

**First Baptist Church
Richmond, KY**

Job Descriptions (Active File)

Personnel Committee Copy – 2009

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First Baptist Church

Job Description

- Position:** Pastor / Sr. Minister
- Classification:** Full Time, Senior Staff, Exempt
- Page Range:** \$55,000-----\$85,000-----\$105,000
(Entry) (Midpoint) (Max)
- Reports To:** Congregation
- Evaluations Due:** Annually by the Personnel Committee
- Supervises:** Senior Staff and Pastor's Secretary
- Physical Demands:** May require prolonged sitting, standing, bending, stretching, baptizing and lifting up to 30 pounds. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines and technical equipment. Requires normal and/or correctable range of hearing and vision.
- Work Conditions:** Work in church environment, involving contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and managing multiple tasks.
- Regular workweek is Sunday, Monday, Wednesday - Friday, but can be adjusted for special events or needs of the church.
- Staff Liaison To:** Baptism, Bereavement, Benevolence, Capital Campaign, Church Council, Personnel Committee, Church Officers, Church Socials, Deacons, Deacon Nominating, Long-Range Planning, Lord's Supper, Remembrance, Time of Need, Trustees, and ex-officio of all church committees and organizations.

Job Objective

While keeping mindful of our church mission (***ALIVE! In The Power of God***), the Pastor is responsible for the proclamation of the gospel of Jesus Christ through congregational worship, preparing and presenting of sermons, providing clergy services, leading congregational spiritual development, and providing pastoral care.

Minimum Qualifications

The individual must believe in Jesus Christ as Lord and Savior and be a current member of a **Baptist Church** and become a member of this church. Individual must possess a seminary degree from an accredited seminary, and possess a Bachelor degree (or higher). Ten (10) years experience as Senior Minister in another church is preferred. The individual must demonstrate the ability to preach effectively in a clear voice, understandable delivery, provide spiritually uplifting sermons; Biblically based, historically true, and with an appropriate sense of humor. Individual must demonstrate competency & orientation to detail, and possess good communication skills, and have ability to work well with people. The ability to build and maintain effective working relationships & rapport with members and staff is required.

Duties and Responsibilities

- Gospel of Jesus Christ
 - Plans, conducts, and arranges for worship services and worship events.
 - Prepares and delivers sermons.
 - Encourages staff ministers to prepare and deliver at least two sermons a year.
 - Schedules outside speakers for the pulpit when needed.
 - Schedules annual/semiannual revivals or other inspirational activities
- Clergy Services
 - Oversees observance of church ordinances and sacraments.
 - Conducts and/or plans for baptism services.
 - Conducts and/or approves wedding services.
 - Conducts and/or plans funeral services.
- Pastoral Care
 - Leads the church and staff in an effective program of witnessing and care ministries for church members and the community.
 - Oversees and provides hospital visitation, as well as shut-in visitation.
 - Leads inreach and outreach programs for members and prospects, and assigns church staff a weekly visitation schedule.
 - Provides and/or arranges for counseling sessions for church members.
- Administrative
 - Oversees Church Council, and sees that appropriate planning, organizing, directing, coordinating, and evaluating of the total program of the church takes place.
 - Works with deacons, church officers, and committees as they perform their assigned responsibilities.
 - Oversees and facilitates the annual deacon training.
 - Cooperates with associational, state, and denominational leaders in matters of mutual interest and concern.
 - Keeps the congregation informed of denominational developments.
 - Represents the church in civic matters as needed.
 - Prepares the pastoral ministry annual budget in conjunction with the Budget Advisory Council.
 - Supervises and evaluates the Senior Staff.
 - Reviews and signs all church staff evaluations.
 - Leads staff meetings, encouraging honest, open and informative conversation among the staff.
 - Assures appropriate training is conducted for staff and congregation.
- Performance Standards
 - Identifies/evaluates issues and makes accurate and timely decisions.
 - Exhibits positive commitment to the job and strives for personal improvement.
 - Open to and seeks new ideas and creative solutions.
 - Communicates clearly and accurately to staff, peers, and lay leaders.
 - Adapts to new people, ideas, and procedures in a changing environment.
 - Provides effective leadership to develop workers to accomplish goals.
 - Effectively uses available resources to produce efficient and realistic plans.
 - Effectively converses with employees and vendors in a Christian-like manner.
 - Builds and maintains effective working relationships and rapport with members and staff.

**This list is not intended to be all-inclusive.
The employee will also perform other reasonably related business duties as agreed by the personnel
committee and/or the church in business session.**

First Baptist Church

Job Description

- Position:** Associate Pastor
- Classification:** Full Time, Senior Staff, Exempt
- Page Range:** \$40,000-----\$60,000-----\$80,000
(Entry) (Midpoint) (Max)
- Reports To:** Pastor/Sr. Minister
- Evaluations Due:** Annually by the Pastor in Conjunction with the Personnel Committee
- Supervises:** As assigned.
- Physical Demands:** May require prolonged sitting, standing, bending, stretching, baptizing, and lifting up to 30 pounds. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines and technical equipment. Requires normal and/or correctable range of hearing and vision.
- Work Conditions:** Work in church environment, involving contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and managing multiple tasks.
- Regular workweek is Sunday through Thursday, but can be adjusted for special events or needs of the church.
- Staff Liaison To:** Staff Liaisons will be formalized soon. The draft is as follows: Baptism (*w/ Pastor instead of Min. Music*), Benevolence, Budget Advisory Council, Church Council, Church Officers, Church Socials (*w/ Pastor instead of Min. Music*), Deacons, Deacon Nominating (*w/ Pastor instead of Min. Ed*), Flower (*w/ Pastor instead of Min. Music*), Long-Range Planning (*w/ Pastor instead Minister of Ed or w/ Minister of Ed*), Lord's Supper (*w/ Pastor instead of Min. Music*), Missions (*w/ Pastor or w/ Minister of Ed*), Remembrance, Time of Need (*w/ Pastor instead of Min. Music or SrA Director*), University/College (*w/ Minister of Ed*), Ushers, Women's Ministry Council (*w/ Minister of Ed*), and fills in for the Pastor as assigned.

Job Objective

While keeping mindful of our church mission (***ALIVE! In The Power of God***), the Associate Pastor is responsible for assisting with the proclamation of the gospel of Jesus Christ through congregational worship, preparing and presenting of sermons, providing clergy services, leading congregational spiritual development, and providing pastoral care.

Minimum Qualifications

The individual must believe in Jesus Christ as Lord and Savior and be a current member of a **Baptist** Church and become a member of this church. Individual must possess a seminary degree from an accredited seminary, and possess a Bachelor degree (or higher). Five (5) years experience as a Minister in another church is (Pastor or Associate Pastor preferred). The individual must demonstrate the ability to preach effectively in a clear voice, understandable delivery, provide spiritually uplifting sermons; Biblically based, historically true, and with an appropriate sense of humor. Individual must demonstrate competency & orientation to detail, and possess good communication skills, and have ability to work well with people. The ability to build and maintain effective working relationships & rapport with members and staff is required.

Duties and Responsibilities

- Gospel of Jesus Christ
 - Assists with planning, arrangements, and implementation of worship services and worship events.
 - Assists with inspirational activities/events as assigned.
 - Prepares and delivers sermons as scheduled.
- Clergy Services
 - Assists with observance of church ordinances and sacraments.
 - Assists and/or conducts baptism services.
 - Assists and/or conducts wedding services.
 - Assists and/or conducts funeral services.
 - Assists and/or conducts grief follow-up.
- Pastoral Care
 - Leads hospitality programs (greeters, ushers, security team, etc.) of the church.
 - Leads daily devotion-line (a new voicemail box option that provides a daily devotion Monday – Friday) program.
 - Leads university/college ministry program.
 - Assists and provides an effective program of witnessing and care ministries for church members and the community.
 - Assists and provides hospital visitation, as well as shut-in visitation.
 - Assists with in-reach and outreach programs for members and prospects, and assigns church staff a weekly visitation schedule.
- Administrative
 - Never out of town when the Pastor is out of town.
 - Substitutes for Pastor as scheduled.
 - Works with deacons, church officers, and committees as they perform their assigned responsibilities.
 - Cooperates with associational, state, and denominational leaders in matters of mutual interest and concern.
 - Assists with keeping the congregation informed of denominational developments.
 - Assists with preparation of the pastoral ministry's annual budget in conjunction with the Budget Advisory Council.
- Performance Standards
 - Identifies/evaluates issues and makes accurate and timely decisions.
 - Exhibits positive commitment to the job and strives for personal improvement.
 - Open to and seeks new ideas and creative solutions.
 - Communicates clearly and accurately to staff, peers, and lay leaders.
 - Adapts to new people, ideas, and procedures in a changing environment.
 - Provides effective leadership to develop workers to accomplish goals.
 - Effectively uses available resources to produce efficient and realistic plans.
 - Effectively converses with employees and vendors in a Christian-like manner.
 - Builds and maintains effective working relationships and rapport with members and staff.

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First Baptist Church

Job Description

- Position:** Minister of Education / Discipleship
- Classification:** Full Time, Senior Staff, Exempt
- Page Range:** \$40,000-----\$60,000-----\$80,000
(Entry) (Midpoint) (Max)
- Reports To:** Pastor / Sr. Minister
- Evaluations Due:** Annually by Pastor and reviewed by the Personnel Committee.
- Supervises:** Director of Children Ministry and Director of Preschool Ministry, Lay leaders and volunteers.
- Physical Demands:** May require prolonged sitting, standing, bending, stretching, baptizing and lifting up to 30 pounds. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines and technical equipment. Requires normal and/or correctable range of hearing and vision.
- Work Conditions:** Work in church environment, involving contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and managing multiple tasks.
- Regular workweek is Sunday through Thursday, but can be adjusted for special events or needs of the church.
- Staff Liaison To:** Church Council, Church History, Missions, Nominating Committee, Recreation, Sunday School Council, University Planning, and as assigned.

