Communications





**Job Title: Video Editor**

*Effective Date: March 2004*

**Definition & Summary of Position:**

Edit the weekly show “The Central Message.” Also shoot video and edit other video for the various ministries in the church. Must also produce duplication masters of each show.

**Primary Duties and Responsibilities:**

1. (85%) Edit “The Central Message” and produce duplication masters (Audio CD and DVD)
2. (10%) Shoot and edit video for other ministries
3. (5%) Other duties as assigned by Executive Director of Communications

**Necessary Knowledge and Skills:**

Knowledge of editing techniques, editing equipment, and computer knowledge a must. Must also know basic skills for shooting video and lighting. Some skills in maintenance of equipment.

**Basic Qualifications:**

A high school diploma is required; a college degree is preferred. Must be able to organize work effectively, be flexible and adapt to new and changing situations. Must be able to handle and be comfortable with the requirement of meeting deadlines.

**Appointment:**

- A. Recommended by: Executive Director of Communications
- B. Approved by: Personnel Committee
- C. Reports to: Executive Director of Communications

**II Job Descriptions (Continued)**



**Job Title: Book Store Director**

*Effective Date: March 2004*

**Definition & Summary of Position:**

This position involves serving the church by managing the church bookstores.

**Primary Duties and Responsibilities:**

1. ( %) Recruit, train and supervise bookstore staff members.
2. ( %) Ensure that bookstore facilities are clean and well maintained including shelving merchandise, receiving merchandise into computer and printing labels.
3. ( %) Maintain accurate and up-to-date financial records including making deposits, keeping adequate change.
4. ( %) Coordinate and process special orders for classes or groups as well as creating purchase orders and calling vendors to order stock.
5. ( %) Provide book tables at conferences, retreats and other events.
6. ( %) Work with appropriate staff and ministry leadership in carrying out the ministry of the bookstore.
7. ( %) Cooperate with the Director of Communications by performing any other duties when asked to do so.
8. ( %) Keep up to date on new items by reading Christian Retailing magazines and literature.

**Necessary Knowledge and Skills:**

Must be conscientious, capable of working with a minimum of supervision. Must have previous retail experience, preferably in bookstore management.

**Basic Qualifications:**

**Appointment:**



**Central Baptist Church of Hixson  
Administrative Manual  
Job Descriptions**

**Section Two**

---

- A. Recommended by: Executive Director of Communications
- B. Approved by: Personnel Committee
- C. Reports to: Executive Director of Communications

**II Job Descriptions (Continued)**



**Job Title: Business Administrator/Chief Financial Officer**

*Effective Date: March 2004*

**Definition & Summary of Position:**

This position is responsible for the business and administrative affairs of the Church.

**Primary Duties and Responsibilities:**

1. (15%) Lead the Church in planning, conducting and evaluating a comprehensive plan of business operation for the Church.
2. (30%) Manage the budgeting, fiscal planning and accounting systems of the Church.
  - a) Coordinate the preparation of the annual budget.
  - b) Maintain the financial records system of the Church and direct its operation. Supervise financial staff.
  - c) Direct the receipt and expenditure of all Church funds.
  - d) Act as purchasing agent for the Church.
3. (10%) Direct the operation of the Church office, including supervision of supervisor of Bookkeeping/Accounting.
4. (04%) Direct maintenance program of the Church, including supervision of Facility Manager.
5. (03%) Directs the food service program of the Church and supervises the Director of Food Services.
6. (10%) Coordinate activities of and provide leadership to committees and other ministry organizations.
7. (05%) Serves as safety and security officer of the Church.
  - a) Coordinates transportation requirements for all program activities.
  - b) Recommends major repair or replacement of equipment.
8. (05%) Serve as the church liaison in meetings with outside organizations.



9. (05%) Work with Church staff to assign facility space and equipment to meet routine and special needs.
10. (05%) Maintain an inventory of all Church property. Annually verify presence and condition and establish a schedule for replacement, upgrade or addition.
11. (08%) Perform other duties as assigned by the Senior Pastor.

**Necessary Knowledge and Skills:**

Strong planning skills and financial emphasis. Leadership abilities with demonstrated oral and written communication capability. Must interface with all levels of Church membership and staff.

