

JOB DESCRIPTIONS

- Senior Pastor
- Associate Pastor
- Student Ministries Director
- Music Ministries Director
- Children's Ministries Director
- Family Life Ministries Director
- Christian Education Ministries Director
- Office Administrator
- Custodian

SENIOR PASTOR

1. LEADERSHIP:

The Senior Pastor will be the spiritual leader, teacher, and overseer of our congregation. He will exhibit those qualities of leadership that will encourage each member to follow. His leadership style must be evident both in spoken word and in life style. He will work with the Deacon Body to ensure that we fulfill the mission purpose of our church. He will lead the Church Council in planning and implementing the total program of the church. He will work with committees, as needed, to provide clear and consistent leadership.

2. WORSHIP:

The Senior Pastor will be responsible, with staff support, for planning all worship services. His goal will be that all services will be biblical and meaningful to the congregation. He will evaluate all worship services, continually seeking to meet the spiritual needs of our worshippers. He will plan and lead the church in observance of the church ordinances. He will conduct funeral services and wedding ceremonies, as he is able, delegating responsibility to other staff when necessary. He will appoint a moderator for Church Conferences.

3. PREACHING:

The Senior Pastor will be responsible for filling the pulpit every Sunday. During planned absences he will make arrangements for coverage. His sermons are expected to be edifying and evangelistic. As a priority, he will set aside adequate time in the workweek for prayer and study so that he will be prepared to preach.

4. PASTORAL CARE:

The Senior Pastor will lead our church in a caring ministry. He will make a special effort to care for those who are facing a life crisis such as grief, sickness, family turmoil, and vocational problems. He, with the assistance of the deacons and staff, will see that all hospitalized and homebound members are visited. He will seek to meet with members who request his attention and strive to build relationships with other members.

5. OUTREACH:

The Senior Pastor will lead our church in an outreach ministry to our community. He will involve other members in an intentional plan of outreach. He will report outreach goals and results to the deacons on a quarterly basis. He will make sure that all guests are contacted in a timely manner. As his time permits, he will seek to personally visit with guests who request a meeting. He will enlist the help of staff and deacons in this follow-up ministry.

6. BUDGET:

The Senior Pastor will participate with the Budget and Finance Committee on all matters dealing with the budget. He will have input in all areas of the budget. He will be responsible for setting up a monitoring system of all expenses flowing through the Church Office. He will work closely with the Financial Secretary and Treasurer to make sure we are handling all processes in a legal and timely fashion.

7. MISSIONS:

The Senior Pastor will lead our church to be involved in mission work in our community and in other areas as opportunities permit. He should participate in local church mission projects when possible. He will encourage members to be involved in Missions.

8. EDUCATION & TRAINING:

The Senior Pastor is encouraged to participate in training opportunities each year that will improve his ministry skills. He will also direct the staff to attend training opportunities each year to better their job skills. He will encourage church members to obtain needed training to equip for ministry. He will seek to train church leaders through seminars and special classes. Special attention should be given annually to deacon training.

9. COMMUNITY RELATIONS:

The Senior Pastor shall serve as an ambassador of the church in our community. He will seek to be involved in the community, striving to enhance the witness of our church.

10. ADMINISTRATION:

The Senior Pastor is the chief administrative officer for the Church Office. He will delegate responsibilities to staff members, insuring that all needs are handled in a timely manner. He will make sure all documents (bulletins, newsletters, etc.) are published in a timely and accurate manner. He will review church records on a regular basis for accuracy. He will be responsible for all communications with the local, state, and national boards.

11. STAFF MANAGEMENT:

The Senior Pastor will be responsible for supervising the staff in their job performance. He will schedule weekly Staff meetings for planning and direction. He will keep notes on all staff meetings. He will perform quarterly reviews with each staff member. During these reviews he should cover items of concern, job performance, and career development. He will work with the Personnel Committee to fill open staff positions.