Job Objective

While keeping mindful of our church mission (***ALIVE! In The Power of God***), the Minister of Education/Discipleship is responsible for the proclamation of the gospel of Jesus Christ through Biblical teachings, ministry opportunities, and to assist in pastoral care. The position is responsible for developing, managing & evaluating a comprehensive program of Christian education for every age and level of Christian maturation, with special emphasis on adult education.

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a **Baptist** Church and become a member of this church. Individual should possess a seminary degree from an accredited seminary (or be enrolled and actively pursuing a seminary degree), and possess a Bachelor's degree or higher. Five (5) years experience in church education is preferred. The individual must demonstrate professional knowledge and competence in leading Christian education programs. The ability to build and maintain effective working relationships and rapport with members and staff is required.

Duties and Responsibilities

- Gospel of Jesus Christ
 - Plans, conducts, and arranges for education/discipleship/mission events.
 - Prepares and delivers sermons when scheduled.
- Clergy Services
 - Performs church ordinances and sacraments as assigned.
 - Conducts baptism services, weddings, and funerals as assigned.
- Pastoral Care
 - Assists with witnessing and care ministries.
 - Assists with hospital visitation, as well as shut-in visitation.
 - Assists with inreach and outreach programs for members and prospects on a weekly basis.
- Educator
 - Develops a master plan of Christian education for all church members by establishing age appropriate learning goals with defined expectations; researches and selects appropriate curriculum, establishes a balanced curriculum of Bible study, and schedules/provides Christian ethics and doctrine study.
 - Coordinates Sunday School Council and all aspects of recruiting/training Sunday School teachers.
 - Coordinates new member orientation in conjunction with Sunday School.
 - Plans and promotes special educational events and training opportunities at times other than the Sunday School hour.
 - Teaches frequently or as a substitute for Sunday School.
 - Schedules outside speakers for the educational events when needed.
- Discipleship
 - Coordinates small group ministries.
 - Participates in evangelistic outreach and events.
 - Plans, establishes, and manages leadership development and training programs to enhance church members' ability to articulate their faith and Christian service.
 - Plans, establishes, and manages ministry opportunities.
- Administrative
 - Works with deacons, church officers, and committees as they perform their assigned responsibilities.
 - Cooperates with associational, state, and denominational leaders in matters of mutual interest and concern.
 - Coordinates with church librarian on media center services.
 - Assists with church members' time/talent/gift program and committee assignments.
 - Prepares the education/discipleship ministry annual budget in conjunction with the Budget Advisory Council.
- Performance Standards
 - Identifies/evaluates issues and makes accurate and timely decisions.
 - Exhibits positive commitment to the job and strives for personal improvement.
 - Open to and seeks new ideas and creative solutions.
 - Communicates clearly and accurately to staff, peers, and lay leaders.
 - Adapts to new people, ideas, and procedures in a changing environment.
 - Provides effective leadership to develop workers to accomplish goals.
 - Effectively uses available resources to produce efficient and realistic plans.
 - Effectively converses with employees and vendors in a Christian-like manner.
 - Builds and maintains effective working relationships and rapport with members and staff.

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First Baptist Church

Job Description

Position:	Minister of Music
Classification:	Full Time, Senior Staff, Exempt
Page Range:	\$40,000-----\$60,000-----\$80,000 (Entry) (Midpoint) (Max)
Reports To:	Pastor / Sr. Minister
Evaluations Due:	Annually by Pastor and reviewed by the Personnel Committee.
Supervises:	Pianist, Organist, Music Assistant, Choir(s), Choir Leaders, Ensembles, and guest musicians/performers.
Physical Demands:	May require prolonged sitting, standing, bending, stretching, baptizing and lifting up to 30 pounds. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines and technical equipment. Requires normal and/or correctable range of hearing and vision.
Work Conditions:	Work in church environment, involving contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and managing multiple tasks. Regular workweek is Sunday through Thursday, but can be adjusted for special events or needs of the church.
Staff Liaison To:	Church Socials, Flower Committee, Music Committee, Sunday School Council, Church Council, Worship Media, Ushers, and as assigned.

Job Objective

While keeping mindful of our church mission (***ALIVE! In The Power of God***), the Minister of Music is responsible for the proclamation of the gospel of Jesus Christ through worship services and music ministry opportunities, and to assist in pastoral care. The position is responsible for developing, managing and evaluating a comprehensive program of church music and graded choirs.

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a **Baptist** Church and become a member of this church. Individual should possess a seminary degree from an accredited seminary (or be enrolled and actively pursuing a seminary degree), and possess a Bachelor's degree or higher. Three years experience in church music ministry is preferred. The individual must demonstrate professional knowledge and competence in leading music ministry programs. The ability to build and maintain effective working relationships and rapport with members and staff is required.

Duties and Responsibilities

- Gospel of Jesus Christ
 - Plans, conducts, and arranges for music ministry programs and events.
 - Prepares and delivers special music programs.
- Clergy Services
 - Performs church ordinances and sacraments as assigned.
 - Conducts baptism services, weddings, and funerals as assigned.
- Pastoral Care
 - Assists with witnessing and care ministries.
 - Assists with hospital visitation, as well as shut-in visitation.
 - Assists with inreach and outreach programs for members and prospects on a weekly basis.
 - Assists with counseling needs of choir(s) and their family.
- Music & Worship Ministry
 - Develops the church's master plan of music ministries.
 - Involve and train individuals in musical ensembles or as soloists to utilize and develop their musical gifts and foster their spiritual growth.
 - Identify, enlist, and train prospective workers for music ministries.
 - Assists with planning Worship services.
 - Coordinates Music Committee and all aspects of recruiting/training Choir leaders and members.
 - Plans, conducts, and promotes special projects/trips for choir(s).
 - Schedules outside music leadership as needed.
 - Plans, establishes, and manages spiritual development and training programs to enhance choir's ability to articulate their faith and Christian service.
- Administrative
 - Works with deacons, church officers, and committees as they perform their assigned responsibilities.
 - Cooperates with associational, state, and denominational leaders in matters of mutual interest and concern.
 - Supervises the maintenance and addition to the music library, piano, organ, and musical instruments of the church.
 - Prepares the music ministry annual budget in conjunction with the Budget Advisory Council.
 - Monitors and reviews information on current music methods, materials, and promotion.
- Performance Standards
 - Identifies/evaluates issues and makes accurate and timely decisions.
 - Exhibits positive commitment to the job and strives for personal improvement.
 - Open to and seeks new ideas and creative solutions.
 - Communicates clearly and accurately to staff, peers, and lay leaders.
 - Adapts to new people, ideas, and procedures in a changing environment.
 - Provides effective leadership to develop workers to accomplish goals.
 - Effectively uses available resources to produce efficient and realistic plans.
 - Effectively converses with employees and vendors in a Christian-like manner.
 - Builds and maintains effective working relationships and rapport with members and staff.

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personnel committee and/or the church in business session.**

First Baptist Church

Job Description

- Position:** Minister of Youth
- Classification:** Full Time, Senior Staff, Exempt
- Page Range:** \$30,000-----\$50,000-----\$70,000
(Entry) (Midpoint) (Max)
- Reports To:** Pastor / Sr. Minister
(During Interim Period, the Youth Committee will serve as Supervisor.)
- Evaluations Due:** Annually by Pastor and reviewed by the Personnel Committee.
- Supervises:** Lay leaders and volunteers.
- Physical Demands:** May require prolonged sitting, standing, bending, stretching, baptizing and lifting up to 30 pounds. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines and technical equipment. Requires normal and/or correctable range of hearing and vision.
- Work Conditions:** Work in church environment, involving contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and managing multiple tasks.
- Regular workweek is Sunday through Thursday, but can be adjusted for special events or needs of the church.
- Staff Liaison To:** Youth Committee, Sunday School Council, Church Council, and as assigned.

Job Objective

While keeping mindful of our church mission (***ALIVE! In The Power of God***), the Minister of Youth is responsible for the proclamation of the gospel of Jesus Christ through Biblical teachings, ministry opportunities, and to assist in pastoral care with middle school and high school youth and their families. The position is responsible for developing, managing and evaluating a comprehensive program of youth ministries.

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a **Baptist** Church and become a member of this church. Individual should possess a seminary degree from an accredited seminary (or be enrolled and actively pursuing a seminary degree), and possess a Bachelor's degree or higher. Individual must demonstrate professional knowledge and competence in leading youth ministry programs. The ability to build and maintain effective working relationships and rapport with youth, parents, members of the congregation and staff is required.

Duties and Responsibilities

- Gospel of Jesus Christ
 - Plans, conducts, and arranges for youth ministry programs and events.
 - Prepares and delivers sermons when scheduled.
- Clergy Services
 - Performs church ordinances and sacraments as assigned.
 - Conducts baptism services, weddings, and funerals as assigned.
- Pastoral Care
 - Assists with witnessing and care ministries.
 - Assists with hospital visitation, as well as shut-in visitation.
 - Assists with inreach and outreach programs for members and prospects on a weekly basis.
 - Assists with counseling needs of youth and their family.
- Educator
 - Works with the church's master plan of Christian education.
 - Coordinates Youth Committee and Youth Council and all aspects of recruiting/training Youth teachers.
 - Plans, conducts, and promotes regular and special educational, recreational, and training opportunities.
 - Plans, conducts, and promotes special projects (trips, fellowships, seminars, VBS, etc.) for youth.
 - Schedules outside leaders for youth events when needed.
 - Plans, establishes, and manages spiritual development and training programs to enhance youth's ability to articulate their faith and Christian service.
- Administrative
 - Works with deacons, church officers, and committees as they perform their assigned responsibilities.
 - Cooperates with associational, state, and denominational leaders in matters of mutual interest and concern.
 - Assists with church members' time/talent/gift program and committee assignments.
 - Prepares the youth ministries' annual budget in conjunction with the Budget Advisory Council.
- Performance Standards
 - Identifies/evaluates issues and makes accurate and timely decisions.
 - Exhibits positive commitment to the job and strives for personal improvement.
 - Open to and seeks new ideas and creative solutions.
 - Communicates clearly and accurately to staff, peers, and lay leaders.
 - Adapts to new people, ideas, and procedures in a changing environment.
 - Provides effective leadership to develop workers to accomplish goals.
 - Effectively uses available resources to produce efficient and realistic plans.
 - Effectively converses with employees and vendors in a Christian-like manner.
 - Builds and maintains effective working relationships and rapport with members and staff.

