

JOB DESCRIPTIONS

PASTOR

Principal Function

To lead the church through worship, education, pastoral care and administration to minister to its members and persons in the community.

Responsibilities

1. Be the spiritual leader of the church.
2. Provide administrative leadership for the total church program.
3. Proclaim the gospel and lead the church in sharing the gospel to others.
4. Lead the staff and the church in a caring ministry to persons.
5. Lead the leadership of the church to plan, coordinate and evaluate its ministries.
6. Be in charge of all worship services and church ordinances.
7. Work with the Personnel Committee in the selection of all staff members and determining their duties.
8. Give supervision to the ministerial staff.
9. Be responsible for weddings and funerals.
10. Serve as Chairman of the Church Council.
11. Work with the deacons in ministering to members.
12. Perform other duties as required by the church.

[Committee and Pastor 3/91, approved 7-19-92]

ASSOCIATE PASTOR

Immediate Supervisor:

Pastor

Principal Function:

To serve as an associate to the pastor, with specific responsibilities to be determined as the needs of the church and the demands on the pastor's time dictate. The most likely ongoing responsibilities to be assigned are:

Responsibilities:

1. Serve as coordinator of all in-reach activities in accordance with church policy.
2. Serve as coordinator of all lay ministries in accordance with church policy.
3. Serve as coordinator/resource for Senior Adult activities in accordance with church policy.

Duties: Perform such duties as may from time to time be assigned by the Pastor. Duties involved in current ongoing responsibilities include:

1.
 - a. Lead the church in responding to crises in the lives of the church members to include visiting the sick and responding to emergencies and times of transition.
 - b. Coordinate and guide an on-going program of care for the homebound among our members.
 - c. Organize, coordinate and evaluate special programs aimed at the undergirding of those experiencing stress or grief.
 - d. Organize, coordinate and evaluate special programs aimed at the strengthening of family units in the church.
 - e. Guide the church in establishing a comprehensive program to aid members in developing in their relationship to the church.
 - f. Guide the church in establishing and carrying out an ongoing program to reenlist inactive members in the life and work of the church.

ASSOCIATE PASTOR (continued)

2. a. Provide guidance and serve as a resource to groups and ministries in the church that focus on missions. This includes current efforts in:
 - 1) Prison Ministry
 - 2) English As A Second Language
 - 3) Bon Air Learning Center
 - 4) Homeless Ministryand other mission ministries as they arise. In addition, provide guidance and support to the Baptist Men and the RA's.
- b. Coordinate and provide leadership in missions projects to include both local projects, including joint efforts with the Richmond Baptist Association, and mission field trips, such as trips to Judson Memorial, our sister church in Massachusetts, or lay mission team trips.
- c. Coordinate and provide leadership to Bon Air Baptist in the development of new mission churches in our area.
3. a. Develop and evaluate a comprehensive program for Senior Adults in our church.
- b. Coordinate the efforts of the church in ministering to those in long-term care facilities.
4. a. Assist the Nominating Committee in matching needs with human resources in the church.
- b. Serve as resource to assigned committees.

[10/27/90]

CHURCH ADMINISTRATOR (BUSINESS ADMINISTRATOR)

Overview:

The Church Administrator (Business Administrator) of Bon Air Baptist Church is responsible to the church for conducting and directing in a prompt, efficient, and accurate manner, all the administrative functions of the church. In order to fulfill this requirement, he/she interacts with all the constituents of the church; individual members, committees, staff, and the various outside agencies and persons with whom the church relates in its administrative, business and social functions. The Church Administrator reports directly to and is supervised by the Pastor of the church.

RESPONSIBILITIES

Operations:

- * Coordinates the day-to-day workload of the church office staff. This function does not take the place of the supervision from the ministers who are assigned secretaries. It is to assist the secretaries in handling requests for the church membership and general office management.
- * Directly supervises, assigns work and evaluates performance of the secretary assigned to him/her and the church custodial staff.
- * Directly supervises, assigns work and evaluates the "office" performance of the Financial Secretary as coordinated with the Treasurer.
- * Responsible for the Food Services Ministry of the church, including the contractual arrangements and supervision of the church caterer.
- * Coordinates vacation schedules and leaves (all types) of church staff (including office support and contract employees). Ministerial vacation dates must be submitted by April 1 of each year. They are to be submitted directly to the Pastor for approval.
- * Sets guidelines for or manages church purchases in accordance with the approved budget.
- * Assists the Van Committee in the operations, scheduling and maintenance of the vehicles owned by the church.
- * Directly supervises the use and maintenance of computers.
- * Establishes and maintains timely and accurate records of the inventory of church

physical property, as directed by the Trustees.