ASSOCIATE PASTOR

1. SUMMARY OF ASSIGNMENT:

The Associate Pastor will work, under the supervision of the Senior Pastor, to enhance the total ministry of the church. Effectiveness will be measured through the spirit in which duties are carried out; the skills exhibited in communication with church members committees and other staff and the timeliness with which routine as well as special assignments are accomplished. The concept of ministry for our church's staff is that it is a team ministry. Therefore, there will be occasions when duties not covered in the job description will be expected to be performed.

2. QUALIFICATIONS:

- A personal relationship with Christ and a sense of God's call.
- An on-going student of the Bible.
- A Christian witness through personal evangelism and ministry.
- Motivation and commitment to serve through a local Baptist church.
- Abilities for church growth, leadership training, human relationships, and administration
- Evidence of Christian morals and ethics through a personal/family lifestyle
- Experienced or will to be trained in computer literacy and skills in order to function, along with the ministerial and support staff, in office networking and efficient communication with others via electronic means.
- Affirmation of the written mission and core values of the Church.
- Have a spirit of Christian love, interest, and fellowship with other people.
- Cooperate with the pastor and other ministers in supporting and correlating various ministries into the total ministry of the church.
- It is strongly recommended that this person hold a four-year degree from an accredited institution.

3. MINISTERIAL FUNCTIONS:

The Associate Pastor will assist the Senior Pastor as directed in the following areas:

- Share in pastoral visitation involving hospital calls, shut-ins, and prospect, as well as other crisis situations.

- Be available for counseling weddings (after ordination), and funerals either with or in the absence of the pastor.
- Share the pulpit ministry in the absence of the pastor or as needed by the pastor.
- Assist Senior Pastor in the planning, conducting, and evaluating of all congregational services as requested.
- Serve as a resource person to the leaders of our church educational programs
- Assist in providing leadership training for our congregation. This will include small group learning opportunities and a nurturing ministry to new Christians.

a. Outreach:

The Associate Pastor will assist the Senior Pastor in leading our church in an outreach ministry to our community. He will involve other members in an intentional plan of outreach. He will report outreach goals and results to the Senior Pastor on a quarterly basis. He will assist the Senior Pastor in making sure that all guests are contacted in a timely manner. As his time permits, he will seek to personally visit with guests who request a meeting.

b. Missions:

The Associate Pastor will assist the Senior Pastor in leading our church to be involved in mission work in our community and in other areas as opportunities permit. He should participate in local church mission projects when possible. He will encourage members to be involved in missions.

4. ADMINISTRATIVE FUNCTIONS:

- Participate in weekly staff meetings; meet with Church Council to set goals and objectives for the church.
- Participate in training events to enhance professional development.
- Participate in the preparation of the annual church budget.
- The Senior Pastor delegates day-to-day administrative concerns to each member of the staff, as he deems appropriate.

5. WORK SCHEDULE:

This position will require office hours, flexible enough to meet the needs of ministry, and participation in worship and church activities.

STUDENT MINISTRIES DIRECTOR

1. SUMMARY OF ASSIGNMENT:

Our Student Ministries Director is responsible to the church, supervised by the Senior Pastor, for providing staff leadership to the entire church in the area of youth ministry. Effectiveness will be measured through the spirit in which duties are carried out; the skills exhibited in communication with church members, committees, and other staff, and the timeliness with which routine as well as special assignments are accomplished. The concept of ministry for our church's staff is that it is a team ministry. Therefore, there will be occasions when duties not covered in the job description will be expected to be performed.

2. QUALIFICATIONS:

- A personal relationship with Christ and a sense of God's call.
- An on-going student of the Bible.
- A Christian witness through personal evangelism and ministry.
- Motivation and commitment to serve through a local Baptist church.
- Abilities for church growth, leadership training, human relationships, and administration
- Evidence of Christian morals and ethics through a personal/family lifestyle
- Experienced or will to be trained in computer literacy and skills in order to function, along with the ministerial and support staff, in office networking and efficient communication with others via electronic means.
- Affirmation of the written mission and core values of the Church.
- Have a spirit of Christian love, interest, and fellowship with other people.
- Cooperate with the pastor and other ministers in supporting and correlating various ministries into the total ministry of the church.
- It is strongly recommended that this person hold a four-year degree from an accredited institution.