**This list is not intended to be all-inclusive.
The employee will also perform other reasonably related business duties as agreed by the
personnel committee and/or the church in business session.**

First Baptist Church

Job Description

- Position:** Church Administrator
- Classification:** Full Time, Senior Staff, Exempt
- Page Range:** \$40,000-----\$60,000-----\$80,000
(Entry) (Midpoint) (Max)
- Reports To:** Pastor / Sr. Minister
- Evaluations Due:** Annually by Pastor and reviewed by the Personnel Committee.
- Supervises:** Finance Manager, Facilities Manager, Administrative/Secretarial Staff, and Food Service Staff.
- Physical Demands:** May require prolonged sitting, standing, bending, stretching, and lifting up to 30 pounds. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines and technical equipment. Requires normal and/or correctable range of hearing and vision.
- Work Conditions:** Work in church environment, involving contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and managing multiple tasks.
- Regular workweek is Monday through Friday, but can be adjusted for special events or needs of the church.
- Staff Liaison To:** Budget Advisory Council, Capital Campaign, Church Council, Constitution & By-Laws, Deacons, Estate Planning, Finance Committee, Food Services, Nominating Committee, Parking Lot Committee, Personnel Committee, Pictorial Directory, Property Committee, Stewardship, Transportation Committee, Trustees, and as assigned.

Job Objective

While keeping mindful of our church mission (*ALIVE! In The Power of God*), the Church Administrator is responsible for the general operations, financial affairs, and administrative matters of the church.

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a **Baptist** Church and be willing to become a member of this church. Individual must possess a Bachelor degree (or higher) and appropriate training to manage business and fiscal affairs; supervise office personnel, direct facility management, and food services. A minimum of 5 years experience in church and/or related environment is required. National Association of Church Business Administration (NACBA) certification preferred. The ability to build and maintain effective working relationships and rapport with members and staff is required.

Duties and Responsibilities

- Administration & Operations
 - Assists Pastor in administering all facets of the operation of the church.
 - Facilitates the church in planning, conducting, and evaluating a comprehensive plan of business operations for the church.
 - Serves as contract administration for the church.
 - Coordinates church-wide promotion, publicity, public relations.
 - Works with deacons, church officers, and committees as they perform their assigned responsibilities.
 - Serves as church ombudsman.
- Fiscal and legal
 - Oversees all fiscal operations of the church, and serves as resource person for legal and business matters.
 - Coordinates the preparation of the annual budget and directs the receipt and expenditure of all church funds.
 - Oversees financial records systems for the church.
- Human Resources
 - Administers employee benefits plan, and periodically reviews wage and salary structures, personnel practices and fringe benefits, and makes recommendations to the personnel committee.
 - Serves as personnel director (maintains employee records, hires/fires, recruitment & retention, and completes staff evaluation procedures).
- Property
 - Oversees the church calendar and the use of all church facilities church vehicles, equipment, and property.
 - Maintains an inventory of church property.
 - Acts as purchasing agent.
- Technology
 - Oversees computer network.
 - Selects automated systems including office machines and telephone systems.
- Performance Standards
 - Identifies/evaluates issues and makes accurate and timely decisions.
 - Exhibits positive commitment to the job and strives for personal improvement.
 - Open to and seeks new ideas and creative solutions.
 - Communicates clearly and accurately to staff, peers, and lay leaders.
 - Adapts to new people, ideas, and procedures in a changing environment.
 - Provides effective leadership to develop workers to accomplish goals.
 - Effectively uses available resources to produce efficient and realistic plans.
 - Effectively converses with employees and vendors in a Christian-like manner.
 - Builds and maintains effective working relationships and rapport with members and staff.

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personnel committee and/or the church in business session.**

First Baptist Church

Job Description

- Position:** Director of Children’s Ministry (Cradle through 5th Grade)
- Classification:** Full Time, Program Staff, Exempt
- Page Range:** \$25,000-----\$45,000-----\$65,000
(Entry) (Midpoint) (Max)
- Reports To:** Minister of Education & Discipleship
- Evaluations Due:** Annually by the Minister of Education & Discipleship and reviewed by the Pastor and Personnel Committee.
- Supervises:** Lay leaders and volunteer teachers, paid childcare, ministry intern
- Physical Demands:** May require prolonged sitting, standing, bending, stretching, and lifting up to 30 pounds. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines and technical equipment. Requires normal or correctable range of hearing and vision.
- Work Conditions:** Work in church environment, involving contact with staff and congregation members. Work requires meeting deadlines, maintaining technical expertise, and managing multiple tasks.
- Regular workweek is Sunday through Thursday, but can be adjusted for special events or needs of the church.
- Staff Liaison To:** Budget Advisory Council, Children Ministries Committee, Child Care Welfare Committee, Preschool Committee, Sunday School Council, WMU Council, Church Council, and as assigned.

Job Objective

While keeping mindful of our church mission (***ALIVE! In The Power of God***), the Director of Children Ministries is responsible for coordinating all aspects of providing ministry to children, cradle roll through grade 5.

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a **Baptist** Church and willing to become a member of this church. Individual should have completed or be currently pursuing a Bachelor’s degree, preferably with emphasis in child and family studies or primary education. Individual must demonstrate professional knowledge and competence in leading cradle through 5th grade ministry programs. Three years of childcare experience is required along with Infant/Child First Aid & CPR Certification. A TB Skin Test is also required. The ability to build and maintain effective working relationships and rapport with children, parents, and staff is required.

Duties and Responsibilities

➤ Children's Ministries

- Work with music, missions, and Sunday School leadership and the Minister of Education & Discipleship to coordinate children's programming.
- Encourage, recruit, and train volunteers to assist in Children's Ministries.
- Plan and coordinate/conduct Children's Church.
- Plan, develop, and implement summer activities for children (e.g. Vacation Bible School, Wacky Wednesdays, special events, summer camp, mission opportunities).
- Plan, develop, and implement activities for children during the school year (e.g. lock-ins, special events, fellowships).
- Plan, develop and implement children's discipleship programs throughout the year (e.g. TeamKID, Bible drill).
- Provide opportunities for parents of children to learn how to be the primary teachers of the faith for their children (programs, denominational events, and other opportunities).
- Keep staff aware of the needs of children and their families.
- Coordinate the development of a budget for Children's Ministries to be included in the church budget process each year.
- Coordinate the activities for Children's Ministries with the overall church calendar.
- Work with Minister of Education/Discipleship to order curriculum and purchase supplies.
- Assist other church staff members in specific program areas as needed and appropriate.

➤ Preschool Ministry

- Plans, conducts, and arranges for preschool ministry programs and events.
- Coordinates all aspects of recruiting/training preschool leadership.
- Plans, conducts, and promotes regular and special educational, recreational, and training opportunities.
- Plans, conducts, and promotes special projects (trips, fellowships, seminars, VBS, etc.) for preschool.
- Schedules outside leaders for preschool events when needed.
- Plans, establishes, and manages spiritual development and training programs to enhance preschoolers and their families' ability to articulate their faith and Christian service.
- Assists with counseling needs of preschoolers and their family as appropriate.
- Assists with witnessing and care ministries.
- Assists with hospital visitation of preschoolers and their family.
- Assists with inreach and outreach programs for preschoolers and their family and prospects on a weekly basis.

➤ Administration

- Coordinates staffing for nursery and preschool rooms for regular and special events.
 - 1) Provides a minimum of two (2) childcare workers per each room (based on adult/child ratio).
 - 2) Arranges for snacks when needed.
 - 3) Coordinates set-up/clean-up and sanitizing of nursery/preschool areas.
- Recruits volunteer and/or paid childcare workers for worship services and church special events.
- Coordinates with Church Administrator the paperwork needed for childcare workers (i.e., application, I-9, W-4, background check forms, etc.)
- Maintains an accurate list of childcare workers which include their name, address, phone number, and age. (Childcare workers must be at least 18 years old). Keeps an updated list on file with the Church Administrator and distributes this list upon request.

- Trains/re-trains and certifies each childcare worker using the materials provided by the education staff.
- Submits timesheets and/or special event fees to the Finance Office each week.
- Supervises the stocking of supplies each week.
- Prepares the children's ministry annual budget in conjunction with the Budget Advisory Council.

➤ Performance Standards

- Identifies/evaluates issues and makes accurate and timely decisions.
- Exhibits positive commitment to the job and strives for personal improvement.
- Open to and seeks new ideas and creative solutions.
- Communicates clearly and accurately to staff, peers, and lay leaders.
- Adapts to new people, ideas, and procedures in a changing environment.
- Provides effective leadership to develop workers to accomplish goals.
- Effectively uses available resources to produce efficient and realistic plans.
- Effectively converses with employees and vendors in a Christian-like manner.
- Builds and maintains effective working relationships and rapport with members and staff.

