

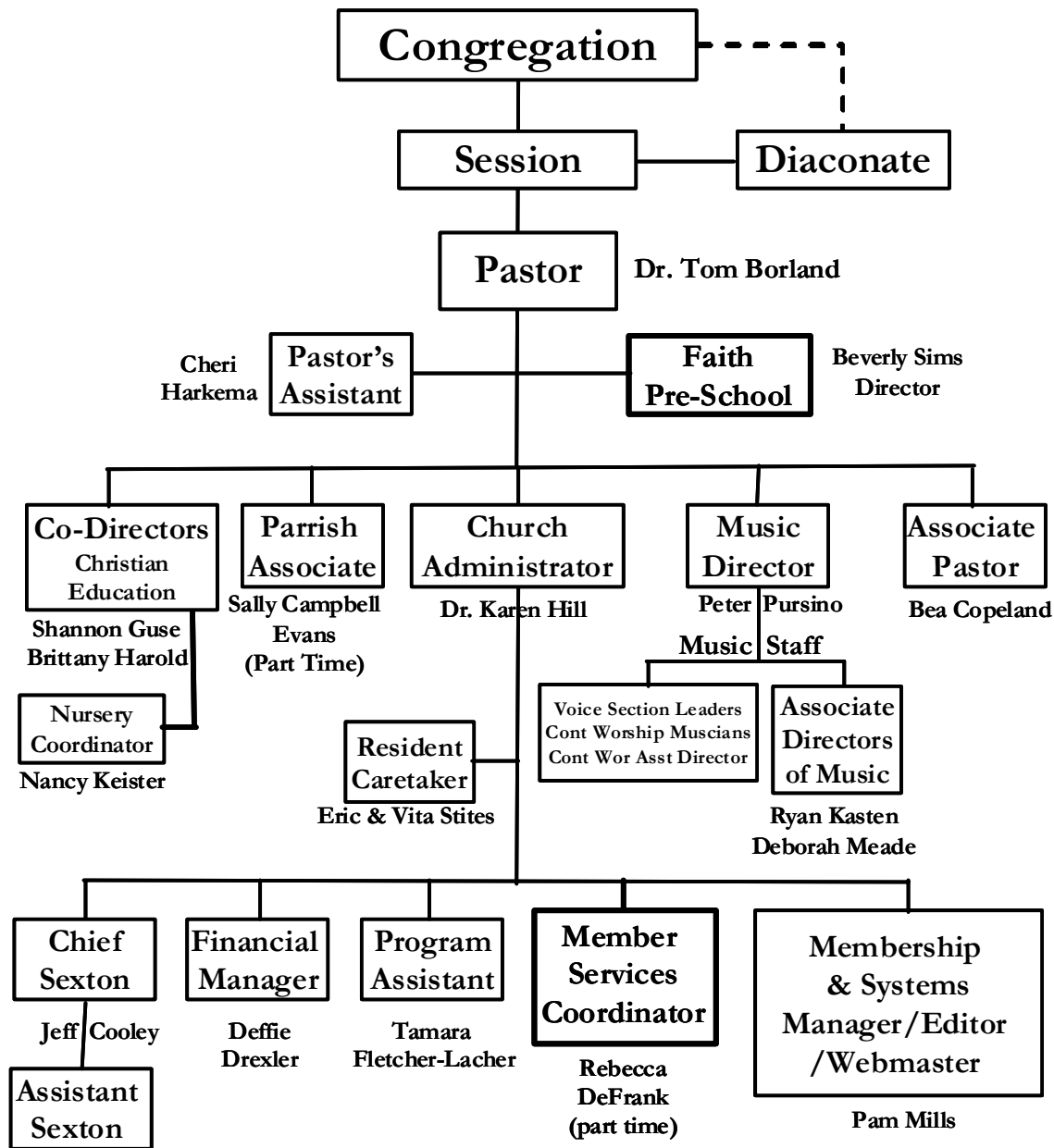
# Faith Presbyterian Church Policies and Procedures Manual