3. MINISTERIAL FUNCTIONS:

- Minister to youth, their families, and our youth workers.

- Lead our church in outreach to the families of unchurched students of our community and in-reach to our inactive youth families.
- Share in pastoral visitation involving hospital calls, shut-ins, and prospects, as well as other crisis situations.
- Assist Senior Pastor in the planning, conducting, and evaluating all congregational services as requested.
- Guide the church in providing worship experiences to meet the needs of our youth.
- Be available for counseling as necessary.

4. EDUCATIONAL FUNCTIONS:

- Direct the planning, organization, coordination, and evaluation of a comprehensive program of Christian Education for youth in support of our church mission. This work will be done with the assistance of the Youth Council.
- Assist the church Nominating Committee in the recruitment, enlistment, and training of youth leaders in all aspects of Church ministry.
- Advise in the use of educational materials, equipment, supplies, and space.
- Lead in a nurturing ministry to parents and families in our church and community. This will include training in parenting skills, and may be provided through the use of speakers, seminars, video courses, or curriculum.
- Lead our church in a nurturing ministry for youth as they make initial commitments to Christ (Mentor Program). This may include, but not limited to such programs as youth weekends, lock-ins, and programs at other locations.
- Participate in the Vacation Bible School as an outreach to our community.
- Develop special education and training projects (camps, retreats, seminars, etc.) for our youth, parents and leaders. Promote convention, state, and association events.
- Conduct a program aimed at aiding in the transition of youth from the Youth Ministry program to the young adult program. Coordinate this effort with the Senior Pastor.

5. ADMINISTRATIVE FUNCTIONS:

- Participate in weekly staff meetings;
- Meet with Church Council to set goals and objectives for the church.

- Give a Youth Ministry report as scheduled in Church Conference
- Assist in the publicity of youth ministry through the use of bulletin boards, newsletters, and other means.
- Coordinate transportation as needed.
- Maintain a monthly calendar of events and publicize these events in the newsletter and bulletin.
- Participate in training events to enhance professional development.
- Lead in the preparation of an annual church budget in areas related to student ministry including needs for supplies, equipment, and repairs to facilities; administer the approved budget of the staff as he deems
- Participate in training each year to improve job skills.

6. WORK SCHEDULE:

This position will require flexible office hours, participation in worship and church activities, and unstructured ministry hours.

MUSIC MINISTRIES DIRECTOR

1. SUMMARY OF ASSIGNMENT:

The Music Minister is responsible to the church, supervised by the Senior Pastor, for providing staff leadership to the entire church in the area of music. Effectiveness will be measured through the spirit in which duties are carried out; the skills exhibited in communication with church members, committees, and other staff and the timeliness with which routine as well as special assignments are accomplished. The concept of ministry for our church's staff is that it is a team ministry. Therefore, there will be occasions when duties not covered in the job description will be expected to be performed

2. QUALIFICATIONS:

- A personal relationship with Christ and a sense of God's call.
- An on-going student of the Bible.
- A Christian witness through personal evangelism and ministry.
- Motivation and commitment to serve through a local Baptist church.
- Abilities for church growth, leadership training, human relationships, and administration
- Evidence of Christian morals and ethics through a personal/family lifestyle
- Experienced or will to be trained in computer literacy and skills in order to function, along with the ministerial and support staff, in office networking and efficient communication with others via electronic means.
- Affirmation of the written mission and core values of the Church.
- Have a spirit of Christian love, interest, and fellowship with other people.
- Cooperate with the pastor and other ministers in supporting and correlating various ministries into the total ministry of the church.
- It is strongly recommended that this person hold a four-year degree from an accredited institution.

3. MINISTERIAL FUNCTIONS:

- Lead the church in planning, organizing, conducting, and evaluating a comprehensive music program in support of our church mission and objectives.