**This list is not intended to be all-inclusive.
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personnel committee and/or the church in business session.**

First Baptist Church

Job Description

- Position:** Director of Senior Adult Ministry
- Classification:** Part Time, Program Staff, Exempt
- Page Range:** \$15,000-----\$25,000-----\$35,000
(Entry) (Midpoint) (Max)
- Reports To:** Pastor (Future will report to Minister of Education)
- Evaluations Due:** Annually by Pastor/Church Administrator and reviewed by Personnel Committee.
- Supervises:** Lay leaders and volunteers.
- Physical Demands:** May require prolonged sitting, standing, bending, stretching, and lifting up to 30 pounds. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines and technical equipment. Requires normal and/or correctable range of hearing and vision.
- Work Conditions:** Work in church environment, involving contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and managing multiple tasks.
- Regular workweek is Sunday through Wednesday for 20 hours per week, but can be adjusted for special events or needs of the church.
- Staff Liaison To:** Metallic Club, Sr. Adult Council, Technology, Time of Need, Sunday School Council, Church Council, and as assigned.

Job Objective

While keeping mindful of our church mission (***ALIVE! In The Power of God***), the Director of Senior Adult Ministry is responsible for developing, managing and evaluating a comprehensive program of senior adult ministries.

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a **Baptist** Church and willing to become a member of this church. Individual should have completed or be currently pursuing a Bachelor's degree. Individual must demonstrate professional knowledge and competence in leading ministry programs. The ability to build and maintain effective working relationships and rapport with senior adults, members and staff is required.

Duties and Responsibilities

- Senior Adult Ministry
 - Plans, conducts, and arranges for senior adult ministry programs and events.
 - Coordinates Sr. Adult Council and Metallic Club and all aspects of recruiting/training Sr. Adult leadership.
 - Plans, conducts, and promotes regular and special educational, recreational, and training opportunities.
 - Plans, conducts, and promotes special projects (trips, fellowships, seminars, VBS, etc.) for senior adult.
 - Schedules outside leaders for senior adult events when needed.
 - Plans, establishes, and manages spiritual development and training programs to enhance senior adults' ability to articulate their faith and Christian service.
 - Assists with counseling needs of senior adults and their family as appropriate.
 - Assists with witnessing and care ministries.
 - Assists with hospital visitation, as well as shut-in visitation for senior adults.
 - Assists with inreach and outreach programs for senior adult members and prospects on a weekly basis.
- Administration
 - Works with the church's master plan of Christian education for senior adults.
 - Works with deacons, church officers, and committees as they perform their assigned responsibilities in relation to senior adults.
 - Cooperates with associational, state, and denominational leaders in matters of mutual interest and concern related to senior adults.
 - Assists with senior adult church members' time/talent/gift program and committee assignments.
 - Prepares the senior adult ministries' annual budget in conjunction with the Budget Advisory Council.
- Performance Standards
 - Identifies/evaluates issues and makes accurate and timely decisions.
 - Exhibits positive commitment to the job and strives for personal improvement.
 - Open to and seeks new ideas and creative solutions.
 - Communicates clearly and accurately to staff, peers, and lay leaders.
 - Adapts to new people, ideas, and procedures in a changing environment.
 - Provides effective leadership to develop workers to accomplish goals.
 - Effectively uses available resources to produce efficient and realistic plans.
 - Effectively converses with employees and vendors in a Christian-like manner.
 - Builds and maintains effective working relationships and rapport with members and staff.

**This list is not intended to be all-inclusive.
The employee will also perform other reasonably related business duties as agreed upon by the
personnel committee and/or the church in business session.**

First Baptist Church

Job Description

- Position:** Learning Center Director
- Classification:** Full-time, Program Staff, Exempt
- Page Range:** \$26,000-----\$52,000-----\$84,000
(Entry) (Midpoint) (Max)
- Reports To:** Director of Children’s Ministries and Minister of Education & Discipleship
- Evaluations Due:** Annually by Director of Children’s Ministries, Minister of Education & Discipleship and reviewed by the Pastor and Personnel Committee
- Supervises:** Lay Leaders, volunteer teachers, and paid Learning Center teachers
- Physical Demands:** May require prolonged sitting, standing, bending, stretching, and lifting up to 30 pounds. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines, and technical equipment. Requires normal or correctable range of hearing and vision.
- Work Conditions:** Work in church environment, involving contact with children, staff, congregation members, and Learning Center parents. Work requires meeting deadlines, maintaining technical expertise, and managing multiple tasks.
- Regular workweek is Sunday through Thursday up to 40 hours, but can be adjusted for special events or needs of the church or Learning Center.

Job Objective

While keeping mindful of our church mission (*ALIVE! In The Power of God*), the Learning Center Program Director/Assistant Director Preschool is responsible for all aspects of the Learning Center and assisting with the coordination of preschool ministries for children, ages birth to five.

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a Baptist church and willing to become a member of this church, understanding the mission of First Baptist Church. Individual must have completed or be currently pursuing a Bachelor’s degree, preferably with an emphasis in Childhood Education. Three years of childcare experience is required, along with infant/child first aid/ CPR certification and TB skin test. Individual must demonstrate professional knowledge and competence in leading preschool ministry programs. Individual should have the ability to build and maintain effective working relationships, and rapport with children, parents, and staff is required.

Duties and Responsibility

Learning Center Program Director

1. Supervise and evaluate Learning Center personnel.
2. Ensure that all Learning Center Staff have been probably screened and that procedures comply with church's child protection policy.
3. Work with Learning Center Council and First Baptist Church to set and implement goals for the Learning Center.
4. Communicate with and act as a liaison between church, staff, and parents.
5. Keep in compliance: Learning Center records, children's records, and employees' records.
6. Plan and conduct regular staff meetings.
7. Enroll children and collect program fees.
8. Plan and implement programs for parent education and family development.
9. Purchase and organize supplies and keep and update inventory of necessary equipment and materials to carry out program activities effectively.
10. Maintain contact with appropriate child development agencies.
11. Develop and present Learning Center Budget in cooperation with Learning Center Council.
12. Evaluate and improve curriculum of the Learning Center.
13. Aid each parent in better understanding of his/her child through monthly newsletters, parent/teacher meeting, and/or individual conferences.
14. Be able to substitute teach or secure substitute teachers in the absence of regular teachers.
15. Maintain positive relationships with other preschool ministry leaders of the church.

Performance Standards

1. Identifies/Evaluates issues and makes accurate and timely decisions.
2. Exhibits positive commitment to the job and strives for personal improvement.
3. Is open to and seeks new ideas and create solutions.
4. Communicates clearly and accurately to staff, peers, and lay leaders.
5. Adapts to new people, ideas, and procedures in a changing environment.
6. Provides effective leadership to develop workers to accomplish goals.
7. Effectively uses available resources to produce efficient and realistic.
8. Effectively converses with employees and vendors in a Christian manner.
9. Builds and maintains effective working relationships and rapport with members and staff.

This list is not intended to be all-inclusive.

The employee will also perform other reasonably related business duties as agreed by the personnel committee and/or the church in business session.

This list is not intended to be all inclusive. The employee will also perform other reasonable related business duties as agreed by the Personnel Committee and/or the church in business session.

First Baptist Church

Job Description – 08/29/2007

Position: Facility Manager

Classification: Full Time, Program Staff, Exempt

Pay Range: \$25,000 ----- \$35,000 ----- \$45,000
(Entry) (Midpoint) (Max)

Reports To: Church Administrator

Evaluations Due: Annually by the Church Administrator and reviewed by the Pastor and Personnel Committee.

Supervises: Custodial/Facilities Staff and Outside Facility Vendors

Physical Demands: May require prolonged sitting, standing, bending, stretching, and lifting up to 60 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, technical equipment and a variety of hand and power tools. The ability to climb and work on ladders or equipment is required as is crawling and working in confined areas. Requires normal and/or correctable range of hearing and vision.

Work Conditions: Work includes indoor and outdoor duties in a church environment and contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and managing multiple tasks.

Regular workweek is Monday through Friday, but can be adjusted for special events or needs of the church.

Staff Liaison To: Food Services, Grounds Committee, Parking Lot Committee, Property Committee, Transportation Committee, Worship Media Committee, and others as assigned.

Job Objective

While keeping mindful of our church mission (*ALIVE! In The Power of God*), the Facility Manager is responsible for the housekeeping, maintenance, and security of all church buildings, grounds, equipment and property.

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a Protestant Church. Individual must possess the appropriate training and methodology for: 1) facility housekeeping and maintenance, 2) supervision of facility personnel, 3) facility management for facilities in excess of 20,000 square feet. A minimum of 5 years related experience is required. National Association of Church Facility Management (NACFM) certification preferred. The ability to build and maintain effective working relationships and rapport with members and staff is required.

Duties and Responsibilities

- Facility Operations
 - Plans, conducts and evaluates a program of systematic housekeeping.
 - Plans, conducts and evaluates a program of planned maintenance of all facility equipment, grounds and property (including church vehicles).
 - Plans, submits, and administers an annual comprehensive grounds and facility operations plan.
 - Serves as first contact for outside vendors for facility management.
 - Assists deacons, church officers, and committees as they perform their assigned responsibilities.
 - Plans, oversees, and conducts church-wide property workdays.
 - Works with outside vendors, facility staff and/or volunteers to maintain the following:
 - Electric, lighting, plumbing, HVAC
 - Security, fire/smoke controls, telecommunications, refrigeration
 - Flooring, roofing, foundation
 - Grounds
 - Parking

- Administration
 - Schedules housekeeping in response to general and special church calendar events.
 - Recommends custodial/facility staffing (including employment and termination).
 - Maintains custody of church master keys and securing devices.
 - Conducts safety and security inspections; assures facility is OSHA compliant.
 - Corrects routine problems; recommends corrective action.
 - Maintains up-to-date inventory of all church property.
 - Develops and maintains a plan of energy-efficiency use.
 - Submits annual budget needs in conjunction with the Budget Advisory Council.

