

Section 1 – Staff/Paid Personnel

First Baptist Church, Lolita

Personnel Policy

This policy can become an article in the bylaws and/or part of a personnel policy manual to assure productivity and to avoid organizational and legal problems.

General

Offer of employment to new staff members, excluding the *pastoral staff**, will be made by the personnel committee in writing, outlining the duties of the office, its compensation, and all the conditions set forth in this personnel policy. Acceptance of the offer must be presented in writing to the committee.

Two weeks notice must be given to the Personnel Committee in writing for any staff resignation.

Coverage in the retirement plan under the Annuity Board is available to all eligible Pastoral Staff members. Eligible is defined as part-time (20-32 hours/week) and full-time (32 hours/week or more) employees. Hospitalization insurance is provided for full-time employees and all dependents. Hospitalization insurance may be provided for part-time employees by deducting cost from salary.

All employees except the ordained ministers are covered under Federal Social Security. Ordained ministers are given the option of a Social Security Allowance.

It shall be the responsibility of the Personnel Committee to implement personnel policy.

*see duties of Pastor Search Committee

Paid Vacations

Within each calendar year, vacations are regularly scheduled for all employees using anniversary date to anniversary date. Unused vacation time cannot be carried over into the next year, nor will employees receive additional pay for vacation time not taken.

Vacation time is allotted according to the following policy.

1. A full-time employee will, after 12 months of continuous service, be eligible for two weeks of paid vacation during the following 12 months.
2. After five years of continuous service, a full-time employee will receive three weeks paid vacation.
3. Part-time employees (20-32 hours/week) after one year of continuous service gets one week of paid vacation.
4. Part-time employees (20-32 hours/week) after five years of continuous service get two weeks of paid vacation.
5. *Unused vacation, upon termination, will be pro rated.*

Holidays

Full-time employees will be eligible for paid holidays. They may observe one day for any or all the following:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day

They may observe two days for any or all the following:

- Thanksgiving
- Christmas

When any of these holidays occur on Sunday, employee-selected weekday(s) will be observed.

NOTE: We are currently providing paid holidays for our part-time secretary.

Part-time and other employees are not eligible for paid holidays, but may take them without pay. If part-time employees take above holidays, they will still be expected to fulfill job requirements. Requests must be made to immediate supervisor (i.e. Pastor...if Pastor absent, the Personnel Committee)

Paid Leave

The following policy will be adhered to regarding paid leave for each calendar year.

1. Leave will be granted due to: personal illness; illness of a member of the immediate family which requires hospitalization; a death in the immediate family. Immediately family includes mate, child, parent and sibling.
2. For full-time employees, prior to the completion of one year of service, leave is not to exceed five working days.
3. After five years of continuous service, up to three weeks leave will be granted.
4. Deductions from salary will be made for leave extending beyond above stated policies unless an extension of leave has been recommended by the Personnel Committee/Deacons and approved by the church.
5. Leave is not cumulative, nor will employees be paid for unused leave upon termination of employment
6. Part-time employees (20-32 hours/week) will be eligible to receive half the above considerations.
7. All requests for leave, paid or unpaid, must be made to your immediate supervisor (i.e. Pastor, if pastor is not available, Personnel Committee). If Pastor is requesting leave, he must approach the Deacons.

Grievance Policy

From time to time grievances arise between people who work closely together. It is the fervent prayer of the church that any grievances be quickly resolved between the people involved with dignity and confidentiality. If you have a grievance with a coworker that you cannot be resolved between the two of you, please follow the guidelines Christ gave us in Matthew 18:15-17.

Standards of Conduct for Pastoral Staff

And He gave some as apostles, and some as prophets, and some as evangelists, and some as pastors and teachers, for the **equipping of the saints for the work of service, to the building up of the body of Christ**; 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. (Eph 4:11-13)

As the pastoral staff, we are here by God's design to do His work in leading this congregation to grow in their relationship with God and each other and become the church He intends it to be. The primary roles and responsibilities of the pastoral staff of this church are:

- To love this Body of Believers as Jesus does
- Build up and lift up this Body of Believers
- To train and equip the members of this Body to do the work of God

This church is the Body of Christ. The members of this church have the Holy Spirit residing in them and are members of the Body of Christ.