- Minister to the members of the choir and their families, as needs arise.
- Guide the church in providing worship experiences.
- Spiritually lead our church in music at all services, unless delegated otherwise
- Assist in planning music for weddings, funerals, and other church related activities as your schedule allows.
- Share in pastoral visitation involving hospital calls, shut-ins, and prospects, as well as other crisis situations.
- Assist Senior Pastor in the planning, conducting, and evaluating all congregational services as requested.
- Be available for counseling as necessary

4. EDUCATIONAL FUNCTIONS:

- Direct the planning, organization, coordination, and evaluation of a comprehensive program of music in support of our church mission. This work is done with the assistance of the Music Council.
- Assist the church nominating committee in the recruitment, enlistment, and training of members to lead in our music endeavors.
- Advise in the use of educational materials, equipment, supplies, and space.
- Participate in the Vacation Bible School as an outreach to our community.
- Lead, direct, and recruit members for our adult choir.
- Lead, direct, and recruit members for our hand bell choir.
- Responsible for all choirs for all levels.
- Provide leadership in all areas of music within our church.
- Responsible for the church audio-video systems.

5. ADMINISTRATIVE FUNCTIONS:

- Lead, direct, and recruit members for our adult choir and ensembles.
- Participate in weekly staff meetings; meet with Church Council to set goals and objectives for the church.
- Give a Music Ministry Report as scheduled in Church Conferences.

- Assist in the publicity of music ministry through the use of bulletin boards, newsletters, and other means. Coordinate transportation as needed. Maintain a monthly calendar of events and publicize these events in the newsletter and bulletin
- Participate at least yearly in training events to enhance professional development.
- Lead in the preparation of an annual church budget in areas related to music ministry including needs for supplies, equipment, and repairs to facilities; administer the approved budget.
- The Senior Pastor delegates day-to-day administrative concerns to each member of the staff, as he deems appropriate.

6. WORK SCHEDULE:

This position will require set office hours, participation in worship and church activities, and unstructured ministry hours.

CHILDREN'S MINISTRIES DIRECTOR

1. ASSIGNMENT SUMMARY:

The Children's Minister is responsible to the church, supervised by the Senior Pastor, for providing staff leadership to the entire church in the area of Children's Ministry (ages birth to grade 6). Effectiveness will be measured through the spirit in which duties are carried out; the skills exhibited in communication with church members, committees, and other staff and the timeliness with which routine as well as special assignments are accomplished. The concept of ministry for our church's staff is that of a team ministry. Therefore, there will be occasions when duties not covered in the job description will be expected to be performed.

2. QUALIFICATIONS:

- A personal relationship with Christ and a sense of God's call.
- An on-going student of the Bible.
- A Christian witness through personal evangelism and ministry.
- Motivation and commitment to serve through a local Baptist church.
- Abilities for church growth, leadership training, human relationships, and administration
- Evidence of Christian morals and ethics through a personal/family lifestyle
- Experienced or will to be trained in computer literacy and skills in order to function, along with the ministerial and support staff, in office networking and efficient communication with others via electronic means.
- Affirmation of the written mission and core values of the Church.
- Have a spirit of Christian love, interest, and fellowship with other people.
- Cooperate with the pastor and other ministers in supporting and correlating various ministries into the total ministry of the church.
- It is strongly recommended that this person hold a four-year degree from an accredited institution.

3. MINISTERIAL FUNCTIONS:

- Minister to children, their families, and our children's workers.

- Lead our church in outreach to the families of un-churched children of our community and in-reach to our inactive children's families.
- Share in pastoral visitation involving hospital calls, shut-ins, and prospects, as well as other crisis situations.
- Assist Senior Pastor in the planning, conducting, and evaluating all congregational services as requested.
- Guide the church in providing worship experiences to meet the needs of our children (i.e. children's sermons, children's bulletins, and preschool worship).
- Be available for counseling as necessary

