

PERSONNEL POLICY MANUAL

First Baptist Church

Wauchula, Florida

Revised on September 19, 2012

PERSONNEL COMMITTEE CHARGE

The Church Committees are divided into three categories: Administrative (policy making committees), Supportive, and Worship. The Personnel Committee shall be recommended by the Nominating Committee and elected by the church. The members will serve alternating three (3) year terms, with each member rotating off the committee for at least one year before serving on this committee again. [Constitution and By-Laws, pg. 8, Section C]

The Personnel Committee is to be composed of five people. They have the responsibility of recommending to the church terms of employment for all paid personnel and professional staff ministers, including salary and benefits of professional staff ministers. They will be responsible for reviewing, updating, and maintaining, on an annual basis, a Personnel Manual. [Constitution and By-Laws, pg. 9, Section C, #3]

EMPLOYMENT PROCEDURE

1. Pastor

The Church's Constitution and By-Laws provides a process by which the church calls and employs a pastor. The Personnel Committee shall assist the Pulpit Search Committee by supplying the salary range subject to the Budget Committee's approval, as well as any other requested information. The Committee will assist the new pastor with all current information regarding the staff and personnel policies. Upon the approval of the Pulpit Staff Search Committee, the candidate shall be presented to the church for approval and call.

2. Other Professional Staff Ministers

The Pastor and the Professional Staff Search Committee shall review candidates. The Personnel Committee shall assist the Professional Staff Search Committee by supplying the salary range subject to the Budget Committee's approval, as well as any other requested information. Upon the approval of the Professional Staff Search Committee, the candidate shall be presented to the church for approval and call.

3. Interim Pastor

The Church's Constitution and By-Laws provides a process by which the church calls and employs an Interim Pastor. The Personnel Committee shall appoint an Interim Pastor or a pulpit supply until a new Pastor is called. The compensation of an Interim Pastor shall be at the discretion of the Personnel Committee with benefits up to that of a Professional Staff member.

4. Support Staff

The Pastor will make recommendations to the Personnel Committee for approval.

- 5.** The Pulpit/Search Committee shall have the authority to negotiate the salary and benefit package. A written agreement shall be incorporated herein for each professional pastor staff minister.

PERSONNEL CLASSIFICATION

1. Senior Pastor (SP)

2. Professional Staff Minister Full-Time (P)

- a. Associate Pastor - Music
- b. Associate Pastor - Youth
- c. Future Full-Time Ministerial Needs of the Church

3. Professional Staff Minister - Part-Time (PT)

- a. Chaplain
- b. Interim Pastor (See Employment Procedure, 3)
- c. Future Part-Time Ministerial Needs of the Church

4. Administrative Support Full-Time (S)

- a. Administrative Ministry Support and Receptionist
- b. Financial Administrative Support
- c. Future Full-Time Support Needs of the Church

5. Maintenance Support Full-Time (M)

- a. Custodian Support
- b. Grounds Maintenance Support
- c. Future Full-Time Maintenance Support Needs of the Church

6. Ministerial Support Staff Part-Time (PT)

- a. Organist
- b. Pianist
- c. Sound Technician
- d. Dietician
- e. Special Publications Support
- f. Future Part-Time Ministerial Support Staff Needs of the Church

7. Ministerial Support Staff Hourly (H)

- a. Housekeeper
- b. Nursery Workers
- c. Kitchen Helpers
- d. Future Ministerial Support Staff Hourly Needs of the Church

ABSENCES

1. **Leave (SP, P, S, M, PS, PT)**

- a. Sick leave may be accumulated at a rate of one day per month. An employee will receive his/her regular pay and benefits during leave. A missed day is considered to be a full day or all services on a Sunday or Wednesday.
 - Each full-time employee shall be allowed to accumulate a maximum of sixty (60) days. Full-time employees will be charged for all or any portion of a day not specifically described as an exception below in Sections 2 and 3.
 - Each part-time employee shall be allowed to accumulate a maximum of twelve (12) days.
- b. Death in the immediate family (i.e., spouse, child, sibling, grandparent) or that of the spouse, is an appropriate use of a funeral leave. The employee may use up to three (3) days of paid leave without being charged.
- c. An employee may take time away for medical, dental, or related needs with supervisory approval and time used will be charged to sick time.