**Basic Qualifications:**

Graduate of accredited college or appropriate business experience. Previous experience in a large church or similar business environment. Active Church member.

**Appointment:**

- A. Recommended by: Senior Pastor
- B. Approved by: Personnel Committee
- C. Reports to: Senior Pastor

**II Job Descriptions (Continued)**



**Job Title: Accountant/Accounts Payable**

*Effective Date: March 2004*

**Definition & Summary of Position:**

Responsible for maintaining Accounts Payable and disbursing Church funds.

**Primary Duties and Responsibilities:**

1. (20%) Research all incoming billing statements
2. (10%) Prepare, check and total invoices for payment approval
3. (35%) Prepare, issue and distribute checks in accordance with church policy
4. (15%) Maintain files of billing statements, correspondence and reports
5. (05%) Provide answers and documentation concerning financial matters for authorized staff and committee personnel
6. (10%) Prepare payroll, make automatic deposits, distribute pay receipts. Track vacation and sick leave. Maintain payroll records.
7. (5%) Perform other duties assigned by the Business Administrator

**Necessary Knowledge and Skills:**

Knowledge of Church policies and procedures. Bookkeeping skills and knowledge of financial reports and their preparation. Ability to operate computer, calculator, and other business machines.

**Basic Qualifications:**

High School graduate, experience in bookkeeping or office environment. Proficient in mathematics and good knowledge of accounting practices. Ability to work unsupervised.

**Appointment:**

- A. Recommended by: Business Administrator
- B. Approved by: Personnel Committee
- C. Reports to: Business Administrator

**II Job Descriptions (Continued)**



**Job Title: Accountant/Accounts Receivable**

*Effective Date: March 2004*

**Definition & Summary of Position:**

This position involves the entire scope of accounts receivable and contributions, as well as scheduling events and handling incoming mail.

**Primary Duties and Responsibilities:**

1. (25%) Post offerings to individual accounts according to Church procedures.
2. (10%) Bank reconciliation
3. (20%) Post receipts and disbursements to General Ledger
4. (25%) Receive monies that are turned in during weekdays and prepare deposits of these monies and offerings.
5. ( 5%) Receive, sort and post all incoming mail.
6. ( 5%) Serve as back up for the Accountant.
7. (10%) Help with scheduling events and perform other duties assigned.

**Necessary Knowledge and Skills:**

Must have the knowledge and experience necessary to proficiently operate computerized word processing equipment, office copier, and electronic addressing machine. Must be grounded in proper grammar and punctuation and be able to maintain files and information in confidence. Must be able to handle and be comfortable with the requirement of meeting deadlines.

**Basic Qualifications:**

High school graduate is required and Business School or training is desired. Must have a word processing and secretarial experience of five years or equivalent. Must be neat in appearance and have a pleasant personality.

**Appointment:**

- A. Recommended by: Business Administrator
- B. Approved by: Personnel Committee
- C. Reports to: Business Administrator

**II Job Descriptions (Continued)**



**Job Title: Church Receptionist**

*Effective Date: March 2004*

**Definition & Summary of Position:**

Responsible for incoming phone calls to the Church, meeting the public coming into the church office and taking care of their needs or directing them to the person who can.

**Primary Duties and Responsibilities:**

1. (70%) Answer all incoming calls and greet all visitors.
2. (01%) Shipping packages
  - Sign for all incoming packages and deliveries
  - Address UPS labels for tapes shipped from the television ministry.
3. (01%) Sign for and accept all deliveries
4. (10%) Membership requests
  - Request membership transfer from other churches
  - Grant membership to other churches
  - Keep staff, all-staff & scheduling meeting minutes
  - See that all faxes are put into appropriate boxes
5. (3%) Funeral paperwork
  - Compile information about the death on proper sheet
  - Send sympathy card/flowers to the family
  - Get pallbearers if requested by family
  - Notify the Graphic Artist of deaths or births for the Envision
  - Send memorial/contribution letters to the family confirming receipt of the gift.
6. (01%) Send baptism certificate, or follow up baptism letter
7. (02%) Perform duties requested by the Senior Pastor Assistant
  - Address all envelopes for letters from the Senior Pastor
  - Keep an updated staff phone list
  - Keep an updated church van driver list and log
8. (02%) Perform duties requested
  - Change of address forms
  - Type envelopes for all change of address offering envelopes returned
  - Keep extension list, email list & phone card up to date





9. (10%) Keep an updated hospital and prayer list for the staff. Each Friday the hospital list & prayer list goes out to each Sunday school class.