## CHAPTER V – PERSONNEL

### A. STAFF AND ORGANIZATION

The staff of Faith Presbyterian Church consists of 20 full-time and part-time authorized positions. This staff is organized according to the following chart:

## Faith Presbyterian Church Organization Chart



## **B. STAFF POSITION DESCRIPTIONS**

The following are position descriptions for all authorized staff:

### **POSITION DESCRIPTION PASTOR**

#### GENERAL RESPONSIBILITIES

1. The Pastor is responsible for sustaining within the church the Christ-ordained system of doctrine, government, discipline, and worship to the end that the church fulfills its mission of reaching those outside and ministering to those inside the covenant community.
2. Under the guidance of Almighty God and the general supervision of the Session, the Pastor has overall responsibility for the total operations and program of Faith Presbyterian Church in accordance with the policies and procedures established by the Session and the Book of Order.
3. With the assistance of committees and boards, the Pastor coordinates the functions of the church staff so as to insure unity of purpose and efficiency of planning in reaching the established goals of the church.

#### PRIMARY AREAS OF RESPONSIBILITIES

1. Corporate Worship and Administration of Sacraments, Proclamation of the Word.
2. Spiritual Development of Members.
3. Hospital or emergency visitation.
4. Counseling.
5. Teaching.
6. Administrative Leadership, Stewardship and Commitment Programs, Evaluation of Program and Support Staff.

#### OTHER AREAS OF RESPONSIBILITIES

1. Evangelism
2. Visitation -- visitors; prospective members; new members; congregation.
3. Ongoing communication with church committees.
4. Evaluation of professional staff personnel.
5. Pre-marriage counseling.
6. Presbytery and denominational leadership.
7. Ecumenical and community involvement.
8. Administration of Ministers' Discretionary Fund.
9. Participate in study and continuing education for personal and professional growth.

*Revised April 1995, Reviewed August 2001, Revised March 2007*

## **POSITION DESCRIPTION PASTOR'S ASSISTANT**

Mission: To assist the Pastor in a variety of ways that frees the pastor for the main tasks of ministry.

This is a full-time (37.50 hours per week) position with flexible hours which reports to the Pastor.

Duties include, but are not limited to:

- Weekly consultation with the pastor to discuss and brainstorm best ways to accomplish goals
- Preparation of the weekly (and special) worship bulletin, to include gathering of pertinent information, layout and typesetting, as well as copying and assembling
- Preparation of weekly sermon notes for inclusion in worship bulletin
- Preparation of weekly worship packet for pastors
- Communication/coordination with lay liturgists, head ushers, musicians, and others involved in weekly worship services
- Coordination of all weddings, baptisms and funerals and assistance in physical setup of such
- Preparation of monthly Session agendas and packets, as well as other administrative support of the Session
- Prepare bound minutes of Session meetings for annual approval by Presbytery
- Support nominating committees of the church in a confidential manner
- Assist with planning, logistics and implementation of special projects: officer training, officer retreats, staff retreats, congregational meetings, etc.
- Desktop publishing of church brochures, flyers and other publications
- Prepare and maintain staff notebook with up-to-date procedures, staff schedules and contact information, emergency hospital visitation schedule, etc.
- Attend weekly staff meetings (pastoral, full and program), take and distribute minutes of action items from meetings
- Attend other meetings with or on behalf of pastor to facilitate his involvement in a particular ministry or committee
- Conduct research at request of pastor in preparation of sermons, meetings, etc.
- Write liturgy at request of pastor
- Plan, design, and prepare PowerPoint slides for contemporary worship
- Coordinate pastor's calendar; schedule appointments and meetings on behalf of pastor
- Screen pastor's telephone calls and e-mail messages to facilitate efficient responses
- General office/administrative: filing, office organization, letters, documents, etc.
- Run errands on behalf of ministry of church in preparation for meetings, luncheons, etc.
- Make arrangements for pastor's travel, conferences, meetings
- Other duties as needed/assigned