- * Supervises and coordinates all printing, mailing, and the production of news releases and other publicity.
- * Assists the appropriate committees to maintain an up-to-date- Church Operations Manual, containing the church's policies and procedures. Assists in maintaining the up-to-date and complete Church Constitution and Bylaws.

Financial and Budget

- * Staff liaison to Stewardship Committee in areas of budget planning, control, audition, promotion and subscriptions; investment policy and stewardship development. Administrator should have knowledge of such investments, but does not need to make decisions or do the investing.
- * Coordinates Bon Air Baptist Church's compliance to local, state, and federal regulations affecting the church. Coordinates insurance needs of the church to assure adequate coverage. Serves as staff liaison to Trustees, other related committees and church legal counsel.

Human Resources

- * At the direction of the Pastor, the Church Administrator can serve as the staff advisor and liaison to Personnel Committee in the areas of employment, benefits, administration, supervision, performance evaluation, employee recognitions and employee terminations and/or resignations in accordance with church personnel policies. Responsible for keeping Personnel Committee informed of changes and/or concerns that have potential impact on any function of church and staff.
- * Responsible with the Personnel Committee for updating and maintaining Personnel Manual. This includes (a) annual review of manual, (b) needed revisions and approvals and (c) dissemination of revisions based on effective approval dates.

Facilities and Property Management

- * Staff liaison responsible for construction and maintenance of facilities, furniture, equipment and grounds, including the securing and supervising of maintenance contracts.
- * Establishes and oversees a system/procedure for allocation of space, furniture and/or equipment needed by church organizations, leaders, or members. Interacts with non-

Bon Air Baptist organizations making requests to use our facilities.

Other Duties

- * Accomplish other duties as may be assigned by the Pastor from time to time.

[Revised 5/30/95]

INTERIM PASTOR

Liaison Contact:

Chairman of Deacons

Function:

To lead the church in Sunday worship and Wednesday evening Bible and prayer until a permanent Pastor is called by the congregation.

Responsibilities:

1. To plan and preach sermons at regular morning and evening worship services each Sunday, following the church's established format and in cooperation with the church's other ministers.
2. To plan and teach Bible study and prayer each Wednesday evening, following the church's established format and in cooperation with the church's other ministers.
3. To administer the ordinances of Baptism and the Lord's Supper.

Optional Ministries:

1. Marriages
2. Funerals
3. Counseling
4. Visitation

Points of Understanding:

1. Compensation will be paid on a semi-monthly basis.
2. If the Interim Pastor's home is located more than 25 miles from the church, mileage at the rate of 21 cents per mile plus out-of-pocket commuting expenses will be paid by the church. Also, other authorized travel expense will be reimbursed by the church.
3. Unless called upon, attendance at committee meetings will not be required.
4. The Interim Pastor shall work within the church's approved programs and policies and will have no responsibility for or authority over the church's internal administration, functions or policies.
5. If the Interim Pastor must miss a service, the Interim Pastor Committee will arrange for pulpit supply. In this case, the Interim Pastor will not be paid for the service missed, except when the absence is caused by illness.

INTERIM PASTOR (CONTINUED)

6. From time to time, the church may require the pulpit for a special need. In this event, the Interim Pastor will receive the usual compensation.
7. Information regarding Sunday sermons shall be furnished to the church office by Tuesday of each week in order to be included in the church's newsletter and Sunday program.
8. Secretarial assistance will be furnished.
9. After every six months of service, one week of paid vacation will be allowed.

MINISTER OF EDUCATION/SINGLES AND YOUNG ADULTS

Immediate Supervisor:

Pastor

Principal Functions:

Serves as coordinator of all educational activities in accordance with church policy and under the direction of the Pastor. Has specific responsibility to minister to single and married adults, college age to age fifty.

Duties:

1. Leads the other ministers with specific age group responsibilities in merging their educational and outreach activities into a comprehensive overall church effort.
2. Leads the creating or modifying units in the education organizations to effectively reach and teach all persons.
3. Leads in planning, organizing and implementing training and development programs for leaders and teachers involved in educational ministries.
4. Develops and maintains effective New Member training.
5. Guides in securing and utilizing space and equipment for educational programs.
6. Assists educational leadership in determining adequate curriculum materials to fulfill program objectives.
7. Assists leaders and workers in the Bible Teaching and Church Discipleship Training programs in accomplishing the goals of the organizations.
8. Assists the leaders of the educational organizations in preparing annual budget requests.
9. Works in close cooperation with the Nominating Committee, assisting them in maintaining current information on leadership potential and in enlisting educational organization leaders.
10. Serves as a resource person to assigned committees.
11. Such other duties as may be assigned by the Pastor.
12. Performs annual performance and salary reviews for assigned paid staff members.