**Basic Qualifications:**

High school graduate, additional college or trade school training desirable.

**Appointment:**

- A. Recommended by: Business Administrator
- B. Approved by: Personnel Committee
- C. Reports to: Business Administrator



**Job Title: Technical Specialist**

*Effective Date: March 2004*

**Definition & Summary of Position:**

This position involves assisting with and/or performing various maintenance activities on the Church property and equipment, including computers.

**Primary Duties and Responsibilities:**

1. (60%) Repair, upgrade, maintain computer network and equipment.
2. (05%) Prepare facilities and furniture for special use and assist with arrangements when required.
2. (10%) Perform repairs, painting, and maintenance.
3. (05%) Perform small construction projects.
4. (05%) Operate and repair heating and cooling equipment as needed.
5. (15%) Perform duties 1 through 5 of the Facilities Manager's job description.

**Necessary Knowledge and Skills:**

Must be a conscientious worker capable of working alone with a minimum of supervision.

**Basic Qualifications:**

Should be a High School graduate. Previous experience in building maintenance desirable. Experience in painting, carpentry, electrical, HVAC, plumbing, and other trades is a plus. Must have a good working knowledge of PCs and how a computer network operates.

**Appointment:**

- A. Recommended by: Business Administrator
- B. Approved by: Senior Pastor
- C. Reports to: Facilities Manager

**II Job Descriptions (Continued)**



**Job Title: Facility Manager**

*Effective Date: March 2004*

**Definition & Summary of Position:**

This position involves the responsibility for managing & maintaining buildings and grounds.

**Primary Duties and Responsibilities:**

1. (01%) Coordinate and schedule maintenance employees.
2. (07%) Oversee maintenance work contracted by the Church
3. (02%) Purchase maintenance supplies & custodial supplies
4. (02%) Conduct periodic safety and security inspections. Correct minor problems. Recommend corrective action to Business Administrator for major problems.
5. (02%) Maintain custody of keys and securing devices.
6. (01%) Keep Business Administrator informed of structural or equipment problems.
7. (35%) Prepare facilities for special use as needed.
8. (05%) Responsible for building security, including locking and unlocking doors.
9. (50%) Perform repairs, painting, and maintenance
10. (15%) Perform other related duties assigned by Business Administrator.

**Necessary Knowledge and Skills:**

Ability to work on own, without supervision. Should be mechanically inclined and have the ability to supervise other employees.

**Basic Qualifications:**

Prefer a High School graduate. Previous experience and responsibility in building maintenance desirable. Supervising experience also desirable. Experience in painting, carpentry, electrical, HVAC, plumbing, and other trades are a plus.

**Appointment:**



- A. Recommended by: Business Administrator
- B. Approved by: Senior Pastor
- C. Reports to: Business Administrator

**II Job Descriptions (Continued)**



**Job Title: Food Service Manager**

*Effective date: October 2004*

**Definition & Summary of Position:**

This part-time position is responsible for ordering supplies and maintaining the food service operation of the Church.

**Primary Duties and Responsibilities:**

1. (45%) Supervise and coordinate the preparation and service of Wednesday night meals and other special meals or banquets as they arise.
2. (30%) Order food, paper goods and other kitchen supplies for church functions. Charge them out to departments as necessary.
3. (10%) Keep the kitchen clean and sanitary at all times.
4. (5%) Recruit, coordinate and supervise the food service volunteers.
5. (5%) Maintain accountability to the church budget, aiming for a positive cash flow.
6. (5%) Other duties as assigned by the Business Administrator.

**Necessary Knowledge and Skills:**

Must be a conscientious worker, capable of working with a minimum of supervision. Must have the knowledge, experience, and physical ability necessary to operate food service equipment. Must be friendly and flexible.

**Basic Qualifications:**

Training in institutional food preparation or equivalent experience.

**Appointment:**

- A. Recommended by: Business Administrator
- B. Approved by: Personnel Committee
- C. Reports to: Business Administrator