2. **Attendance of Funerals (P, S, M)**

Time off for funerals of friends and relatives with pay will be given upon approval of the supervisor. If time exceeds four (4) hours, use of a sick day will be required.

3. **Jury Duty**

All employees are encouraged to meet their civic responsibility and will be granted time off with pay when summoned for duty.

VACATION (SP, P, S, M, PS, PT)

1. **Senior Pastor**

The Senior Pastor's vacation will be a negotiated item at the time of hire.

2. **Full-Time Employees**

- a. Employees who have completed six months of service at the First Baptist Church of Wauchula are eligible for one (1) week of vacation time with two (2) weeks total within the first year. The employee will then receive two (2) weeks of vacation time in the succeeding years.
- b. Employees who have completed five (5) years of service at the First Baptist Church of Wauchula are eligible for three (3) weeks of vacation.
- c. Employees who have completed fifteen (15) years of service at the First Baptist Church of Wauchula are eligible for four (4) weeks of vacation.
- d. When holidays occur during an employee's vacation, the vacation period will be extended by an equal number of days.
- e. Vacations cannot be forfeited for additional pay from the church. Vacation may be scheduled anytime during the vacation year. Supervisors will attempt to arrange vacation days as requested; however, work requirements, proper scheduling and seniority must be considered. Associate pastor(s) will ask for vacation requests at the first of the year and will be responsible for keeping the vacation calendar.
- f. A measure of flexibility for the use of vacation time shall be afforded to the staff members when possible at the discretion of the Senior Pastor.
- g. The Senior Pastor shall coordinate the use of his vacation time through the Personnel Committee.
- h. No vacation carry over will be allowed.

3. Professional Ministerial Part-Time (PT)
 - a. All part-time salaried employees who have completed one (1) year of service at the First Baptist Church of Wauchula are eligible for two (2) Sundays and two (2) Wednesdays of vacation during succeeding years.
 - b. All part-time salaried employees who have completed five (5) years of church service at the First Baptist Church of Wauchula are eligible for three (3) Sundays and three (3) Wednesdays of vacation during that calendar year.

BENEFITS (SP, P, S, M)

1. **Holidays**

- a. The following holidays shall be observed by the First Baptist Church of Wauchula:
 - New Year's Day
 - Good Friday
 - Memorial Day
 - July 4th
 - Labor Day
 - Thanksgiving (two days)
 - Christmas Eve
 - Christmas Day
- b. A holiday which falls on a Saturday shall be observed on the preceding Friday
- c. A holiday which falls on a Sunday shall be observed on the following Monday.

2. **Revivals/Conferences/Seminars**

- a. The Senior Pastor's revivals, conferences and seminars will be a negotiated item at the time of hire.

- b. The Professional Ministerial Full-Time Staff will be allowed, after consultation with the pastor, one week per year for the purpose of leading a revival, conference, or seminar away from the church.
- c. The Professional Ministerial Full-Time Staff will be allowed, after consultation with the pastor, one week per year for the purpose of attending a continuing education conference or seminar. The church will pay all expenses for the employee only.

3. **Group Hospitalization**

- a. The church shall provide a group hospitalization plan for all permanent full-time employees. There will be a waiting period as specified in the insurance plan for all non-professional employees. A percentage of the premium for the employees will be paid by the church, with optional dependent coverage paid by the employee through payroll deduction.
- b. The church shall provide coverage for all new professional employees until the group policy goes into effect.
- c. A term life insurance policy may be provided to each full-time employee as part of the group hospitalization plan.

4. **Retirement Program**

- After six (6) months, a full-time employee may elect to participate in the Annuity Board's Retirement Plan. This will be handled as a payroll deduction.

5. **Worker's Compensation**

- Worker's Compensation Insurance will be carried by the church on all employees.

6. **Conventions (SP, P)**

a. **Southern Baptist Convention**

- Pastor – The church shall pay all reasonable expenses (including spouse) each year .

- Associate Pastor(s) – The church shall pay all reasonable expenses for employees only. Associate pastor(s) will alternate each year.

b. **Florida Baptist Convention**

- The church shall pay all reasonable expenses each year for the pastor and/or staff members (spouses expenses are the employee's responsibility).
- When the convention is held more than two (2) hours away from Wauchula, one staff member will be available to the church at all times.

c. **Florida Baptist Evangelism Conference**

- The church will pay all reasonable expenses for the Pastor only.