MINISTER OF MUSIC

Immediate Supervisor:

The Pastor

Principal Functions:

1. Responsible for planning, promoting, directing and evaluating in developing and maintaining a comprehensive music program for the Church.
2. Direct or supervise lay directors and assistants in leading the preschool, children and youth choirs.
3. Direct the adult choir and other music groups.
4. Work with the Music Council in coordinating and developing the Music Ministry of the Church.
5. Assist the Nominating Committee in enlisting persons who are able to serve in the Music Ministry.
6. Assist the Pastor in planning services of worship.
7. Direct and supervise instrumental and vocal ensembles in discovering and developing musical talents of our members.
8. Maintain the music library, materials, supplies, musical instruments and equipment related to the Music Ministry.
9. Train leaders in the Music Ministry.
10. Serve as a resource person to other staff members and church leaders regarding music.
11. Submit an annual budget request to the Stewardship Committee regarding funds needed for the Music Ministry, and supervise the expenditure of funds according to the church adopted budget.
12. Perform other duties as assigned by the Pastor.
13. Supervise the work of the Organist and Pianist.

[3/91 By Committee and approved 7-19-92]

MINISTER TO YOUTH

Immediate Supervisor:
The Pastor

Principal Functions:

1. Maintain a comprehensive Youth Program for the Church, ministering to persons in Grades 7 through 12, developing and promoting a balanced ministry to the spiritual, physical and social needs of youth.
2. Accept some special assignments from the Pastor, assisting College and Career Departments as time permits.
3. Train and supervise adults who work with youth and those who serve on the Youth Council.
4. Lead the Youth Council in planning youth retreats, youth revivals, dramas, visitation, mission projects and other special youth programs.
5. Assist the Nominating Committee in enlisting leadership for Youth Ministries.
6. Work under the supervision of the Minister of Education-Outreach in providing effective Bible teaching and training programs for youth.
7. Work with the Pastor, Staff and Church Council in coordinating the Youth Program with other programs in the Church.
8. Assist the Recreation Committee in organizing, staffing and promoting an adequate sports and recreation program for youth.
9. Enlist, train and motivate youth to be active Christian witnesses and to be involved in the Outreach Program of the Church.
10. Seek to develop friendly relationships with youth, advising, counseling and guiding them in discovering God's plan for their lives.
11. Help youth to discover, develop and use their God-given talents.
12. Work with the Youth Council in preparing an annual budget request for the Youth Program and supervising the expenditures in accord with the adopted Church Budget.
13. Perform other duties as assigned by the Pastor.

JOB DESCRIPTIONS (continued)

Minister to Youth (continued)

14. Supervise the work of assigned paid staff members.
[3/91 By Committee and approved 7-19-92]

MINISTER OF CHILDHOOD EDUCATION

Job Description (Revision)

Immediate Supervisor: Minister of Education

Principle Function:

The Minister of Childhood Education, in coordination with the Minister of Education, will be responsible for leading in the development and implementation of a balanced and comprehensive program of Christian education, outreach, worship, nurture, fellowship, and service for preschoolers (birth-K), children (grades 1-5), their parents and leaders.

I. General Planning and Coordination

1. To coordinate the schedules of all programs and activities involving children and preschoolers, working with the church staff, Preschool and Children's Committees to achieve effective and harmonious programming for all ages and groups.
2. To establish and maintain a system of record keeping for all children's and preschooler's activities designed to facilitate a continuous review and evaluation of the church's ministry to children.
3. To project the program of ministry so that adequate budget can be requested through the church's budgeting process. To administer the budget approved by the church for ministry to children and preschoolers.
4. To develop policies needed to give direction to the church's ministry to children and preschoolers. To assist workers and committees in setting and achieving goals.
5. To work with the Outreach Coordinator and Sunday School Outreach Director in developing and implementing a comprehensive outreach/inreach strategy for reaching preschoolers and children and their families.