- When the Body speaks, our initial response must be that the Spirit is speaking. However, it must be evaluated through and supported by Scripture.
- When you relate to any member of this Body, you relate to the person of Jesus Christ.
- When you love any member of this Body, you love the person of Jesus Christ.
- When you build up any member of this Body, you build up the person of Jesus Christ

Therefore I, the prisoner of the Lord, implore you to **walk in a manner worthy of the calling with which you have been called**, with all humility, and gentleness, with patience, showing tolerance for one another in love, being diligent to preserve the unity of the Spirit in the bond of peace. (Eph 4:1-3)

To the Jews I became as a Jew, so that I might win Jews; to those who are under the Law, as under the Law though not being myself under the Law, so that I might win those who are under the Law; to those who are without law, as without law, though not being without the law of God but under the law of Christ, so that I might win those who are without law. To the weak I became weak, that I might win the weak; **I have become all things to all men, so that I may by all means save some.** (I Cor. 9:20-22)

We are employees of this congregation and they have the right to expect certain behaviors and attitudes as is true with any employer/employee relationship.

- We are accountable to the people of this congregation. Every member has a voice in this church. Therefore, we are, in a sense, accountable to every member of this congregation as long as their expectations do not contradict Scripture.

- We will establish office hours and abide by them. If someone needs to contact us, visit or seek counsel, they need to know where they can find us.
- If you are not able to be in the office by the scheduled time, inform the pastor, or secretary in the event the pastor is not available.
- In the event the pastor is not in the office (ministry obligations, days off, etc.) the youth pastor, or other full-time pastoral staff member, is to be available for any need that may arise.
- We are to support...visibly and spiritually...the ministries and activities of this church. It is our responsibility to set the example for others to follow.
- We are to respect the values and morals of this congregation, even if we do not entirely agree with them.
 - This church building, and particularly the sanctuary, is sacred and holy ground. It is where people come to encounter, worship and fellowship with God. It is to be treated with all the respect due to the place where God resides.
 - Our behavior in the way we show respect to the sanctuary is to be an example to all who enter this building. If we do not show respect, the people looking to us as examples will not show respect.
 - Our appearance, behavior and attitude are to be a visible testimony of the love and respect we have for God and the people He has called us to serve.
 - If our appearance, behavior or attitude is a distraction to anyone within the congregation, especially a visitor, then we are not building up the Body of Christ.

If it is important to this church, it is important to us!

Pastor

Principle Function: The pastor is responsible to the church to proclaim the gospel of Jesus, to teach the biblical revelation, to engage in pastoral care ministries, to provide administrative leadership in all areas of church life, and act as the chief administrator of the paid staff.

Responsibilities:

1. Plan and conduct the worship services; prepare and deliver sermons; lead in observance of ordinances.
2. Lead the church in an effective program of witnessing and in a caring ministry for persons in the church and community.
3. Visit members and prospects.
4. Conduct counseling sessions; perform wedding ceremonies; conduct funerals.
5. Work with deacons, church officers, and committees as they perform their assigned responsibilities, train and lead the deacons in a program of family ministries.
6. Act as moderator of church business meetings.
7. Cooperate with associational, state, and denominational leaders in matters of mutual interest and concern; keep the church informed of denominational development; represent the church in civic matters.
8. Serve as chief administrator of the paid church staff; supervise the work of assigned paid staff workers.

Minister of Music

Principle Function: The Minister of Music is responsible for the development and promotion of the church music program. The Minister of Music is responsible to the pastor for the development of these programs.

Responsibilities:

1. Direct the planning, organizing, conducting, and evaluating of a comprehensive music program including choirs, vocal and/or instrumental ensembles.
2. Cooperate with the church Nominating Committee to enlist and train leaders for the church music ministry including graded choir workers, song leaders, and accompanists for the church music organization.
3. Coordinate the music program with the organizational calendar and emphases of the church.
4. Assist the pastor in planning all services of worship.
5. **Arrange, provide and/or approve** music for weddings, funerals, special projects, ministries and other church-related activities upon request.
6. Plan, organize, and promote choir tours, clinics, and programs for the choir.
7. Supervise instrumentalists and choirs.
8. Maintain music library, materials, supplies, musical instruments, and other equipment.
9. Allowed two Sundays for vacation.

Minister of Youth & Education

(approved April 13, 2008)

Qualifications:

1. Shall be a biblically based, Spirit-filled Christian, ascribing to the vision of First Baptist Church of Lolita, Texas.
2. Has a calling to youth ministry.
3. Experience in youth ministry service
4. BA or BS degree preferred
5. Strong communication and interpersonal skills
6. Agrees with bible-base Baptist doctrine

Principle Duties: Responsible to the Senior Pastor for developing, maintaining and evaluating comprehensive youth and educational ministries that support the mission and objectives of this church.