7. **Christmas Gifts**

- The church, at its discretion, shall give to all employees a gift equal to 5% of the employee's monthly salary if the employee was employed on or after July 1 of that year and 10% of the employee's monthly salary if employed before July 1 of that year.

8. **Moving Expenses**

- Moving expenses shall be negotiated at the time of hire for the Senior Pastor and all Professional Ministerial Full-Time Staff.

9. **Social Security**

All employees, except self-employed (ordained ministers), shall participate in Social Security contributions upon employment. The church will pay its share and automatically deduct the employee's share. Ordained ministers are considered self-employed and the church does not pay Social Security on their behalf.

10. **Additional Compensation**

Any staff member or immediate family member of an employee which receives any form of compensation or benefit that comes from any source of funding of the First Baptist Church must present and receive approval from the Personnel Committee prior to receiving.

SALARY ADMINISTRATION

1. **Personnel Committee** – The Personnel Committee is responsible to initiate and administer a church approved salary and benefit plan for the church employees subject to the Budget Committee’s approval.

The committee will consult with the Senior Pastor and the Associate Pastor(s) to maintain an adequate and equitable salary administration plan. The Personnel Committee is specifically responsible for:

- a. Establishing a salary range for all positions which will be updated on an annual basis. The salary range and benefit for any new position shall be established before any candidate is hired for the position.
- b. The Personnel Committee will annually review economic conditions and recommend wage adjustments in the salary or hourly wages of all positions as funds are available.
 - Review the annual job performance and goal achievement of all employees, in consultation with the Senior Pastor and the Associate Pastor(s).
 - Each Professional Ministerial Full-Time Staff member shall have an annual job performance review conducted by the pastor during the month of October. Each Professional Ministerial Full-Time Staff member shall have an annual job performance review for other staff members under their supervision during the month of October. All will receive a written performance review.

SERVICE ANNIVERSARY RECOGNITION

All active employees of the church, having a regular schedule of work and employed on the regular basis, shall be honored and recognized as outlined below.

Anniversary recognition shall be observed according to the following schedule, without regard to level or position. The Associate Pastor(s) will notify the Personnel Committee when the employees qualify.

1. **Five (5) Years of Employment**

- a. Pastoral letter of recognition and appreciation.
- b. Article in the Florida Baptist Witness.
- c. Recognition be made in an appropriate service of the church and a memento.

2. **Ten (10) Years of Employment**

- a. Pastoral letter of recognition and appreciation.
- b. Article in the Florida Baptist Witness.
- c. Recognition be made in an appropriate service of the church and a gift of \$100.00 value.

3. **Fifteen (15) Years of Employment**

- a. Pastoral letter of recognition and appreciation.
- b. Article in the Florida Baptist Witness.
- c. Recognition be made in an appropriate service of the church and a gift of \$200.00 value.

4. **Twenty (20) Years of Employment**

- a. Pastoral letter of recognition and appreciation.
- b. Article in the Florida Baptist Witness.
- c. Recognition be made in an appropriate service of the church and a gift of \$300.00 value.
- d. Special Reception in their honor.

5. **Twenty-five Years of Employment**

- a. Pastoral letter of recognition and appreciation.

- b. Article in the Florida Baptist Witness
- c. Recognition be made in an appropriate service of the church and a gift of \$500.00 value.
- d. Special Reception in their honor.

6. **Thirty(30) Years of Employment and every Five (5)Years thereafter**

- a. Pastoral letter of recognition and appreciation.
- b. Article in the Florida Baptist Witness.
- c. Recognition be made in an appropriate service of the church and a gift of \$750.00 value.
- d. Special Reception in their honor.

NOTE: When the pastor's anniversaries are to recognized, the letter of recognition will come from the Personnel Committee.

TERMINATION OF EMPLOYMENT

1. **Means of Termination**

- a. **Retirement**
- b. **Resignation** – In the event of resignation, employees are to give two (2) weeks written notice to their supervisor. The resignation of ministers will be reported to the Personnel Committee and presented to the church.
- c. **Quitting without Notice** – In the event an employee quits without notice, he/she will be paid through the last day of service, and will not be eligible for any termination benefits. The pastor or associate pastor will notify the Personnel Committee of the circumstances involved when the employee quits without notice.
- d. **Death of an Employee** – The beneficiary of a salaried employee (as designated by the employee) will be paid the salary of the deceased for one month beyond the death of the employee.
- e. **Involuntary Termination** – An individual's employment may be terminated with or without cause in order to maintain effective operations within the church. If an individual's

employment is being terminated, the supervisor may give the affected employee full reason for the action. Regardless of the reason, the employee, if desired, will be allowed to discuss/appeal the situation with the Personnel Committee before the action becomes final. The dismissed employee has up to three (3) working days to make their desire to appeal known.