4. EDUCATIONAL FUNCTIONS:

- Direct the planning, organization, coordination, and evaluation of a comprehensive program of Christian Education for children in support of our church mission. This work will be done with the assistance of the Children's Council.
- Assist the church Nominating Committee in the recruitment, enlistment, and training of children's leaders in all aspects of Church ministry, including WMU, (GA's and Mission Friends), Men's Ministries (RA's), Sunday School, and Discipleship.
- Advise in the use of educational materials, equipment, supplies, and space.
- Lead in a nurturing ministry to parents and families in our church and community. This will include training in parenting skills, and may be provided through the use of speakers, seminars, video courses, or curriculum.
- Lead the church in a nurturing ministry for children as they make initial commitments to Christ (Mentor Program). This may include, but not limited to such programs as pro-school worship service or the Bible Drill program.
- Plan, direct, and participate in the Vacation Bible School as an outreach to our community.
- Develop special education and training projects (camps, retreats, seminars, etc.) for our children, parents and leaders. Promote convention, state, and association events.
- Conduct a program aimed at aiding in the transition of children from the
- Children's Ministry program to the Youth ministry program. Coordinate this effort with the other ministry staff.

5. ADMINISTRATIVE FUNCTIONS:

- Minister to children, their families, and our children's workers.
- Lead our church in outreach to the families of un-churched children of our community and in-reach to our inactive children's families.
- Share in pastoral visitation involving hospital calls, shut-ins, and prospects, as well as other crisis situations.
- Assist Senior Pastor in the planning, conducting, and evaluating all congregational services as requested.
- Guide the church in providing worship experiences to meet the needs of our children (i.e. children's sermons, children's bulletins, and preschool worship).
- Be available for counseling as necessary

6. WORK SCHEDULE:

This position will require flexible office hours, participation in worship and church activities, and unstructured ministry hours.

FAMILY LIFE MINISTRIES DIRECTOR

1. SUMMARY OF ASSIGNMENT:

The Family Life Minister is responsible to the church, supervised by the Senior Pastor, for providing staff leadership to the entire church Family Life Ministry. This includes vision, planning and implementation of organizations and events related to family life ministries in the church. It also involves assisting church leaders in planning, conducting, and evaluating a comprehensive ministry of Family Life activity in support of the mission and objectives of the Church. The concept of ministry for our church's staff is that of a team ministry. Therefore, there will be occasions when duties not covered in the job description will be expected to be performed.

2. QUALIFICATIONS:

- A personal relationship with Christ and a sense of God's call.
- An ongoing student of the Bible
- A Christian witness through personal evangelism and ministry
- Motivation and commitment to serve through a local Baptist church
- Abilities for church growth, leadership training, human relationships, and administration
- Evidence of Christian morals and ethics through a personal / family lifestyle
- Experienced or willing to be trained in computer literacy and skills in order to function, along with the ministerial and support staff, in office networking and efficient communication with others via electronic means
- Affirmation of the written mission and core values of the Church
- Have a spirit of Christian love, interest, and fellowship with other people
- Cooperate with the pastor and other ministers in supporting and correlating various ministries into the total ministry of the church
- It is strongly recommended that this person hold a 4 year degree from an accredited institution and either a master's level course in psychology, counseling, or on-going training in one of these areas.

3. MINISTERIAL FUNCTIONS:

- Share in pastoral visitation involving hospital calls, shut-ins, and prospect, as well as other crisis situations.

- Assist Senior Pastor in the planning, conducting, and evaluating of all congregational services, which will strengthen the church and its families.
- Coordinate with church leaders and other church staff to under gird the educational and evangelistic plans of the church
- Be available for counseling during crisis situations, marriage enrichment, emotional and spiritual depression and bereavement.

4. FAMILY LIFE FUNCTIONS:

- Develop a clear vision of Family Ministry for the church
- Work with family ministry leaders, the church staff and the Church Council to develop a vision of family ministry.
- Integrate this vision into the overall ministry strategy of the church
- Communicate this vision regularly to the church body.
- Develop and monitor programs involving the Senior Adults.
- Plan a program of Family Ministry
- Create family events such as camp outs, seasonal festivals, and retreats.
- Develop and plan marriage enrichment opportunities.
- Implement parenting skills training.
- Hold intergenerational educational programs and events.
- Incorporate family or home-based evangelism and discipleship groups.
- Concentrate on the senior adult needs and plan programs specifically designed to enhance their lives and worship experience.
- Recruit and train leaders for family ministry
- Serve with the Nominating Committee to identify needs and persons.
- Plan and conduct training to equip and expand the leadership base.
- Serve with the Missions Council to involve families in mission projects.