### **JOB REQUIREMENTS**

- In-depth knowledge of ministry of local church and understanding of church office dynamics and church procedures and practices
- Ability to maintain high level of confidentiality
- Ability to communicate well, verbally and in writing
- Ability to work well with other staff members and members of congregation
- Ability to work independently
- Ability to plan, organize, and coordinate work assignments
- Word processing, transcribing, excellent typing abilities
- Knowledge and skill in using Microsoft Word, Microsoft Publisher, Corel WordPerfect, Outlook, and Shelby software; electric typewriter; transcribing machine; copying, folding, and postage machines; and other office equipment as required.

*Established Januarys 2005, Revised March 2007*



## **JOB DESCRIPTION ASSOCIATE PASTOR**

**The duties and responsibilities of the Associate Pastor include the following:**

- 1) Adult Education
  - a. Support and enable Adults & Families in developing and implementing Adult Education ministries
    - i. Adult Sunday School Programs and Curriculum
    - ii. Disciple Classes
    - iii. Lenten and Advent Small Group Studies
    - iv. Men's Fellowship
    - v. Wednesday Evening Adult Programs
    - vi. Library
    - vii. Senior Adult Ministries
      1. Prime Time
      2. Faithful Trippers
      3. Lunch Bunch
    - viii. Young Adult and College Ministries
- 2) Continually coordinate with Christian Educators, especially in areas that overlap and on brainstorming possible programs
- 3) Coordinate Pastoral Care Ministry
  - a. Coordinate Pager and Coverage
  - b. Hospital, Homebound, Nursing Home, Other pastoral needs
  - c. Support and enable Steven Ministers and participate on their leadership team.
- 4) Support and enable Diaconate ministries
- 5) Work closely with Church community and Diaconate on TEAM issues
- 6) Support and enable Witness committee
- 7) Facilitate Capital Campaign Benevolence Committee
- 8) Participate as an active member of Session and serving as moderator when requested.
- 9) Provide worship leadership as requested
  - a. Provide prayers of confession for Contemporary Worship
  - b. Develop liturgy and prayers as requested
  - c. Preach on average 12 times a year and as requested
  - d. Help with worship planning
  - e. Assist with Baptisms as requested
  - f. Assist with Weddings as requested
  - g. Assist with Funerals as requested
- 10) Work with staff on issues as needed or requested
- 11) Work with Pastor to implement goals and mission
- 12) Insure that relationships among committees that Associate Pastor supports and that work with staff are strong, positive, and working well.
- 13) Pray and Study
- 14) Participate as an active member of Florida Presbytery

- 15) Take vacation and study leave
- 16) Make sure each week contains a personal and family Sabbath
- 17) Other special duties as assigned by the Pastor

*Revised March 2009*

**JOB DESCRIPTION**  
**PARISH ASSOCIATE FOR PASTORAL CARE**  
**(Quarter Time/Part Time)**

*Mission:*

Works with the Pastor and Associate Pastor to coordinate the church's ministry of member care and visitation.

*Duties:*

Attend pastoral care meetings and weekly staff meetings. Attend Session, deacon or Stephen ministry meetings as requested or needed.

Hospital visitation: works with other pastors to accomplish systematic coverage.

Systematic visitation of needy members: shut-ins, bereaved, ill, divorced, etc. Coordinating with other pastors as they're available.

Counseling - according to parish associate's availability.

Provide referrals and staff guidance and support to Stephen ministry as needed.

Participate in worship leadership at least three times a year.

*Hours:* 10 per week

*Salary and benefits:* Negotiable.

*Report to:* Pastor.

*Established January 2005, Reviewed March 2007, Revised October 2008*

## **JOB DESCRIPTION CHURCH ADMINISTRATOR**

The administrator needs to be able to articulate their Christian faith in a way that helps the staff understand the values that motivate their actions and decisions.