2. Termination Benefits

- a. Retirees who have served at least five (5) years, but not more than ten (10), will be given one (1) month's salary upon retirement. Person's serving ten (10) years or more will receive two (2) months salary upon retirement.
- b. Shall the personnel tender his resignation in accordance with 1b, the employee shall receive their accrued vacation time.

DEFINITIONS:

Church Service:

Full-time employment in a position with a church that is a member of the Southern Baptist Convention.

Vacation Year:

Year following the anniversary date of each employee's hire date.

JOB DESCRIPTION

1. Senior Pastor

a. Job Overview:

The Pastor is responsible to the church for the development of a spiritual atmosphere in which people can find Christ as Savior and grow in discipleship ... "until we all attain to the unity of the faith, and of the knowledge of the Son of God to a mature

man, to the measure of the stature which belongs to the fullness of Christ.”

- Give priority to personal and spiritual growth through Bible Study and prayer.
- Give a minimum of a tithe and set an example in attendance in all of the church life.
- Lead your family to be active and involved in all church functions and ministries
- Set an example for the rest of the congregation.

b. **Job Functions:**

- He shall be the Chief-Administrative officer of the church, supervise Professional Ministerial Staff, and be ultimately responsible for all staff decisions.
- He shall be the moderator in all matters for the transaction of business.
- He shall be an ex-officio member of all committees and bodies of the church.
- He shall be concerned about and give special attention to the spiritual needs of the church membership.
- He shall be responsible for directing the worship services on Sunday and the prayer service on Wednesday, for delivering Bible-Centered messages on normal occasions at said services (with exception for special events), and making arrangements for said services in his absence.
- He shall work with and evaluate the Professional Ministerial Staff in their performance in the educational, music, youth, evangelism, training, missionary, counseling, pastoral, and other ministries of the church.
- He shall direct the administration of the ordinances of the church.
- He shall perform any and all other duties that the church or he and the deacons may agree upon as incumbent upon his office.

2. Associate Pastor - Youth

a. Job Overview:

- Design and direct programs to meet the spiritual and social needs of all youth departments as well as the college-career department singles.
- Plan, promote, implement, and evaluate a comprehensive activities ministry for all age groups of the church.
- Work under the pastor's supervision and will be expected to work cooperatively with the church staff.
- Make recommendations to Church Budget Planning Committee concerning the youth and recreational activities budgets. Be responsible for expenditures related to these programs.
- Perform other duties as assigned by the pastor.

b. Job Functions:

1. Primary Ministerial Staff Responsibilities:

The following are primary ministerial staff responsibilities that are required by all ministers serving at the First Baptist Church of Wauchula.

- Be involved in the ministerial care of the entire congregation.
- Receive training in witnessing and evangelistic outreach.
- Actively participate in evangelistic outreach weekly.
- Engage in regular hospital visitation.
- Strategically plan and implement activities to create numerical growth in minister's individual area of ministry.
- Set attainable goals for numerical growth in the minister's individual area of ministry.
- Prepare and submit to the Personnel Committee and to the pastor an annual review and critique in the minister's individual area of ministry for evaluation.

2. Youth Responsibilities:

- Plan the annual youth ministry calendar.

- Counsel with students and parents as necessary. Provide counsel to adult youth workers giving counsel to students and/or parents.
- Enlist and equip student leaders to participate in planning and leading youth ministry activities
- Regularly communicate to the youth, and their parents, by means of publication, about the events/programs which are offered in the student ministry.
- Provide support and leadership to plan and coordinate fund raising events for the youth ministry.
- Plan and develop an out-reach strategy for the ministry.
- Will work cooperatively with the youth advisory council and the youth council.
- Plan and direct special youth projects for the spiritual growth of the young people. These projects will encourage fellowship between young people and prospects. Such projects may include: spiritual retreats, youth weeks for the church, and week night Bible studies.
- Plan and implement summer youth activities which may include retreats and VBS involvement as well as denominational emphases, such as Centrifuge and other Baptist activities.

