

CHURCH ORGANIST

- I. General Supervisor:**
Pastor

- II. Immediate Supervisor:**
Minister of Music

- III. Principal Function:**
Serve as organist/pianist for services and choir rehearsals under the direction of the Minister of Music.

- IV. Responsibilities:**
 - 1. Provide organ music for the Sunday Services.
 - 2. Serve as accompanist for the Sanctuary Choir rehearsal.
 - 3. Meet regularly with the Minister of Music for planning conferences.
 - 4. Serve as organist for revival and evangelistic services and such other special services as are requested.

- V. Salary Provisions and other benefits:**
 - 1. Salary of \$10,495 annually.
 - 2. Two weeks of vacation with pay per year.
 - 3. One week off with pay to participate in revivals and conferences.
 - 4. May have the privilege of teaching a limited number of organ and piano students, using the church's instruments and remunerated by the pupils.

[Aug. 1982; last revised 7-17-91]

MUSIC ASSISTANT/PIANIST

PLAYING RESPONSIBILITIES:

The Music Assistant/Pianist shall play for all regularly scheduled services of the church and any special events, such as revival and programs which are church-wide in scope and intent. Associational or organization meetings within the church would be done at the discretion of the Music Assistant/Pianist in consultation with the Minister of Music or Pastor.

ACCOMPANIST:

The Music Assistant/Pianist shall be the accompanist for the Sanctuary Choir and perform all responsibilities associated with this choir.

HANDBELL DIRECTOR:

The Music Assistant/Pianist will assist in the handbell ministry as director of two (minimum) handbell choirs each year. Additional choirs may be assigned at the discretion of the Minister of Music as need arises.

ENSEMBLE DIRECTOR:

The Music Assistant/Pianist will organize, enlist and direct an adult vocal ensemble to participate in our worship services and other activities of the church.

MUSIC COUNCIL:

The Music Assistant/Pianist will serve as a member of the Music Council giving general assistance and promotion to the Music Ministry of Bon Air Baptist Church.

SUPERVISION:

The Music Assistant/Pianist will be under the direct supervision of the Minister of Music who, in turn, works in consultation with the Music Council and Pastor.

VACATION AND SICK LEAVE:

The Music Assistant/Pianist shall receive two weeks paid vacation by the church per year. The Church will provide two week's paid sick leave per year. The pianist is expected to arrange capable substitutes in event of vacation or illness. Absences other than vacation or sick leave, are the financial responsibility of the Music Assistant/Pianist. All absences, other than sick leave, must be arranged with the Minister of Music in advance.

POSITION:

Part-Time at 20 hours or less per week.

SALARY: \$7,823.00

[Adopted 2/15/95]

RESPONSIBILITIES SHARED BY ALL SUPPORT STAFF

Assist the Pastor and the Church Administrator with assignments as needed; serve a limited assignment to record information for the "telephone information line," as directed by the Church Administrator; assist support staff when they have a work overload; assist receptionist with receiving and routing incoming telephone calls; assist the pastor in the absence of the pastor's secretary.

[Adopted 12/18/96]

PASTOR'S SECRETARY

(Salaried Position)

Immediate Supervisor - Pastor

Pastor Responsibilities - Provide clerical support and maintain files; assist with pastor's denominational ministries

Church Membership Responsibilities - Maintain membership files; update and notify of upcoming baptismal; coordinate transfer of letters; supply statistics for business meetings

Wedding Responsibilities - Provide information to wedding couples; forward wedding request to ministerial staff for confirmation of wedding date and details; notify wedding director of details

Tape Ministry Responsibilities - Oversee sermon tape orders and distribution

Mail Responsibilities - Maintain postage machine and supplies; oversee incoming and outgoing mail; log meter reading

Annual Responsibilities - Coordinate compilation of annual church directory; coordinate committee chairmen's orientation

Miscellaneous Responsibilities - Assist Church Administrator as needed; oversee maintenance and supplies for Sunday School Office copier; serve as back-up to the church calendar and deacon responsibilities; revise Constitution & Bylaws and Operations Manual; input and update participation stats of members in computer membership program; retrieve messages from general voice mailbox

Committees and Councils assigned to Pastor - Councils: Deacons; Committees: Baptismal, Center for Biblical Studies, Endowment Fund, Evangelism, Intercessory Prayer, Personnel, Subcommittee of Personnel, Planning/Priorities, Stewardship, Stewardship Education

ORGANIZATIONS AND LEADERSHIP GROUPS
RELATING TO:

PASTOR: _____

Councils:

Deacons

Committees:

Baptismal

Center for Biblical Studies

Endowment Fund (shared with Miles)

Evangelism (shared with Morgan)