### **PROGRAM SUPPORT**

1. Report directly to the Pastor and carry out Pastor's priorities, including a sense of urgency when required.
2. Communicate the status of projects to appropriate staff members in a timely manner.
3. See that all duties in support of program (ordained) staff are carried out.
4. Participate in all pastoral staff and Session meetings.
5. Oversee and ensure meaningful production and distribution of church communications.
6. Maintain church room calendar.
7. Support Diaconate and Session and coordinate communication to/among them.
8. Responsible for the accuracy and currency of all church membership records.

### **FINANCE**

1. Responsible for the financial management of the church and all of its ministries.
2. Assist committees in developing an annual budget and stewardship program.
3. Review all expenditures, exercising budgetary control, authorizes disbursement of funds.
4. Develop a system of financial forecasting and planning by coordinating information among committees.
5. Serve as the purchasing agent of the church. Coordinate effective purchasing procedures of services, supplies, and materials. Stay abreast of current equipment, vehicle, systems, and services that will keep the church operating at a high degree of efficiency. Work with Budget guidelines and cash flow provisions to achieve these needs
6. Contract for annual audit with firm familiar with fund accounting.
7. Responsible for identifying/recommending and implementing an improved Church Financial Accounting system with trained personnel and backup necessary to meet the growing demands of the church

### **PERSONNEL**

1. Coordinate support staff activities in support of program staff & help ensure the highest levels of positive teamwork between support & program staff at all times.
2. Determine what support staff is needed to operate efficiently.
3. Hire, evaluate, and terminate support staff.
4. Plan, direct, and supervise all support personnel,
5. Supervise the work of the support staff (except for the Pastor's Assistant) to coordinate the day-to-day operations, facilities readiness, and support services.
6. Supervise volunteers, including phone volunteers.
7. Make certain that training/development plans are in place for each employee by February 1<sup>st</sup> of each year that ensures support staff have the skills and tools necessary to do their jobs effectively and efficiently.
8. Propose benefit packages for church employees, and compensation for non-ministerial employees to the Personnel Committee. Ensure the proper administration of these packages. Keep current on personnel, insurance, and government regulations and advise the Personnel Committee of pertinent changes.
9. Effectively manage conflict; facilitate mediation process.
10. Administer an appeals process for contesting job reviews and providing guidance and reprimands related to personnel policies.
11. Maintain organization chart.

### **POLICIES**

1. Update, develop and implement the staff and Session's/committee's written policies through administrative procedures and place them in a manual and on the PC network so they are accessible to all staff and committees. Ensure they are distributed to all committee chairs on an annual basis or when there is a significant change.
2. Develop, interpret, maintain, and ensure compliance with current administrative policies.

### **FACILITIES**



1. Is responsible for all areas of management of church property, facilities, and equipment, including maintenance, insurance, and capital projects and improvements.
2. Manages office space, supervises all church records, recommends acquisition and supervises maintenance of all office equipment and the ordering and use of supplies.
3. Maintains the church calendar for proper scheduling of facilities use, such as weddings, equipment, vehicles, and services in coordination with appropriate committees or persons.
4. Sets and collects fees for building use excluding musical events; (Worship & Music Committee approves and collects fees for any musical event.)
5. Recommend policies that assure clear relationships with users of church facilities by outside organizations as well as by members.
6. Coordinates use of outside contractors
7. Manages acquisition, evaluation, and sets policy for use of information technology.

*Established January 2005, Revised March 2007; Revised March 2008; Revised March 2009*

## **JOB DESCRIPTION DIRECTOR OF MUSIC**

The Director of Music shall be a committed Christian, a good pastor to choirs and congregation, understanding and supporting music as part of worship, and shall be an outstanding musician. As provided in the Book of Order (S-2.0700), "...all music should serve the purposes of worship and should represent the best that Christians have to offer God."

Responsibilities of the Director of Music shall include the supervision of the entire music ministry at Faith Presbyterian Church, including the Music staff noted on the organization chart and the organist. The Director of Music is directly responsible to the Pastor and is expected to be the staff resource to the Worship Committee. The Director of Music is responsible for providing a ministry of the congregation: adults, youth, and children.