3. Christian Recreational Activities Responsibilities:

- Develop inter-group relationships through church activities.
- Train persons to serve as leaders for specific activities.
- Work with Recreation Committee, Youth Committee, and other appropriate church committees for balanced utilization of multi-purpose and project/game room facilities.
- Supervise recreational and social activities.
- Supervise all persons delegated specific responsibilities for activities supervision.
- Maintain an activities calendar.

- Recommend, secure, and maintain activities equipment.

3. Associate Pastor for Worship and Adults

a. Job Overview:

The Associate Pastor for Worship and Adults must be a man called into vocational ministry who has a heart for seeing people of all ages connect with the heart of God in worship and through music. He must also have a heart for seeing adults continue to grow into fully devoted followers of Christ. Certain expectations go along with this role in line with the challenge that Paul gave to Timothy (and to all future ministers). The Associate Pastor is to “equip the saints for the work of the ministry” as he leads them to fulfill the vision for the church and the Great Commission through worship and ministry. Specific responsibilities would include:

b. Principle Functions:

1. The Associate Pastor for Worship and Adults is responsible for the overall music and worship ministry of the church.
2. Responsible for providing an age appropriate music development system to support the family and the church in a biblical understanding and practice of worship.
3. Responsible for vision casting, leading, collaborating, training, equipping, and assisting the church in developing a comprehensive music and worship ministry and ministry to adults that includes planning, coordinating, and evaluation for maximum kingdom impact.
4. Responsible for the overall ministry to adults, especially median and senior adults.
5. Responsible for providing an age appropriate spiritual development system to support adults in continuing to grow into fully devoted followers of Christ.
6. Communicate, collaborate and consult with other pastoral staff members concerning ministry activities, policies, and procedures that relate to their area of responsibility.
7. Will be directly responsible to the Pastor.

c. Specific Duties

1. Work in cooperation with the pastoral staff, committee or team in recruiting, training and replacement of key leadership to build a fully developed adult and worship ministry.
2. Evaluate, advise and implement the use of curriculum, materials, equipment, supplies, and space for adult and worship ministry.
3. Maintain and promote an active outreach effort to build a music program that continues throughout future generations.
4. Develop and maintain an active preschool, children, youth, adult and senior adult choir ministry.
5. Develop and maintain ensembles, soloists (vocal and instrumental as appropriate for leadership in worship).
6. Develop and maintain an active orchestra and handbell ministry.
7. Lead the ministry in special musical programs that will inspire Christians in their walk with the Lord and also may serve as an outreach to the unchurched in the community.
8. Lead the congregation in inspirational worship at all regularly scheduled meeting times.
9. Maintain and develop an active leadership team for support and ministry action by “equipping the saints for the ministry” and guiding them towards effective planning, implementing and evaluating adult and worship ministry programming.
10. Maintain an effective parenting ministry component for pre-school, children, and youth choirs with thorough communication links to parents.
11. Cast a vision for using music as an outreach tool in the community, school system, First Baptist Children’s Academy, and other outreach opportunities that become evident.
12. Work with the Men’s and Women’s Ministry and Mission teams to engage men and women in appropriate, Spirit-filled ministries and fellowship opportunities.
13. Work with the Missions Committee and Pastoral Staff to promote mission opportunities among the membership of First Baptist Church. Southern Baptist mission opportunities through the Cooperative Program will receive priority; therefore, a knowledge of and support of the Cooperative Program is essential.
14. Develop and grow an active ministry to senior adults in the congregation and community. This ministry should include, but not be limited to, spiritual development, fellowship, outreach, missions,

and an emphasis on staying active in the senior years. The Associate Pastor for Worship and Adults should work to develop and grow a Senior Adult choir for special events, special worship services, and other opportunities as would present themselves.

15. Be involved in a regular ministry of visitation, particularly with home-bound adults and senior adults.
16. Work with the Pastor to develop and grow an outreach and ministry to Winter Guests and to involve them in the life of First Baptist Church.
17. Develop and grow a ministry for median adults. These adults are in what many recognize to be a transitional phase in their lives. Their children are beginning to leave home, and they are adjusting to the “empty-nest” syndrome. Spiritual growth is especially important during this time because often adults have to restrain themselves to focus on their own development rather than their children’s development. This ministry should include, but not be limited to, spiritual development, fellowship, outreach, and missions.
18. Assist the budget/finance team in preparing the annual adult and worship ministry budget and successfully monitor and manage the disbursement of all budget resources allocated through it.
19. Lead and and supervise any support staff, interns or volunteers who serve adult and worship ministry.
20. Participate in pastoral staff meetings, deacons meetings, or other gatherings as requested by the pastor or supervisor.
21. Make recommendations to the pastor and staff regarding the needs, goals, successes, and challenges facing worship ministry.
22. Provide ministry support and leadership for the pastor’s overall ministry vision, goals and priorities.