- Performance Standards
 - Identifies/evaluates issues and makes accurate and timely decisions.
 - Exhibits positive commitment to the job and strives for personal improvement.
 - Open to and seeks new ideas and creative solutions.
 - Communicates clearly and accurately to staff, peers, and lay leaders.
 - Adapts to new people, ideas, and procedures in a changing environment.
 - Provides effective leadership to develop workers to accomplish goals.
 - Effectively uses available resources to produce efficient and realistic plans.
 - Effectively converses with employees and vendors in a Christian-like manner.
 - Builds and maintains effective working relationships and rapport with members and staff.

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personnel committee and/or the church in business session.**

08/29/2007

First Baptist Church

Job Description

Position: Financial Manager

Classification: Full Time, Program Staff, Exempt

Page Range: \$25,000-----\$40,000-----\$55,000
(Entry) (Midpoint) (Max)

Reports To: Church Administrator

Evaluations Due: Annually by Church Administrator and reviewed by the Pastor and Personnel Committee.

Supervises: Counters, and as assigned.

Physical Demands: May require prolonged bending, climbing, sitting, standing, stretching, and lifting up to 30 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines and technical equipment. Requires normal and/or correctable range of hearing and vision.

Work Conditions: Work in church environment, involving contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and having multiple managing tasks.

Regular workweek is Monday through Friday, but can be adjusted for special events or needs of the church.

Staff Liaison To: Finance Committee, Money Counting Committee, Budget Advisory Council, and as assigned.

Job Objective

While keeping mindful of our church mission (***ALIVE! In The Power of God***), the Financial Manager maintains accounting/fiscal records of the church, prepares monthly financial statements, maintains contribution records, and assists with general operations as assigned.

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a Protestant Church.

Individual must possess a Bachelor degree (or higher) and/or appropriate training of three years in accounting, business and finance. The ability to build and maintain effective working relationships and rapport with members and staff is required.

Duties and Responsibilities

➤ **Financial**

- Maintains all financial records/financial record systems of the church.
- Oversees Money Counting Committee and bank deposits.
- Completes daily computer backup of church database.
- Reconciles church bank accounts.
- Prepares accounts payable checks and distributes once signed.
- Posts all contributions and prepares quarterly contribution statements for distribution.
- Prepares monthly financial report and submits to the Finance Committee.
- Assists the Church Administrator with the fiscal affairs of the church as directed.

➤ **Payroll**

- Prepares payroll checks and distributes once signed.
- Maintains payroll files, and completes payroll tax filings/quarterly tax returns, year-end returns, W-2s, and 1099s.

➤ **Administration**

- Works with outside auditors for the annual audit of church records.
- Coordinates benevolence assistance programs.
- Maintains strictest confidentiality of member pledge and contribution records.
- Secures area before departure each day.

➤ **Performance Standards**

- Identifies/evaluates issues and makes accurate and timely decisions.
- Exhibits positive commitment to the job and strives for personal improvement.
- Open to and seeks new ideas and creative solutions.
- Communicates clearly and accurately to staff, peers, and lay leaders.
- Adapts to new people, ideas, and procedures in a changing environment.
- Provides effective leadership to develop workers to accomplish goals.
- Effectively uses available resources to produce efficient and realistic plans.
- Effectively converses with employees and vendors in a Christian-like manner.
- Builds and maintains effective working relationships and rapport with members and staff.

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First Baptist Church

Job Description

Position:	Technology & Communications Manager
Classification:	Full Time, Program Staff, Exempt
Page Range:	\$25,000-----\$38,000-----\$50,000 (Entry) (Midpoint) (Max)
Reports To:	Church Administrator
Evaluations Due:	Annually by Supervisor with input from Senior Staff
Supervises:	Coordinates Volunteer, Paid Assistant(s), Vendors, and TBD per Assignment/Project
Physical Demands:	Requires prolonged sitting, standing, bending, stretching, and lifting up to 30 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines and technical equipment. Requires normal and/or correctable range of hearing and vision.
Work Conditions:	Work in office environment, involving contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and having multiple tasks. Regular workweek is Monday through Friday, but can be adjusted for special events or needs of the church.
Staff Liaison:	Public Relations Committee, Technology Committee, Worship Media Committee, Worship Planning, and as assigned.

Job Objective

While keeping mindful of our church mission (***ALIVE! In The Power of God***), the Technology & Communications Manager is responsible for the desktop tasks for church-wide publications/communiqués and the technical support for church computer network, website, and onsite technology requirements.

Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a Protestant Church and willing to become a member of this church. Minimum of 3 years experience in church related environment. Individual must demonstrate competency and be able to perform each essential task satisfactorily. The ability to build and maintain effective working relationships & rapport with members and staff is required.

Duties and Responsibilities

- **Public Relations & Communications**
 - Serves as Webmaster to church website.
 - Prepares camera-ready copy for worship bulletins.
 - Prepares camera-ready copy for church-wide newsletter.
 - Coordinates church-wide templates for publications.
 - Reviews all scheduled internal/external publications prior to publication/distribution.
 - Assists with preparation of ministry-group brochure (when available).
 - Assists with church-wide promotion, publicity, public relations projects.

- **Technology**
 - Become familiar with all network-technical systems.
 - Performs necessary maintenance (preventative & corrective) of technical systems.
 - Troubleshoots as needed and/or coordinate with outside vendors.
 - Recommends software/hardware upgrades and replacement as needed.
 - Assures that appropriate backups and recovery procedures are in place at all times.
 - Provide power-point support for church-wide events and special events when available.
 - Provide software/hardware training to staff as needed.
 - Assists with selection of automated systems including office machines and telephone systems.

- **Administrative**
 - Recruits, trains, and schedules volunteer and paid help as needed.
 - Prepares and maintains automated systems and software/hardware maintenance log and replacement schedule.
 - Meets with and works in collaboration with ministerial team on a weekly basis.
 - Secures area (including network room) before departure each day.

- **Performance Standards**
 - Identifies/evaluates issues and makes accurate and timely decisions.
 - Exhibits positive commitment to the job and strives for personal improvement.
 - Open to and seeks new ideas and creative solutions.
 - Communicates clearly and accurately to staff, peers, and lay leaders.
 - Adapts to new people, ideas, and procedures in a changing environment.
 - Provides effective leadership to develop workers to accomplish goals.
 - Effectively uses available resources to produce efficient and realistic plans.
 - Effectively converses with employees and vendors in a Christian-like manner.
 - Builds and maintains effective working relationships and rapport with members and staff.

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personnel committee and/or the church in business session.**

First Baptist Church

Job Description – 09/23/2008

Position: Organist

Classification: Part Time, Program Staff, Non-Exempt

Pay Range: \$7.69/hour-----\$15.38/hour-----\$30.76/hour
(Entry) (Midpoint) (Max)

Reports To: Minister of Music

Evaluations Due: Annually by the Minister of Music and reviewed by the Pastor and Personnel Committee.

Supervises: As assigned.

Physical Demands: May require prolonged sitting, standing, bending, stretching, and lifting up to 30 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines and technical equipment. Requires normal and/or correctable range of hearing and vision.

Work Conditions: Work in church environment, involving contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and completing multiple tasks.

Regular workweek includes Sundays and Wednesdays, but can be adjusted for rehearsals, special events or needs of the church.

Staff Liaison To: Choir(s), Music Committee, and other committees and organizations as assigned.

Job Objective

While keeping mindful of our church mission (***ALIVE! In The Power of God***), the Organist assists and supports the music ministry, plays organ and/or piano as scheduled for church services and rehearsals. The music will include, but is not limited to, accompaniments, preludes, postludes, and offertories. The position is responsible for assisting with the developing, managing and evaluating a comprehensive program of church music and graded choirs.

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a Protestant Church. Individual must possess a music degree (Bachelor degree or higher) with a minimum of three (3) years organ experience required. Additionally, piano experience is desired. The individual must demonstrate the gift of music and the ability to accompany music ministry programs. The ability to build and maintain effective working relationships and rapport with members and staff is required.

Duties and Responsibilities

- **Music & Worship Ministry**
 - Assists the Minister of Music efforts to enhance choir's ability to articulate their faith and Christian service.
 - Assists with planning Worship services.
 - Plays the organ for worship services and/or special events as scheduled.
 - Available to play the piano for worship services and/or special events as scheduled.
 - Plays for ensemble rehearsal and/or performance as scheduled.
 - Plays for revivals or weddings at the church (additional remuneration per church policy).
 - Plays for funerals as scheduled.
 - Informs Music Ministry of organ tuning/special tuning needs.

- **Administrative**
 - Assists the Minister of Music with the church's master plan of music ministries.
 - Maintains a regular schedule of practice in order to keep skills sharp.
 - Schedules times of rehearsal with the pianists and accompanists.
 - Routes purchase requests for music supplies, files, etc. through the Music and Worship Assistant.
 - Works closely with the Pianist and Music Worship Assistant to ensure serving the church joyously in God's service.

- **Performance Standards**
 - Identifies/evaluates issues and makes accurate and timely decisions.
 - Exhibits positive commitment to the job and strives for personal improvement.
 - Open to and seeks new ideas and creative solutions.
 - Communicates clearly and accurately to staff, peers, and lay leaders.
 - Adapts to new people, ideas, and procedures in a changing environment.
 - Provides effective leadership to develop workers to accomplish goals.
 - Effectively uses available resources to produce efficient and realistic plans.
 - Effectively converses with employees and vendors in a Christian-like manner.
 - Builds and maintains effective working relationships and rapport with members and staff.