Intercessory Prayer

Personnel (shared with Miles)

Subcommittee of Personnel (shared with Miles)

Plan/Priorities

Stewardship (shared with Miles)

Stewardship Education (shared with Miles)

[Revised 12/18/96]

FINANCIAL SECRETARY
(Salaried Position)

Immediate Supervisor - Church Administrator

Primary Duties and Responsibilities - Maintain appropriate and accurate accounting records; assist the Business Administrator and Church Treasurer in developing and preparing the church budget; attend the scheduled and called meetings of the Stewardship Committee, regular and called Business sessions of Bon Air Baptist Church providing the Church Treasurer with the appropriate records for the meeting; cooperate with auditors in the annual audit process; cooperate with the Pastor and/or other staff ministers by performing appropriate duties; prepare and make appropriate weekly bank deposits; keep appropriate records of memorial gifts to the church; prepare and mail quarterly giving statements to donors; maintain and keep financial records up to 48 months; maintain and update financial assistant operation manual as a back-up should the position be vacated due to retirement, illness, emergencies, etc.

[Revised 12/18/96]

EDUCATION-MUSIC SECRETARY

(Salaried Position)

Immediate Supervisors - Minister of Education, Minister to Music

Responsibilities - Provide clerical support for Minister of Education and Minister of Music and maintain files for respective ministries; compile and produce Sunday bulletin, newsletter, and any other congregational publications; prepare public relations material and forward to media; prepare bulk mail; assist in coordinating choir trips, retreats and programs; assist organizational heads, church committees and councils assigned to the Minister of Education and Minister of Music; coordinate messengers for state and national conventions

Miscellaneous Responsibilities - Serve as staff liaison with computer software support services; maintain supplies and servicing of work room copier and office printer; act as bookkeeper for Jean Miles medical trust fund; coordinate enlistment of office volunteers; prepare and send correspondence for New Member Ministry

Church Programs, Committees and Councils assigned to Minister of Education - Programs: Sunday School, Discipleship Training, Media Library Center, Single Adults, Young Married Adults; Councils: Sunday School, Singles, Education; Committees: Messenger, Ministry Placement, New Member, Nominating, Special Needs

Church Programs, Committees and Councils assigned to Minister of Music - Programs: Music, Audio-Visual Center; Councils: Music; Committees: Flower, Flower Delivery Lord's Supper, Social

[Revised 12/18/96]

ASSOCIATE PASTOR/SPECIAL PROJECTS SECRETARY

Immediate Supervisor - Associate Pastor

Responsibilities - Provide clerical support and maintain files for the Associate Pastor; assist in all areas of Family Life/Discipleship Seminars; update, print and distribute the Hospital/At Home List for ministers; coordinate retreats, mission

Recommendation from the Personnel Committee
(continued)

trips and banquets; assist organizational heads, church committees and councils assigned to the Associate Pastor

Deacon Responsibilities - Send out notices for deacon greeters and offertory prayer; notify deacon of death or hospital admittance of church member; assign deacon for new church members and enter in computer; prepare and distribute new member packets to respective deacon; notify of changes, additions, or deletions to records; update computer of membership changes in deacon family assignments

Special Projects Responsibilities - Assist with special assignments as requested

Miscellaneous Responsibilities - Prepare and send bulk mail; compile and produce bulletin on the third Sunday of each month; serve as back-up for compilation and production of bulletin and newsletter

Church Programs and Committees assigned to Associate Pastor - Programs; Family Life and Pastoral Care/Hospital Visitation, Men's Ministry; Committees: Christian Life, Family Life, Ministry Placement, Missionary Residence, Missions, Personal Ministries, Subcommittee of Personal Ministries, WMU

[Revised 12/18/96]

PRINTING SECRETARY

Immediate Supervisor - Church Administrator

Responsibilities - Print and distribute Wednesday Family Night Prayer Concerns; assist the Watchman Prayer Ministry Coordinator with the correspondence, promotion, preparation of labels, production of printed materials, and process for mailing; distribute completed notes of the Pastor's Sermon Notes; print and assist in the assembly of the Church Business Minutes and agendas; prepare, maintain and bind Newsletters and Church Bulletins for each year; maintain files for negatives and photographs; provide printing services to the various organizations and ministries of the church; maintain printing supplies, inventories and daily record of print room copier; collect and deposit funds from the Wednesday night Family Suppers

[Revised 12/18/96]

RECORDS SECRETARY

Immediate Supervisors - Church Administrator, Minister of Education

Sunday School Responsibilities - Record all Sunday School records, drops, transfers, and new members; update and distribute weekly Sunday School Report; maintain Sunday School Report Books; prepare attendance sheets for all classes; enter promotion of classes in computer at beginning of new church year