- Conduct and evaluate family ministry plans
- Promote and lead family ministry events and services.
- Communicate the vision, goals and events with the church body
- Insure weekly and quarterly assessments are performed with the staff.

5. ADMINISTRATIVE FUNCTIONS:

- Participate in weekly staff meetings; meet with Church Council to set goals and objectives for the church.
- Serve as staff liaison with programs and organizations relating to family ministries.
- Participate at least yearly in training events to enhance professional development.
- Prepare an estimated annual budget for the family ministry; administer the approved budget.
- The Senior Pastor delegates day-to-day administrative concerns to each member of the staff, as he deems appropriate.
- Cooperate with the associational and state denominational leaders in programs of mutual interest and training, as time allows.
- Assist the Senior Pastor in leading our church to be on mission with God in our community and world.

6. WORK SCHEDULE:

This position will require flexible office hours, participation in worship and church activities, and unstructured ministry hours.

CHRISTIAN EDUCATION MINISTRIES DIRECTOR

1. SUMMARY OF ASSIGNMENT:

The Education Minister is responsible to the church, supervised by the Senior Pastor, for providing staff leadership to the entire church educational program. This involves assisting church program leaders in planning, conducting, and evaluating a comprehensive ministry of Christian education and discipleship in support of the mission and objectives of the church. The concept of ministry for our church's staff is that of a team ministry. Therefore, there will be occasions when duties not covered in the job description will be expected to be performed.

2. QUALIFICATIONS:

- A personal relationship with Christ and a sense of God's call.
- An on-going student of the Bible.
- A Christian witness through personal evangelism and ministry.
- Motivation and commitment to serve through a local Baptist church.
- Abilities for church growth, leadership training, human relationships, and administration
- Evidence of Christian morals and ethics through a personal/family lifestyle
- Experienced or will to be trained in computer literacy and skills in order to function, along with the ministerial and support staff, in office networking and efficient communication with others via electronic means.
- Affirmation of the written mission and core values of the church.
- Have a spirit of Christian love, interest, and fellowship with other people.
- Cooperate with the pastor and other ministers in supporting and correlating various ministries into the total ministry of the church.
- It is strongly recommended that this person hold a four-year degree from an accredited institution.

3. MINISTERIAL FUNCTIONS:

- Share in pastoral visitation involving hospital calls, shut-ins, and prospect, as well as other crisis situations.
- Assist Senior Pastor in the planning, conducting, and evaluating of all congregational services as requested.

- Guide church in providing worship experiences to meet the needs of our members.
- Be available for counseling as necessary.

4. EDUCATIONAL FUNCTIONS:

- Lead the church in planning, conducting, and evaluating a comprehensive program for Christian education.
- Work within the church process to select, enlist and train a Sunday School leadership team, teachers, outreach leaders, and other leaders as necessary.
- Lead the church in the assimilation of new members.
- Enlist and train a ministry team to implement and maintain a welcome center.
- Develop special educational and training projects such as retreats and seminars for various age groups within the congregation.
- Lead the church to be aware of the educational curriculum materials available and lead the church to select the most suitable.
- Serve as staff resource person for the educational program of the church.
- Work with the Nominating Committee in the process of selecting and enlisting workers.
- Provide new member/discipleship classes for adults and other older children as they make professions of faith.
- See that meaningful learning experiences are provided for preschoolers an all regular worship services. This includes training all volunteer workers.
- Cooperate with denominational leaders in promoting activities of mutual interest.
- Develop teachers in all areas of the church involving small group studies through systematic training program.
- Secure teaching equipment as required.
- Offer extensive library and media services.

5. ADMINISTRATIVE FUNCTIONS:

- Participate in weekly staff meetings; meet with Church Council to set goals and objectives for the church.
- Serve as staff liaison with all educational committees of the church in adult, children, and preschool.

- Keep inventory of equipment, and consumable supplies for all educational programs of the church; recommend purchase of new equipment and repairs to facilities.
- Serve as editor of the church newsletter.
- Participate at least yearly in training events to enhance professional development.
- Prepare an estimated annual budget for the educational ministries (Sunday School and discipleship); administer the approved budget.
- The Senior Pastor delegates day-to-day administrative concerns to each member of the staff, as he deems appropriate.