4. Administrative Ministry Support and Receptionist:

a. Job Overview:

- Perform secretarial duties of the church

b. Job Functions:

- Receptionist to church staff; make appointments and receive visitors.

- Perform general office work; maintain supplies and various files; keep records and compile these into periodic and occasional reports.
- Keep ministerial staff and Sunday School teachers informed about hospital patients, death, and other crises in the membership. Contact sick members and check on them as needed.
- Maintain Sunday School and other church organization records and provide for any secretarial needs they may have. Assist Professional Ministerial Staff with Grow visitation ministry visitation assignment cards.
- Notify committee members of meeting dates and provide secretarial assistance.
- Order church material and office supplies as needed.
- Process and distribute all mail. Pick up mail daily.
- Maintain church calendar and provide calendars on a regular basis to church staff.
- Assist Senior Pastor and the Professional Ministerial Staff with various secretarial duties when requested.
- Order, process, and distribute Sunday School literature in classes on a monthly and quarterly basis.
- Notify committee members of meeting dates and provide secretarial assistance.
- Perform other duties as needed or assigned.

5. Financial Administrative Support

a. Job Overview:

- Maintain the church's financial records and prepare financial reports

b. Job Functions:

- Accurate bookkeeping for all accounts.
- Prepare weekly payroll checks and related tax records/payments.
- Prepare checks for monthly church expenses and obligations.

- Prepare reimbursement checks upon approval of treasurer.
- Reconcile and balance church checking accounts.
- Process weekly contribution envelopes and mailing out quarterly contribution statements.
- Keep accurate records of all church expenditures and compare to budget allowances.
- Inform Senior Pastor if expenditures exceed budgeted allowances.
- Prepare financial reports for the Senior Pastor, the Stewardship Committee, and the church business meetings.
- Prepare any required reports or forms for the auditor, IRS or others offices of accountability.
- Prepare and distribute W-2 and 1099 forms at the end of the year.
- Assist church secretary as needed.
- Perform other duties as assigned.

6. Special Publications Support

a. Job Overview:

- Assist the church staff in design and layout of all publications and promotion materials. Assist Pastoral staff in the ministry related areas as needed.

b. Job Functions:

- Prepare layout of weekly bulletin.
- Prepare layout of monthly newsletter and calendar
- Prepare layout of ministry related publications and promotion materials as requested.
- Work in consultation with the Pastoral Staff to edit all publications and promotion materials.
- Perform other duties as assigned.

7. Dietician

a. Job Overview:

- Oversee the operation of the kitchen and dining areas for all food services.

b. **Job Functions:**

- Plan meals, purchase, prepare and serve food for all scheduled meals and snacks and for social functions as approved.
- Supervise assigned personnel; enlist and direct volunteer workers; train workers in proper food preparation and service.
- Organize the kitchen and appliances as needed.
- Maintain high standards of sanitation and cleanliness in handling, preparing, serving, etc., and storage to assure compliance with local health and sanitation laws; maintain clean work areas, storage bins, etc.
- Establish and post policies for the use and care of the kitchen.
- Maintain accurate records in cost and operation.
- Maintain up-to-date inspection of equipment.
- Arrange for the servicing, repairing, and replacing of equipment in the kitchen, as needed and approved.
- Work with the custodian on table and room arrangements for all meals and social functions.
- Assist as requested in other food services.
- Work under the direct supervision of the Associate Pastor.

8. Custodian Support

a. **Job Overview:**

- Maintain clean properties and facilities.

b. **Job Functions:**

- Sweep, mop, buff, clean, and wax floors according to schedule; dust furniture and equipment; wash walls and windows, and vacuum carpets as scheduled.
- Empty all wastebaskets weekly; more often if necessary.
- Dust furniture in offices, reception areas, visitor center, sanctuary and entrances.