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First Baptist Church

Job Description – 09/23/2008

<i>Position:</i>	Pianist
<i>Classification:</i>	Part Time, Program Staff, Non-Exempt
<i>Reports To:</i>	Minister of Music
<i>Pay Range:</i>	\$7.69/hour - \$15.38/hour - \$30.76/hour (Entry) (Midpoint) (Max)
<i>Evaluations Due:</i>	Annually by the Minister of Music and reviewed by the Pastor and Personnel Committee.
<i>Supervises:</i>	As assigned.
<i>Physical Demands:</i>	May require prolonged sitting, standing, bending, stretching, and lifting up to 30 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines and technical equipment. Requires normal and/or correctable range of hearing and vision.
<i>Work Conditions:</i>	Work in church environment, involving contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and completing multiple tasks. Regular workweek consists of up to ten (10) hours per workweek as assigned, (including Sundays and Wednesdays), but can be adjusted for rehearsals, special events or needs of the church.
<i>Staff Liaison To:</i>	Choir(s), Music Committee, and other committees and organizations as assigned.

Job Objective

The Pianist assists and supports the music ministry, and plays piano as scheduled for church services and rehearsals. The music will include, but is not limited to, accompaniments, preludes, postludes, and offertories. The position is responsible for assisting with the developing, managing and evaluating a comprehensive program of church music and graded choirs.

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a Protestant Church. Individual must possess a music degree (Bachelor degree or higher) with a minimum of three (3) years piano experience required. The individual must demonstrate the gift of music and the ability to accompany music ministry programs. The ability to build and maintain effective working relationships and rapport with members and staff is required.

Duties and Responsibilities

- Music & Worship Ministry
 - Assists the Minister of Music efforts to enhance choir's ability to articulate their faith and Christian service.
 - Assists with planning Worship services.
 - Plays the piano for worship services and/or special events as scheduled.
 - Plays for ensemble rehearsal and/or performance as scheduled.
 - Plays for revivals or weddings at the church (additional remuneration per church policy).
 - Plays for funerals as scheduled.
 - Informs Music Ministry of piano tuning/special tuning needs.

- Administrative
 - Assists the Minister of Music with the church's master plan of music ministries.
 - Maintains a regular schedule of practice in order to keep skills sharp.
 - Schedules times of rehearsal with the pianists and accompanists.
 - Routes purchase requests for music supplies, files, etc. through the Music & Worship Assistant.
 - Works closely with the Organist and Music & Worship Assistant to ensure serving the church joyously in God's service.

- Performance Standards
 - Identifies/evaluates issues and makes accurate and timely decisions.
 - Exhibits positive commitment to the job and strives for personal improvement.
 - Open to and seeks new ideas and creative solutions.
 - Communicates clearly and accurately to staff, peers, and lay leaders.
 - Adapts to new people, ideas, and procedures in a changing environment.
 - Provides effective leadership to develop workers to accomplish goals.
 - Effectively uses available resources to produce efficient and realistic plans.
 - Effectively converses with employees and vendors in a Christian-like manner.
 - Builds and maintains effective working relationships and rapport with members and staff.

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personnel committee and/or the church in business session.**

First Baptist Church
Job Description – 9/23/2008

Position:	Assistant Director of Music Ministries
Classification:	Part Time, Program Staff, Non-Exempt
Pay Range:	\$7.69/hour -----\$15.38/hour-----\$30.76/hour (Entry) (Midpoint) (Max)
Reports To:	Minister of Music / Church Administrator
Evaluations Due:	Annually by Supervisor and reviewed by the Personnel Committee.
Supervises:	Preschool and Children’s Music Directors, Assists in leading Choirs, Orchestra, and Worship Media Volunteers.
Physical Demands:	May require prolonged sitting, standing, bending, stretching, baptizing and lifting up to 30 pounds. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines, technical and musical equipment. Requires normal and/or correctable range of hearing and vision.
Work Conditions:	Work in church environment, involving contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and managing multiple tasks. Regular workweek consists of up to twenty (20) hours per workweek as assigned, but can be adjusted for special events or needs of the church.
Staff Liaison To:	Music Committee, Worship Media Committee, Children’s & Preschool Committee, and as assigned.

Job Objective

While keeping mindful of our church mission (**ALIVE! In The Power of God**), the Assistant Director of Music Ministries is responsible for assisting the Minister of Music in developing, managing and evaluating a comprehensive program of Christ-centered and life changing worship in church music for the Children’s and Preschool ministries.

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a Protestant Church. Individual should possess an undergraduate degree from an accredited institution specializing in children’s music education. Three years experience in church music ministry is preferred. The individual must demonstrate professional knowledge and competence in leading vocal and instrumental music ministry programs.

Duties and Responsibilities

- Music & Worship Ministry.
 - Responsible for the enlistment, training, and coordination of the graded music groups and orchestra..
 - Researches and selects literature for graded music groups.
 - Prepares, directs, and schedules rehearsals for graded music groups and orchestra.
 - Conducts and/or assists with rehearsal and performances as assigned.
- Administrative
 - Cooperates with associational, state, and denominational leaders in matters of mutual interest and concern.
 - Oversees the maintenance and addition to the music library for Children's and Preschool ministries equipment and music.
 - Assists with the preparation and distribution of materials for graded music groups and orchestra.
 - Assists with the preparation of the music ministry annual budget for graded choirs in conjunction with the Budget Advisory Council.
 - Monitors and reviews information on current music methods, materials, and promotion. This includes staying abreast of worship resources as they become available; and the ability to communicate such resources with the appropriate lay leaders.
- Performance Standards
 - Identifies/evaluates issues and makes accurate and timely decisions.
 - Exhibits positive commitment to the job and strives for personal improvement.
 - Open to and seeks new ideas and creative solutions.
 - Communicates clearly and accurately to staff, peers, and lay leaders.
 - Adapts to new people, ideas, and procedures in a changing environment.
 - Provides effective leadership to develop workers to accomplish goals.
 - Effectively uses available resources to produce efficient and realistic plans.
 - Effectively converses with employees and vendors in a Christian-like manner.
 - Builds and maintains effective working relationships and rapport with members and staff.

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The employee will also perform other reasonably related business duties as agreed by the
personnel committee and/or the church in business session.**

First Baptist Church

Job Description

Position: Education Assistant

Classification: Part Time, Support Staff, Non-exempt

Pay Range: \$7.21/hour----- \$12.00/hour-----\$16.80/hour
(Entry) (Midpoint) (Max)

The beginning range for 2007 is \$7.21 – \$8.50.

Reports To: Church Administrator

Evaluations Due: Annually by Church Administrator and Minister of Ed/Discipleship and reviewed by the Pastor and Personnel Committee.

Supervises: None

Physical Demands: May require prolonged sitting, standing, bending, stretching, and lifting up to 30 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines and technical equipment. Requires normal and/or correctable range of hearing and vision.

Work Conditions: Work in church environment, involving contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and completing multiple tasks.

Regular workweek is xday through xday (up to 30-hours per workweek).

Staff Liaison To: See Minister of Ed/Discipleship Job Description.

Job Objective

While keeping mindful of our church mission (**ALIVE! In The Power of God**), the Education Assistant provides secretarial and administrative services and performs office duties, multi-tasking which includes the greeting of visitors and guests by telephone and in the church office.

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a Protestant Church. The position requires a minimum of three years experience and an associate degree or High School diploma or equivalent. Computer literacy and the ability to type 60 words a minute is required.

Duties and Responsibilities

- Membership & Attendance
 - Attendance for Sunday School, Discipleship Classes, and Wednesday Night Missions
 - Post attendance weekly.
 - Print attendance rolls, rosters, and reports as needed.
 - Assists Sr. Ministries Associate when membership rolls need revision.
- Curriculum and Literature
 - Compiles order list for each area of Sunday School and Discipleship classes and forwards to the Minister of Ed/Discipleship for approval.
 - Prepares Vacation Bible School enrollment cards, rosters, and mailers.
 - Prepares Sunday school folders and drawers for weekly distribution.
 - Provides administrative support for newsletters, calendars, and other mailers as needed.
- Administrative
 - Makes ready the Welcome Centers and Volunteer Workroom in preparation for each Sunday.
 - Serves as backup to other administrative staff as needed.
 - Provides administrative and committee support (mails notices, newsletters, makes copies, etc.).
 - Assists in church wide mailings (including the weekly newsletter).
 - Secures work area before departure.
- Performance Standards
 - Identifies/evaluates issues and makes accurate and timely decisions.
 - Exhibits positive commitment to the job and strives for personal improvement.
 - Open to and seeks new ideas and creative solutions.
 - Communicates clearly and accurately to staff, peers, and lay leaders.
 - Adapts to new people, ideas, and procedures in a changing environment.
 - Provides effective leadership to develop workers to accomplish goals.
 - Effectively uses available resources to produce efficient and realistic plans.
 - Effectively converses with employees and vendors in a Christian-like manner.
 - Builds and maintains effective working relationships and rapport with members and staff.

**This list is not intended to be all-inclusive.
The employee will also perform other reasonably related business duties as assigned by
supervisor and/or designee.**

First Baptist Church

Job Description

- Position:** Music & Worship Assistant
- Classification:** Part Time, Support Staff, Non-exempt
- Pay Range:** \$7.21/hour - \$12.00/hour - \$16.80/hour (depending on experience/skill)
(Entry) (Midpoint) (Max)
- The beginning range for 2007 is \$7.21 – \$8.50.
- Reports To:** Church Administrator and Minister of Music
- Evaluations Due:** Annually by Church Administrator and Minister of Music and reviewed by the Pastor and Personnel Committee.
- Supervises:** None
- Physical Demands:** May require prolonged sitting, standing, bending, stretching, and lifting up to 30 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines and technical equipment. Requires normal and/or correctable range of hearing and vision.
- Work Conditions:** Work in church environment, involving contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and completing multiple tasks.
- Regular workweek is Monday through Thursday (up to 30-hours)
- Staff Liaison To:** See Minister of Music’s job description.