II. Church Programs and Family Ministries

1. To assist the Church Nominating Committee and Department Directors in selecting and enlisting persons to serve in all aspects of Preschool and Children's Ministries.
2. To maintain an on-going program of training and education for all persons serving preschoolers and children.
3. To oversee, with the Weekday Ministries Committee, the Weekday Ministries program and supervise the Weekday Ministries Director.
4. To serve as staff director and coordinator of Vacation Bible School, assisting in the enlisting and training of all VBS workers, utilizing other staff ministers in the general planning and coordination of the project.

MINISTER OF CHILDHOOD EDUCATION (continued)

5. To provide activities for preschoolers and children, as needed, during special church-wide adult programs.
6. To administer the paid child care ministry which includes supervision of the paid child care coordinator and workers.
7. To make regular inspections of the space used in the children's and preschool program to insure cleanliness, attractiveness and adequate provision of equipment and supplies.
8. To coordinate the use of shared space.
9. To facilitate an effective partnership with parents and the church in a ministry to children and preschoolers.
10. To minister to the needs of new parents through **First Contact** (formerly Cradle Roll) and Parent/Child dedication services.
- 11.. Supervise the work of assigned paid "staff members"

III. Personal and Professional Development

1. To initiate and develop working relationships with community service agencies, professional organizations and schools.
2. To maintain and enhance skills as a specialist in the area of ministry to children and preschoolers.
3. Perform other duties as assigned by the Minister of Education and the Pastor.

[Adopted 12/18/96]

INTERIM MINISTER TO CHILDREN

Immediate Supervisor:

Minister of Education

Principle Functions:

The Interim Minister to Children, in coordination with the Minister of Education, will be responsible for the coordination and implementation of programs designed to minister to preschoolers (birth-5) and children (grades 1-6), their parents, and their leaders, in carrying out the mission of Christ through the life of Bon Air Baptist Church.

IV. General Planning and Coordination

1. To coordinate the schedules of all Sunday and Wednesday programs and activities involving children and preschoolers, working with the church staff to achieve effective and harmonious programming for all ages and groups.
2. To help maintain a system of record keeping for all children's and preschooler's activities.
3. To administer with the Minister of Education the budget approved by the church for ministry to children and preschoolers according to the budget control policies of the church.
4. Perform other duties as assigned by the Minister of Education and Pastor.
5. Serve as an ex-officio member of the Children and Preschool Committees.

II. Church Programs and Projects

1. To assist the Church Nominating Committee and Department Directors in selecting and enlisting persons to serve in all aspects of Preschool and Children's Ministries.
2. To assist in the training and education of all persons serving preschoolers and children.
3. To serve as staff director and coordinator of Vacation Bible School, enlisting and training workers for the children's and preschool division and utilizing other staff ministers in the general planning and coordination of the project.
4. To be alert through the ministry to children and preschoolers to the discovery of families who need other ministry from Bon Air Baptist Church.
5. To provide arrangements, as needed, for children during special church-wide adult activities.

INTERIM MINISTER TO CHILDREN (continued)

6. To make regular inspections of the space used in the children's and preschool program, cooperating with the workers and the program support staff to insure cleanliness, attractiveness and adequate provision of equipment and supplies.
7. To assist the Paid Child Care Coordinator in providing child care for preschoolers as required during church functions.
8. To work with the Weekday Ministries Director in the coordination of shared space.
9. To coordinate Parent/Child dedication services.

IV. Personal and Family Ministries

1. To be alert to illnesses, hospitalizations, special needs, as well as honors, achievements and memorable events in the lives of children and preschoolers and their families, encouraging appropriate responses from parents, workers and church staff.
2. To be sensitive to the needs and roles of parents as they bear on the church's ministry to children and preschoolers.

[Adopted 11/15/95]

The Bon Air Baptist Church offers Mrs. Lucy Dorr, interim Minister to Children, an increase in pay to \$40,000 per year, effective June 15, 1996, with no other benefits in return for increasing her required hours to 40 per week. The schedule for these additional hours will be determined by the Minister of Education.

[Adopted 6/19/96]

EVANGELISM ASSOCIATE

Immediate Supervisor - Pastor

Responsibilities - Coordinate contacts with all visitors in Worship, Sunday School, and other special events; provide training on how to Share the Faith; work with New Member Committee in quarterly receptions, orientation classes and host families; insure that all new persons are enlisted in ministries of the church; provide training in discipleship for all new Christians; work with Ministry Nominating Sub-Committee in enlisting people in places of service; work with counsellors to provide help on Sunday morning; send letter to names received through Broadman Prospective Services and follow-up on persons requesting additional information; assist pastor with special mail-outs; attend all meetings of Evangelism Committee and give reports; coordinate ministries for the Jerusalem Project

[Adopted 12/18/96]