- Vacuum offices and carpeted areas weekly, or more often if needed. Dust-mop, sweep or vacuum other areas as needed.
 - Clean/disinfect drinking fountains and telephone mouthpieces weekly.
 - Clean up accidents as needed: spills, stomach upset, etc.
 - Clean cobwebs from ceilings, corners, vents, fans, etc. as needed.
 - Clean windows and glass doors as needed. Straighten hymnals and restock pew racks on Mondays and after midweek meetings and services.
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- Thoroughly clean restrooms weekly. Check them after each event and reclean if necessary—includes cleaning toilet bowls, urinals, partitions, tiled walls, mirrors and floors and refilling soap, towel and toilet paper dispensers, making sure toilet paper and paper towels are available and emptying trash and sanitary containers.
 - Replace light bulbs. Turn off nonrequired lights.
 - Request cleaning and maintenance supplies and equipment as needed.
 - Operate heating and cooling equipment according to schedule and instructions.
 - Prepare baptistery for use as directed and clean following use.
 - Open and close building daily as scheduled.
 - Move furniture, set up tables and chairs for suppers, banquets, and other similar occasions; set up assembly and class areas for regular activities.
 - Clean up after church-sponsored special events.
 - Perform messenger service.
 - Check with church office or supervisor daily for special Assignments.
 - Work under the direct supervision of the Associate Pastor and the Building Committee.
 - Perform other duties as assigned

8. Grounds Maintenance Support

a. Job Overview:

- The Grounds Keepers are responsible for the maintenance of all the church's grounds and equipment.

b. Job Functions:

- Mow grass weekly or as needed, depending on the season.
- Trim around shrubs, foundations—anywhere needed.
- Spread fertilizer and weed and crabgrass preventer twice a year or as necessary.
- Maintain clean church entrances, sidewalks, and parking areas.
- Maintain and repair irrigation system,
- Maintain and care for plants inside church building.
- Maintain and care for plants and shrubbery on the church grounds.
- Schedule spraying of insecticide and fertilizing of plants and lawn.
- Plant annuals and replacement of plants as needed or as directed by the Grounds Committee.
- Purchase needed supplies and equipment in consultation with the Associate Pastor(s).
- Work under the direct supervision of the Associate Pastor(s).
- Perform other duties as assigned.

9. Organist

a. Job Overview:

- The Organist is responsible to support the music and worship ministry of the church through the playing of the organ.

b. Job Functions:

- Participate in weekly choir and band rehearsals.

- Play organ during regularly scheduled services.
- Practice music on own time.
- Play as scheduled for special services: revivals concerts, seasonal programs, etc.
- Play during offertories as scheduled.
- Perform during Sunday services and special events: seasonal celebrations, dramas or musicals.
- **Optional:** Play during weddings and funerals as employed by the individuals requesting such services.

10. Pianist

a. **Job Overview:**

- The Pianist is responsible to support the music and worship ministry of the church through the playing of the piano.

b. **Job Functions:**

- Participate in weekly choir and band rehearsals.
- Play organ during regularly scheduled services.
- Practice music on own time.
- Play as scheduled for special services: revivals, concerts, seasonal programs, etc.
- Play during offertories as scheduled.
- Perform during Sunday services and special events: seasonal celebrations, dramas or musicals.
- **Optional:** Play during weddings and funerals as employed by the individuals requesting such services.

11. Sound Technician

a. **Job Overview:**

- The Sound Technician is responsible to support the music and worship ministry of the church through maintaining the sound system to ensure a clear and comfortable sound level within the church facilities.

b. **Job Functions:**

- Arrive prior to worship services to double-check and set up equipment as needed; microphones, monitors, etc.
- Provide sound equipment operations regularly scheduled services (“provide” personally or prearranged substitute).
- Provide or supervise operation of sound equipment during special church functions.
- Perform regularly scheduled maintenance on all sound equipment, as well as repair and calibrate equipment.
- Arrange for procurement of additional or temporary replacement equipment in the event of a special service or emergency situation.
- Report equipment and supply replacement needs or recommendations to the Associate Pastor - Music and/or the appropriate committee.
- Provide training for selected members FBC in the care and operation of sound equipment on the premises of FBC.
- Provide set-up and installation of new or replacement sound equipment.
- Provide technical assistance for music directors and leaders in preparation for productions or concert performances.
- Work under the supervision of the Associate Pastor - Music.