Job Objective

While keeping mindful of our church mission (**ALIVE! In The Power of God**), the Music & Worship Assistant provides secretarial and administrative services and performs office duties, multi-tasking which includes the greeting of visitors and guests by telephone and in the church offices.

Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a Protestant Church. Prior experience and/or skill as a musician is preferred. The position requires a minimum three years experience and an Associate Degree or High School Diploma or equivalent. Computer literacy and the ability to type 60 words a minute is required.

Duties and Responsibilities

- Music
 - Catalogs all music that is received (stamp, count, file).
 - Distributes music to be sung into choir member's folders.
 - Ensures director has all music required for weekly rehearsals.
 - Removes music /re-file/document performance of each anthem.
 - Maintains Church Music Master (computerization of music library).
 - Pulls music no longer needed to be shipped to Young's Music in PA.
 - Maintains music calendar and place all activities on church calendar. Coordinate special room/food/childcare requests.
 - Tracks instrument tuning/maintenance.
 - Maintains music equipment inventory.
 - Designs and publish Choir Directory.
 - Ensures adequate supplies for Christmas Eve service (candles and cups).
- Choir Support
 - General
 - Posts attendance; updates rolls; prints monthly attendance rolls.
 - Mails/e-mail choral announcements as needed.
 - Children's Choirs
 - Helps secure substitutes and/or choir workers;
 - Distributes materials as received.
 - Provides administrative support for rehearsals for Fall/Spring music programs.
 - Assists with end-of-year appreciation meal for workers.
 - Adult Music Ministry
 - Maintains robe/folder assignments.
 - Distributes robe, folder, and music to new members.
 - Provides administrative support for "M&M Minutes" weekly for Sanctuary Choir.
 - Provides administrative support for the Sunday Snack Supper Schedule for P&W Choir.
- Administrative
 - Provides administrative support for volunteer recruitment/assignments for music ministries.
 - Serves as the backup to other administrative assistants.
 - Secures work area before departure.
- Performance Standards
 - Identifies/evaluates issues and makes accurate and timely decisions.
 - Exhibits positive commitment to the job and strives for personal improvement.
 - Open to and seeks new ideas and creative solutions.
 - Communicates clearly and accurately to staff, peers, and lay leaders.
 - Adapts to new people, ideas, and procedures in a changing environment.
 - Provides effective leadership to develop workers to accomplish goals.
 - Effectively uses available resources to produce efficient and realistic plans.
 - Effectively converses with employees and vendors in a Christian-like manner.
 - Builds and maintains effective working relationships and rapport with members and staff.

**This list is not intended to be all-inclusive.
The employee will also perform other reasonably related business duties as assigned by
supervisor and/or designee.**

First Baptist Church

Job Description

Position:	Senior Ministries Associate
Classification:	Part Time, Support Staff, Non-exempt
Page Range:	\$10.58/hour-----\$15.38/hour-----\$20.19/hour (Entry) (Midpoint) (Max)
Reports To:	Pastor & Associate Pastor/Church Administrator
Evaluations Due:	Annually by Pastor & Associate Pastor/Church Administrator and reviewed by the Personnel Committee.
Supervises:	None
Physical Demands:	May require prolonged sitting, standing, bending, stretching, and lifting up to 30 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines and technical equipment. Requires normal and/or correctable range of hearing and vision.
Work Conditions:	Work in church environment, involving contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and completing multiple tasks. Regular workweek is Monday through Thursday (8AM – 1PM).
Staff Liaison To:	None

Job Objective

While keeping mindful of our church mission (*ALIVE! In The Power of God*), the Sr. Ministries Associate provides secretarial and administrative services to the pastor and other senior ministerial staff.

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a Protestant Church. The position requires a minimum of five years office experience and an Associate Degree or High School Diploma or equivalent. Computer literacy and the ability to type 60 words a minute are required. The ability to build and maintain effective working relationships & rapport with congregation members and staff is required.

Duties and Responsibilities

- Pastoral Support
 - Maintains **Pastors'** calendar and schedule
 - Types, transcribes, files church records and provides general secretarial duties required by the **Pastors'** and/or senior ministerial staff.
 - Utilizes membership database to prepare reports/rosters/labels as needed.
 - Prepares and distributes pastor mailings as directed.

- Administrative
 - Serves as backup to other administrative support staff.
 - Preps the First Family Focus for distribution.
 - Assists in church wide mailings.
 - Secures work area before departure.

- Performance Standards
 - Identifies/evaluates issues and makes accurate and timely decisions.
 - Exhibits positive commitment to the job and strives for personal improvement.
 - Open to and seeks new ideas and creative solutions.
 - Communicates clearly and accurately to staff, peers, and lay leaders.
 - Adapts to new people, ideas, and procedures in a changing environment.
 - Provides effective leadership to develop workers to accomplish goals.
 - Effectively uses available resources to produce efficient and realistic plans.
 - Effectively converses with employees and vendors in a Christian-like manner.
 - Builds and maintains effective working relationships and rapport with members and staff.

**This list is not intended to be all-inclusive.
The employee will also perform other reasonably related business duties as assigned by
supervisor and/or designee.**

First Baptist Church

Job Description

- Position:** Preschool Assistant [DRAFT – 10/08/08](#)
- Classification:** Part-time, Support Staff, Non-Exempt
- Pay Range:** \$8.00/hr-----\$12.00/hr-----\$17.00/hr
(Entry) (Midpoint) (Max)
- Reports To:** Church Administrator and Director of Children’s & Preschool Ministries
- Evaluations Due:** Annually by supervisor and reviewed by the Pastor and Personnel Committee
- Supervises:** Lay Leaders, volunteer teachers, and as assigned
- Physical Demands:** May require prolonged sitting, standing, bending, stretching, and lifting up to 30 pounds. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines, and technical equipment. Requires normal or correctable range of hearing and vision.
- Work Conditions:** The workplace is a church environment, involving contact with children, staff, and congregation members. The workplace requires meeting deadlines, maintaining technical expertise, and managing multiple tasks.
- Regular workweek is Sunday, Wednesday, and Friday up to 15 hours, but can be adjusted for special events or needs of the church with supervisor approval.

Job Objective

While keeping mindful of our church mission (*ALIVE! In The Power of God*), the Preschool Assistant is responsible for assisting with all administrative aspects of Preschool Ministries (children – ages birth to five).

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a local Protestant church and willing to become a member of this church. Minimum requirements include a combination of High School Diploma, previous church program experience, and two years of childcare experience infant/child first aid/ CPR certification, and TB skin test. Individual must demonstrate professional knowledge and competence with preschool ministry programs.

Duties and Responsibility

Preschool Ministry Assistant

1. Assists with the administrative coordination and planning of all preschool programming which includes:
 - Sunday School programming
 - Music programming
 - Missions programming
 - Discipleship programming
 - Summer programming
 - VBS programming
 - Special event programming
 - Recruitment and training of volunteers for preschool ministries as assigned.
2. Identifies classroom needs.
3. Maintains inventory supplies and curriculum.
4. Submits information for preschool newsletter, preschool calendar, and submits like information for the church at large publications.
5. Creates and sends meeting reminders, special cards, and volunteer notices.
6. Keeps staff aware of needs of preschoolers and families.
7. Attends team meetings and staff meetings that affect preschool ministries.
8. Assists others (staff members & laity) in specific program areas as scheduled.

Performance Standards

10. Identifies/Evaluates issues and makes accurate and timely decisions.
11. Exhibits positive commitment to the job and strives for personal improvement.
12. Is open to and seeks new ideas and create solutions.
13. Communicates clearly and accurately to staff, peers, and lay leaders.
14. Adapts to new people, ideas, and procedures in a changing environment.
15. Provides effective leadership to develop workers to accomplish goals.
16. Effectively uses available resources to produce efficient and realistic plans.
17. Effectively converses with employees and vendors in a Christian manner.
18. Builds and maintains effective working relationships and rapport with members and staff.

**This list is not intended to be all-inclusive.
The employee will also perform other reasonably related business duties as agreed by the
personnel committee and/or the church in business session.**

First Baptist Church

Job Description

Position:	Front Desk Assistant/Youth Ministries Assistant
Classification:	Full-Time, Support Staff, Non-exempt
Page Range:	\$7.21/hour-----\$12.00/hour-----\$16.80/hour (Entry) (Midpoint) (Max)
Reports To:	Church Administrator
Evaluations Due:	Annually by Church Administrator and reviewed by the Pastor and Personnel Committee.
Supervises:	None
Physical Demands:	May require prolonged sitting, standing, bending, stretching, and lifting up to 30 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines and technical equipment. Requires normal and/or correctable range of hearing and vision.
Work Conditions:	Work in church environment, involving contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and completing multiple tasks. Regular workweek is Monday through Friday.
Staff Liaison To:	None

Job Objective

While keeping mindful of our church mission (*ALIVE! In The Power of God*), the Front Desk Assistant/Receptionist is the first point of contact to the church for the telephone calls or walk-in visitors. He/she will also perform administrative and support services as assigned.

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a Protestant Church. The position requires a minimum Associate Degree or high school diploma or equivalent with at least three (3) years office experience. Computer literacy and the ability to type 60 words a minute are required. The ability to build and maintain effective working relationships & rapport with members and staff is required.

Duties and Responsibilities

- Reception
 - Answers incoming calls and processes calls appropriately.
 - Receives all visitors to the church office and announces visitor arrival to the appropriate party.
 - Operates phone system that includes auto attendant, voice mail, call forwarding, paging, intercom system, etc.
 - Operates church security system.

- Ministry Support
 - Processes the Sunday visitor log and prepares Sunday report to staff each week.
 - Processes reservations for weekly events and special events.
 - Assists in calling weekly drivers for the church vehicles for the Grocery Run and Sunday Shuttles.
 - Accesses the church database system so that he/she can help complete projects.
 - Assists with church mailings and special projects.