### ACTIVITIES OF THE MUSIC DIRECTOR:

1. Be informed and supportive of the total ministry of the church and be a team player in working with all the staff.
2. Guide the congregation in their understanding of and participation in music and liturgy, including hymns, psalms, and other forms of musical expression.
3. Attend weekly church staff meetings.
4. Hold music staff meetings once a month and individual staff as needed.
5. Encourage the congregation's participation in all areas of the music ministry, including traditional and contemporary worship services.
6. Supervise and/or direct ensembles. Ordinarily, the Music Director directly oversees the adult and contemporary music programs. Other ensembles, including instrumental, may be delegated at the discretion of the Director of Music in consultation with the Pastor.
7. Participate in the music community in the Tallahassee area. This includes coordinating programs with other local churches, if deemed appropriate and helpful to Faith's members.
8. Coordinate the direction of all choirs. This includes:
  - a. Building and nurturing choir unity and community.
  - b. Recruiting new members and accompanists.
  - c. Encouraging members of the music program to recruit members.
  - d. Approving all music to be sung by each choir for worship and other events, under the supervision of the Pastor.
  - e. Scheduling of rehearsals and dates for choirs to sing in worship services.
  - f. Securing competent help and working with any of these choirs if needed.
9. Supervise and consult with the church organist of the selection of all organ music.
10. Plan for annual retreats/workshops for choirs and/or music staff as needed.
11. Maintain and develop the music library.
12. Maintain vestments for all adult, youth, and children's choirs.
13. Supervise upkeep on all church instruments.
14. Oversee the music budget, working with the Worship Committee annually to review and/or revise the budget.
15. Keep the congregation informed through church publications, including the bulletin, newsletter and other forms of communication.
16. Work with the Director of Christian Education and the Preschool to suggest ways that music may be used to enrich the Christian Education ministry.
17. Plan for and coordinate music for weddings and funerals held in the church. This includes all music selections in accordance with the policies of the Worship Committee.
18. Approve all guest musicians, including substitute organists, in consultation with the Pastor.
19. Plan special musical events, including visiting performers or groups, as needed.
20. Direct involvement, planning, rehearsal, and coordination of the music programs of the traditional and contemporary services.
21. Work with the Director of Christian Education to develop, implement, and conduct the music program for Vacation Bible School.
22. If absent, due to illness, vacation, or study leave, work with Associate Music Director to handle the above day-to-day responsibilities.

EDUCATIONAL REQUIREMENTS:

Master's degree in music with a concentration in choral music and/or sacred music.

*Rewritten March 2007, Revised April 2007*

**POSITION DESCRIPTION**  
**Associate Director of Music: Youth**

**Duties:**

1. Direct Weekly rehearsals for the Horizons Choir (7-12 grade)
2. Direct Weekly rehearsals for the Middle School Handbell Choir (6-8 grade)
3. Promote Horizons Choir and Middle School Handbell Choir through church publications.
4. Meet with Director of Music to plan worship participation.
5. Direct Horizons Choir and Middle School Handbell Choir in Worship as needed.
6. Attend monthly music staff meetings, as requested by the Director of Music.
7. Encourage youth participation.
8. Under the guidance of the director of music, be responsible for the selection and up-keep of the music library as it relates to the Youth Choir. The music is to be selected according to the following criteria:
  - a. Be based on sound scriptural and doctrinal considerations and be coordinated with the worship services.
  - b. Be part of the development of musical skill and spiritual maturing.
  - c. Be a balance of musical styles and periods.
  - d. Be appealing as well as challenging to the Youth Choir members.
9. Establish and nourish a “support system” with the parents of choir members, to assist with Youth Choir and Middle School Handbell Choir activities, place phone calls and have personal visits with parents to make them aware of the goals, needs and activities of the choir.
10. In the absence of the director of music, if possible, the Associate Director will direct the Adult Choir in rehearsal and/or worship.
11. If possible, plan a spring or early fall Youth Choir Tour.