Responsibilities to the Church:

1. Promote harmony within the church by building positive attitudes toward the church and its leaders, both lay and professional.
2. Support all organizations of the church as applicable by attendance and work.
3. Serve as the head of the Youth Committee.
4. Keep the senior pastor informed of needs, problems, opportunities, programs, and activities.
5. Attend staff meetings.
6. Attend and report at monthly business meetings the activities, achievements, and needs of the youth programs.
7. Be timely in the upkeep of all financial and legal requirements.
8. Give dates of scheduled youth activities to the church secretary to be included on the church calendar.
9. Maintain a healthy balance between office hours and outside visitation.
10. Comply with all established church policies and procedures as well as all applicable federal and state laws.
11. Perform other duties as assigned by pastor.

Minister of Youth Responsibilities:

12. Guide students in developing personal growth skills (prayer, Bible study, witnessing, service, etc.)
13. Develop and implement programs that attract youth to Christ and promote spiritual growth.
14. Plan and coordinate special events (retreats, camps, mission projects and trips, etc.) that touch all youth at various levels of spiritual maturity, within the goals and objectives of evangelism, worship, fellowship, discipleship, and ministry.
15. Develop healthy relationships with parents/guardians of all youth, providing resources for them to assist in their growth as Christian parents and to counsel with them.
16. Develop and administer programs that:
 - Recruit and equip adults to serve within the youth program
 - Create an active outreach to youth of the community
 - Follow-up with youth visitors and their parents
17. Ensure youth classes are adequately structured to carry out responsibilities to reach, teach, and care for youth (i.e. Sunday morning and evening services, Wednesday services, and other youth events.)
18. Be available for counseling and youth activities outside of church activities.
19. Direct in the use of program materials, equipment, supplies, and space utilization by youth groups.
20. Lead the Youth Committee in preparing an annual budget that is reflective of the goals and objectives of the ministry.
21. Promote youth ministries using local media, a newsletter, brochures, flyers and church bulletin.

Minister of Education Responsibilities:

22. Coordinate with the pastor and appropriate church leaders to ensure all educational ministries of the church are complementary and support the mission of the church.

23. Give direction, supervision, and participation to the church's outreach-evangelism ministries, working closely with the appropriate church committees.
24. Ensure good stewardship of church resources in the ordering and maintenance of church educational materials.
25. Keep abreast of the latest trends, methods, and materials as related to religious education and administration.
26. Supervise the maintenance of accurate records for all educational organizations including church membership roll.

Full-time Summer Youth Minister Expectation

Principle Function: To minister to youth in Christian development. The word "Youth" is herein defined as the teenage years. The Minister of Youth Education is responsible to the pastor for the development of these programs.

1. Christian male or female having completed at least two years of college
2. Expected to be on the field May 27-August 12; Salary \$3,000 for the 11 weeks (\$272.00 per week @ \$6.80 an hour); room & board will be provided and/or mileage up to \$1000 total for the 11 weeks.
3. Must attend Youth Camp (June 8-12), YEC (July13-14) and possible Super Summer; all expenses paid for by the church.
4. Sunday & Wednesday night Bible study and praise time
5. Weekly activity other than Sundays & Wednesdays
6. Weekly visitation
7. Attend staff meetings
8. Scheduled office hours expected; will be coordinated with Pastor
9. Work closely with Pastor for Bible study & Discipleship material
10. Youth Vacation Bible Study
11. Other duties as Pastor deems necessary

Secretary

Principle Function: Perform general office work in relieving supervisor of minor executive and clerical duties.

Regular Duties:

1. Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports.
2. Review, open, and distribute mail; prepare routine answers without direction for approval and signature; answer routine letters in absence of the supervisor.
3. Act as required during supervisor's absence in making decisions or taking any necessary action not requiring supervisory approval.
4. Secretary should present a professional Christ-like appearance at all times. Casual dress is allowed as approved by supervisor.
5. As a representative of our church, exercise tact, courtesy, confidentiality of all records, visits and phone calls and use diplomacy in receiving callers, personal or telephone.
6. Keep a calendar of all appointments, events and notify committee members of meeting dates.
7. Edit and prepare bulletin copy and newsletter copy.
8. Order literature, office supplies, and bring before the church at regular church conference, any unbudgeted expenditures for approval before purchase is made.
9. Post receipts and disbursements of all accounts according to financial system.
10. Post offerings to individual accounts regularly in a timely manner; file envelopes.
11. Prepare bank reconciliation statements monthly.
12. Prepare monthly and annual financial reports for Financial Committee, pastor and church conferences.
13. Prepare quarterly and annual government reports.
14. **Prepare annual giving reports to contributors by January 31.**
15. Check and total all invoices when approved; inform responsible person of their budget expenditures.
16. Prepare and issue checks to staff members, designations, and organizations in accordance with church policy in a timely manner.
17. Work with church clerk in maintaining accurate member records. This includes:
 - Adding new names and pertinent information to the chronological membership roll and dropping other names as necessary through transfer, inactivity, or death
 - Correcting records for change of address or phone number
 - Sending a memo as needed to church personnel for other records to avoid incorrect information
18. Work with church to request letters of transfer from other churches for new members, forward letters to other churches requested by members, and notify person when their names are removed from the church roll for any reason other than transfer of membership by letter.
19. Prepare and mail all official church correspondence in a timely manner.
20. Work with church clerk to prepare the annual church letter to the association, submit for church approval, and send to association office.
21. Vacations (see page 6 #4). Must be prescheduled at least two months in advance.
22. Any extra time worked or unpaid time off should be approved by the Pastor and/or Personnel Committee.
23. When a new Pastor comes on field, the secretary will place him or herself on probation for a six week period or more. During this time, they may resign without regress or the Pastor may request a change in personnel without regress.

24. If time off is needed (paid or unpaid), the Pastor and/or Personnel Committee must be approached with a substitute for approval. Employee's salary will be deducted to pay for substitute for any non-prescheduled time off.
25. Must perform other duties as assigned by supervisor.
26. Annual evaluation by supervisor & Personnel Committee (end of October).

Custodian

Principle Function: Maintain clean buildings and grounds, make minor repairs.

Regular Duties:

1. Sweep, mop, buff, clean, and wax floors according to schedule, dust furniture and equipment; wash walls and inside windows and vacuum carpets as scheduled.
2. Maintain and clean restrooms; replenish tissue and towels; empty waste cans
3. Request cleaning and maintenance supplies and equipment as needed.
4. Check with church office or supervisor for special assignments.
5. Perform other duties as assigned.
6. Vacations (see page 6 #4). Must be prescheduled at least two months in advance.
7. If time off is needed (paid or unpaid), the Pastor and/or Personnel Committee must be approached with a substitute for approval. Employee's salary will be deducted to pay for substitute for any non-prescheduled time off.
8. When a new Pastor comes on field, the custodian will place him or herself on probation for a ix week period or more. During this time, they may resign without regress or the Pastor may request a change in personnel without regress.
9. Annual evaluation by supervisor & Personnel Committee (end of October)

Paid Nursery Worker

Principle Function: To provide care for children 3 years & younger while parents are involved in church activities.

Responsibilities/Regular Duties:

1. Must be at least 21-years-old.
2. Must arrive 15 minutes prior to a scheduled church activity and stay 15 minutes after each activity or until all children have been picked up.
3. After each service, change sheets and burp pads and put in hamper to be washed; Place clean sheets/pads on beds; Wash dishes/cups if used.
4. Give needed supply list to Nursery Ministry Team.
5. Notify church staff of any maintenance needs or equipment needs.
6. Must take the child safety exam!
7. Coordinate replacement from the list of substitute workers provided by the Nursery Committee. (These must take the child exam & have criminal background check done.)
8. Must be a Christian example.
9. Work with Nursery Committee to coordinate two volunteers each week from a prepared schedule and enlist others as needed.
10. Clean & sanitize all toys after use, with a solution of bleach (1 part bleach to 5 parts water).
11. Be acquainted with Church Policies regarding children.

12. Focus of worker will always be on children.
13. Must be certified in infant and child CPR and first aid.

Special Needs Aide

Principle Function: To provide care for children with special needs while the parents are involved in church activities.

Responsibilities/Regular Duties:

1. Must be at least 21 years old.
2. Must arrive 15 minutes prior to a scheduled church activity and stay 15 minutes after each activity or until all children have been picked up.
3. After each service wash dishes/cups if used.
4. Must take the child safety exam!
5. Coordinate replacement from the list of substitute workers provided by the Nursery Committee. (These must take the child exam & have criminal background check done.)
6. Must be a Christian example.
7. Be acquainted with Church Policies regarding children.
8. Focus of worker will always be on children.
9. Must be certified in infant and child CPR and first aid.