Outreach Responsibilities - Enter all new prospects in computer; prepare a weekly list of all new prospects; prepare and mail a letter from the pastor to all new visitors; prepare prospect cards on all new Sunday School visitors; record all contacts to visitors and prepare a weekly outreach report; maintain prospect file in computer

Miscellaneous Responsibilities - Maintain and order office supplies and supplies for the print room; order and maintain quarterly literature from Sunday School Board, Smyth & Helwys and RA literature; prepare and post contribution envelopes; post pledges; maintain church van schedule; maintain church calendar; serve as back-up for evangelism associate

[Revised 12/18/96]

YOUTH-CHILDREN'S SECRETARY

(Salaried Position)

Immediate Supervisors - Minister to Youth, Minister to Children

Responsibilities - Provide clerical support for the Minister to Youth and the Minister to Children and maintain files for respective ministries; copy and distribute Children's and Youth newsletter; prepare bulk mail; coordinate parent/child dedication; coordinate literature and supplies for Vacation Bible School; send notices to extended workers; assist in coordinating conferences, retreats, camps and mission trips; assist organizational heads, church committees and councils assigned to the Minister of Youth and Minister to Children

Miscellaneous Responsibilities - Coordinate reservations list and ordering of supplies for Wednesday dinner; serve as back-up for van scheduling and updating Hospital/At Home list

Church Programs, Committees and Councils assigned to Minister to Youth - **Programs:** Youth, Back Yard Bible Clubs; **Councils:** Youth, Sunday School; **Committees:** Nominating, Recreation, Scout, Youth Leadership

Church Programs, Committees and Councils assigned to Minister to Children - **Programs:** Preschool, Children, Vacation Bible School, Weekday Ministries, Parent-Child Dedication; **Councils:** Sunday School; **Committees:** Preschool, Children Weekday Ministries

[Revised 12/18/96]

ALL CUSTODIAL PERSONNEL

Immediate Supervisor - Church Administrator

Responsibilities - Maintain floors according to schedule; dust furniture and equipment; wash walls and windows; vacuum and clean carpets; maintain clean restrooms and replenish supplies; make request to Church Administrator for cleaning, maintenance supplies, and equipment as needed; operate heating/AC system according to schedule of events; prepare baptistery for use and clean after each usage; open and secure buildings daily as scheduled; maintain clean church entrances, sidewalks, and parking areas; set up and take down chairs, tables, furniture for regular activities and those found on work orders; prepare building for special usage as requested by the Church Administrator; assist in weddings and funerals as directed by Church Administrator; replace interior electrical bulbs as needed; remove trash on a daily basis; perform other duties as required

[Revised 12/18/96]

Custodial Services

Eight additional hours of custodial services are authorized, effective August 15, 1991, at the rate of \$5.65 per hour.

[7-17-91]

The establishment of a full-time custodian position with annual salary of \$13,332.00.

The abolishment of two (2) part-time 20 hour per week custodian positions.

The reduction in hours of work for an additional part-time 20 hour per week custodian position by 15 hours to 5 hours per week.

[1-20-93]

Recommendation from Grounds Committee; February 9, 1965 [notebook]

When additional custodial help is hired, there be sufficient so that one employee can take care of the following weekly duties on the outside of the church:

1. Keep the entire church grounds, including any annex, clean of trash. Also, to rake the areas adjacent to walks and steps to clean up cigarette butts, etc.
2. Clean sunken wells under windows.
3. Rake leaves in winter (as time permits).
4. Clean snow and ice from walks.
5. Grass mowing is to be taken care of by another person hired by the Grounds Committee. However, one of the custodial employees should be responsible for

clipping grass in corners, near walls and other places the mower does not reach (as time permits).

In performing the above, employee is to spend no more than a total of 3 hours each week.

CHILD CARE COORDINATOR

Responsible To:

Minister to Children

General Function:

To provide child care for church functions at Bon Air Baptist Church for families who attend such functions with preschool-age children (0 - kindergarten).

Responsibilities:

To provide child care for the following events at Bon Air Baptist Church:

1. Sunday evening Discipleship Training
2. Wednesday evening activities
3. WMU meetings - including Day Baptist Women, Baptist Young Women, Bible Study Group Council Meeting, etc.
4. Music Ministries - Bon Air Belles, Sanctuary Choir and special rehearsals and events.
5. English as a Second Language
6. Other special events

To provide a calendar for child care on a monthly basis

To meet with Minister to Children to plan, evaluate and inform about events planned, problems, etc.

Salary to be paid on a monthly basis as determined by Personnel Committee with the input of the Minister to Children.

[12/90 By Committee and approved 7-19-92]