6. WORK SCHEDULE:

This position will require flexible office hours, participation in worship and church activities, and unstructured ministry hours.

OFFICE ADMINISTRATOR

1. SUMMARY OF ASSIGNMENT:

The Office Administrator is responsible for performing communication and secretarial duties as related to the pastoral and church ministries, under the supervision of the Senior Pastor.

2. QUALIFICATIONS:

- A personal relationship with Christ and a sense of God's call.
- A Christian witness through personal evangelism and ministry.
- Motivation and commitment to serve the church with excellence.
- Abilities for church growth, leadership training, human relationships, and administration
- Evidence of Christian morals and ethics through a personal/family lifestyle
- Experienced or will to be trained in computer literacy and skills in order to function, along with the ministerial and support staff, in office networking and efficient communication with others via electronic means.
- Affirmation of the written mission and core values of the Church.
- Have a spirit of Christian love, interest, and fellowship with other people.
- Cooperate with the pastor and other ministers in supporting and correlating various ministries into the total ministry of the church.

3. REGULAR DUTIES:

- Exercise tact, courtesy, and diplomacy when receiving visitors or phone callers; always using strict confidentiality.
- Facilitate staff communications by designing flyers and newsletters (making sure they are mailed in a timely fashion) and by sending cards and typing letters.
- Update website and notify those on e-mail list with prayer requests, event calendars, and newsletters. E-mail or call committees and councils with upcoming events or issues.
- Prepare and maintain actual and virtual membership files for the pastor and the church including prospect list, attendance records with weekly budget and building offering totals.

- Open, review, and distribute mail. Prepare routine answers for approval and signature without direction. Prepare billing statements for the church treasurer, as well as, maintain a petty cash account for small purchases that will be monitored by the church treasurer.
- Oversee communications contracts for all telephone services, the Internet, computer upgrades and the website.
- Oversee the office equipment (copiers, folding machine, and computers) and the expenses involved. Keep adequate supplies for all.
- Maintain a monthly calendar of events and publicize in newsletter.
- Mobilize office volunteers by designing service opportunities, communicating opportunities, and by training and scheduling the volunteers.
- Assist the church clerk with information for the annual church letter to the Raleigh Baptist Association.
- Notify the pastor and other appropriate individuals of church related deaths and illnesses.
- Order materials and literature as instructed by the Senior Pastor.
- Keep the office area in order.
- Perform other duties as assigned by the Senior Pastor.

4. WORK SCHEDULE:

This position will require set office hours and limited unstructured ministry hours.

CUSTODIAN

1. SUMMARY OF ASSIGNMENT:

The Custodian is responsible for maintaining clean buildings and grounds under the supervision of the Senior Pastor or his designee.

2. QUALIFICATIONS:

- A personal relationship with Christ and a sense of God's call.
- A Christian witness through personal evangelism and ministry.
- Motivation and commitment to serve the church with excellence.
- Abilities for church growth, leadership training, human relationships, and administration
- Evidence of Christian morals and ethics through a personal/family lifestyle
- Have a spirit of Christian love, interest, and fellowship with other people.
- Cooperate with the pastor and other ministers in supporting and correlating various ministries into the total ministry of the church.

3. RESPONSIBILITIES:

- Maintain floors according to schedule; dust furniture and equipment; wash walls and windows, and vacuum carpets as scheduled.
- Maintain clean restrooms and replenish supplies.
- Purchase cleaning and maintenance supplies and equipment as needed.
- Operate heating and cooling equipment according to operational needs.
- Prepare baptistery for use as directed and clean following use.
- Open and close building as directed for operational needs.
- Prepare facilities for special use as requested by the Senior Pastor.
- Assist when facilities and arrangements are needed for weddings. Extra compensation based on user fees will be paid in accordance to church policy.

- Perform small maintenance work such as replacing light bulbs and changing air filters. Report all other maintenance needs to the Buildings and Grounds Committee.
- Weekly Cleaning will be done on a schedule set by the Senior Pastor.