- Administrative
 - Provides limited backup assistance to administrative assistants.
 - Distributes incoming/outgoing mail (and sets postage meter each day).
 - Maintains effective working relationships & rapport with staff and congregation.
 - Secures work area before departure.

- Performance Standards
 - Identifies/evaluates issues and makes accurate and timely decisions.
 - Exhibits positive commitment to the job and strives for personal improvement.
 - Open to and seeks new ideas and creative solutions.
 - Communicates clearly and accurately to staff, peers, and lay leaders.
 - Adapts to new people, ideas, and procedures in a changing environment.
 - Provides effective leadership to develop workers to accomplish goals.
 - Effectively uses available resources to produce efficient and realistic plans.
 - Effectively converses with employees and vendors in a Christian-like manner.
 - Builds and maintains effective working relationships and rapport with members and staff.

**This list is not intended to be all-inclusive.
The employee will also perform other reasonably related business duties as assigned by supervisor
and/or designee.**

First Baptist Church

Job Description

Position:	Ministry Intern
Classification:	Part Time, Program Staff, Non-exempt
Page Range:	\$6/hour-----\$8/hour-----\$10/hour (Entry) (Midpoint) (Max)
Reports To:	Senior Staff and/or Designee
Evaluations Due:	Annually by Pastor/Church Administrator and/or Staff Designee reviewed by the Personnel Committee.
Supervises:	None
Physical Demands:	May require prolonged sitting, standing, bending, stretching, and lifting up to 30 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines and technical equipment. Requires normal and/or correctable range of hearing and vision.
Work Conditions:	Work in church environment, involving contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and completing multiple tasks. Regular workweek is to be determined (TBD).
Staff Liaison To:	As assigned.

Job Objective

While keeping mindful of our church mission (*ALIVE! In The Power of God*), the ministry intern is responsible for assisting the staff in the ongoing ministry and activities of the church. This position is structured to provide maximum exposure to every facet of the church.

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a Protestant Church. The individual must be enrolled in high school, undergraduate, or graduate/seminary. The individual must possess good communication skills (written & verbal), ability to work well with people, ability to function in a busy environment with multiple interruptions, and have orientation to detail.

Duties and Responsibilities

Ministry Internship Program

1. Assists in creating and maintaining ministry programs for the congregational family and the community.
2. Assists with the weekly visitation program.
3. Assists in hospital and pastoral care ministry.
4. Assists in worship leadership.
5. Prepares a written ministry project for the term of this project, presents the results/report to the church.
6. Adheres to the policies and procedures of First Baptist Church – Richmond (including the Ministry Internship Program Booklet and the Employee Handbook Manual).
7. Maintain a minimum GPA of 3.0 (B), and provide a transcript to supervisor(s) at each grading interval.
8. Performance Standards
 - Identifies/evaluates issues and makes accurate and timely decisions.
 - Exhibits positive commitment to the job and strives for personal improvement.
 - Open to and seeks new ideas and creative solutions.
 - Communicates clearly and accurately to staff, peers, and lay leaders.
 - Adapts to new people, ideas, and procedures in a changing environment.
 - Provides effective leadership to develop workers to accomplish goals.
 - Effectively uses available resources to produce efficient and realistic plans.
 - Effectively converses with employees and vendors in a Christian-like manner.
 - Builds and maintains effective working relationships and rapport with members and staff.

**This list is not intended to be all-inclusive.
The employee will also perform other reasonably related business duties as assigned by supervisor
and/or designee.**

First Baptist Church

Job Description – 8/29/2007

<i>Position:</i>	Custodian
<i>Classification:</i>	Full Time or Part Time, Support Staff, Non-exempt
<i>Pay Range:</i>	\$7.00/hr ----- \$11.00/hr ----- \$16.00/hr (Entry) (Midpoint) . (Max)
<i>Reports To:</i>	Facility Manager
<i>Evaluations Due:</i>	Annually by the Facility Manager and reviewed by the Pastor and Personnel Committee.
<i>Supervises:</i>	None
<i>Physical Demands:</i>	May require prolonged sitting, standing, bending, stretching, and lifting up to 60 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, technical equipment and a variety of hand and power tools. The ability to climb and work on ladders or equipment is required as is crawling and working in confined areas. Requires normal and/or correctable range of hearing and vision.
<i>Work Conditions:</i>	Work includes indoor and outdoor duties in a church environment and contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and completing multiple tasks. Along with other background checks, the church can require a pre-employment drug test and physical examination. Also, if an employee is suspected or accused of impairment due to drugs/alcohol/illegal substance, the employee must agree to a drug test and exam upon demand. Otherwise, the employee will be terminated from employment. Regular workweek is Monday through Friday with rotation schedule for weekend and special event coverage.
<i>Staff Liaison To:</i>	None

Job Objective

While keeping mindful of our church mission (*ALIVE! In The Power of God*), the custodian is responsible for the maintaining, cleaning, and housekeeping of all church buildings and grounds and event preparations.

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a Protestant Church. Training as a janitor/custodian/housekeeper or equivalent experience is required. A combination of general skills in maintenance, painting, carpentry, plumbing, electrical is preferred. Physical health and strength is required to carry out the maintenance and custodial activities (lifting of furniture and equipment is required).

Duties and Responsibilities

➤ Facility Operations

- Conducts scheduled daily, weekly, monthly, and annual housekeeping.
- Sees that the church facilities are safe, secure, and habitable at all times.
- Conducts routine maintenance.
- Reports facility/equipment/grounds concerns to the Facility Manager.
- Operates the heating and cooling equipment according to the season and to the church calendar/schedule.
- Opens the facility daily and closes/secures/alarms at the end of the day and/or following church events.
- Assists with moving equipment, furniture, and musical instruments.
- Sets up tables/chairs/equipment for church events and special activities.
- Prepares and cleans baptistery.
- Sets up/cleans up for funerals and other church events.
- In the absence of outside lawn maintenance contractor, mows grass and trims shrubbery.
- Maintains all church entrances, sidewalks, and parking areas.
- Sets up/cleans up for weddings. Extra remuneration according to church policy from the wedding party.

➤ Performance Standards

- Identifies/evaluates issues and makes accurate and timely decisions.
- Exhibits positive commitment to the job and strives for personal improvement.
- Open to and seeks new ideas and creative solutions.
- Communicates clearly and accurately to staff, peers, and lay leaders.
- Adapts to new people, ideas, and procedures in a changing environment.
- Provides effective leadership to develop workers to accomplish goals.
- Effectively uses available resources to produce efficient and realistic plans.
- Effectively converses with employees and vendors in a Christian-like manner.
- Builds and maintains effective working relationships and rapport with members and staff.

**This list is not intended to be all-inclusive.
The employee will also perform other reasonably related business duties as assigned by supervisor
and/or designee.**

First Baptist Church

Job Description – 11/01/2007

Position: Housekeeper

Classification: Full Time or Part Time, Support Staff, Non-exempt

Pay Range: \$7.00/hr ----- \$9.00/hr ----- \$12.00/hr
(Entry) (Midpoint) . (Max)

Reports To: Facility Manager

Evaluations Due: Annually by the Facility Manager and reviewed by the Pastor and Personnel Committee.

Supervises: None

Physical Demands: May require prolonged sitting, standing, bending, stretching, walking, and lifting up to 25 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, technical equipment and a variety of hand and cleaning tools. Requires normal and/or correctable range of hearing and vision.

Work Conditions: Work includes indoor duties in a church environment and contact with staff and congregation. Work requires meeting deadlines, maintaining cleaning guidelines, and completing multiple tasks.

Along with other background checks, the church can require a pre-employment drug test and physical examination. Also, if an employee is suspected or accused of impairment due to drugs/alcohol/illegal substance, the employee must agree to a drug test and exam upon demand. Otherwise, the employee will be terminated from employment.

Regular workweek is Monday through Friday with occasional schedule for weekend and special event coverage.

Staff Liaison To: None

Job Objective

While keeping mindful of our church mission (*ALIVE! In The Power of God*), the housekeeper is responsible for cleaning (ex: sweep, dust, mop, wash, vacuum) of all church buildings on a regular basis, and in preparation of events, and as scheduled.

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be a current member of a Protestant Church. Training as a janitor/custodian/housekeeper or equivalent experience is required. A combination of general skills ,physical health and strength is required to carry out the daily task of this position.

Duties and Responsibilities

➤ Facility Operations

- Conducts scheduled daily, weekly, monthly, and annual housekeeping.
- Sees that the church facilities are clean, safe, and habitable at all times.
- Reports facility/equipment/grounds concerns to the Facility Manager.
- Operates the heating and cooling equipment according to the season and to the church calendar/schedule.
- Opens the facility daily and closes/secures/alarms at the end of the day and/or following church events.
- Prepares and cleans baptistery.
- Cleans up for funerals, receptions, weddings and other church events. (Extra remuneration according to church policy from the wedding party.)
- Assists with the supervisor with inventory tasks.

➤ Performance Standards

- Identifies/evaluates issues and makes accurate and timely decisions.
- Exhibits positive commitment to the job and strives for personal improvement.
- Open to and seeks new ideas and creative solutions.
- Communicates clearly and accurately to staff, peers, and lay leaders.
- Adapts to new people, ideas, and procedures in a changing environment.
- Provides effective leadership to develop workers to accomplish goals.
- Effectively uses available resources to produce efficient and realistic plans.
- Effectively converses with employees and vendors in a Christian-like manner.
- Builds and maintains effective working relationships and rapport with members and staff.

**This list is not intended to be all-inclusive.
The employee will also perform other reasonably related business duties as assigned by supervisor
and/or designee.**

11/12/2007