**Compensation:** Salaried at \$360.50 per pay period (twice monthly)

**Benefits:** None.

**Vacation:** None. (See below)

**Duration:** 10 months, August 15-June 15.

**Status:** Part-time (8 hours/week), at-will employee. When absent, will be responsible for providing any necessary stipend for substitutes.

*Revised January 2008; Revised March 2009*

POSITION DESCRIPTION  
**Adult Handbell Choir Director**

**Duties:**

1. Direct Weekly rehearsals for the Adult Handbell Choir.
2. Promote Adult Handbell Choir through church publications.
3. Meet with Director of Music to plan worship participation.
4. Direct Adult Handbell Choir in Worship as needed.
5. Attend monthly music staff meetings, as requested by the Director of Music.
6. Encourage adult participation.
7. Under the guidance of the director of music, be responsible for the selection and up-keep of the music library as it relates to the Adult Handbell Choir. The music is to be selected according to the following criteria:
  - a. Be based on sound scriptural and doctrinal considerations and be coordinated with the worship services.
  - b. Be part of the development of musical skill and spiritual maturing.
  - c. Be a balance of musical styles and periods.
  - d. Be appealing as well as challenging to the Adult Handbell Choir members.
8. Attend and participate in the Chancel Choir's weekly rehearsals and worship services.

**Compensation:** Salaried at \$200.00 per pay period (twice monthly)

**Benefits:** None.

**Vacation:** None. (See below)

**Duration:** 10 months, August 15-June 15.

**Status:** Part-time (5 hours/week), at-will employee. When absent, will be responsible for providing any necessary stipend for substitutes.

*Revised December 2006*

**POSITION DESCRIPTION**  
**Soprano/Alto/Tenor/Bass Section Leader**

**Duties:**

1. Attend and participate in weekly rehearsals of the Chancel Choir.
2. Lead sectional rehearsals as requested by the Director of Music.
3. Attend and participate in the 11:00am worship service.
4. Coordinate personal vocal solo opportunities in worship with the Director of Music (at least two for the duration of contract).
5. Attend monthly music staff meetings, as requested by the Director of Music.
6. Participate in special activities and services.

**Compensation:** Salaried at \$50 per week

**Benefits:** None.

**Vacation:** None. (See below)

**Duration:** 10 months, August 15-June 15.

**Status:** Part-time (3 to 3 1/2 hours/week), at-will employee. When absent, will be responsible for providing substitute and any necessary stipend.

*Revised December 2006; Revised March 2009*

**POSITION DESCRIPTION**  
**Contemporary Worship Musicians**  
**Piano/Percussion/Guitar/Bass Guitar**

**Duties:**

1. Attend and participate in weekly rehearsals of the Praise Band.
2. Attend and participate in the 9:00am worship service.
3. Attend monthly music staff meetings, as requested by the Director of Music.
4. Participate in special activities and services as requested by the Director of Music.
5. Contribute repertoire and ideas that will enhance the worship service.
6. Worship as you work. Remain in a constant attitude of prayer as you do the technical hard work required for excellence.

**Compensation:** Salaried at \$100 per week

**Benefits:** None.

**Vacation:** None. (See below)

**Duration:** 12 Months

**Status:** Part-time (4-6 hours/week), at-will employee. When absent, will be responsible for providing substitute and any necessary stipend.

*Revised December 2006*

**POSITION DESCRIPTION**  
**Contemporary Worship Assistant Director**

**Duties:**

1. Attend and participate in weekly rehearsals of the Praise Band.
2. Attend and participate in the 9:00am worship service.
3. Attend monthly music staff meetings, as requested by the Director of Music.
4. Participate in special activities and services as requested by the Director of Music.
9. Under the guidance of the director of music, be responsible for the selection and up-keep of the music library as it relates to the Praise Band. The music is to be selected according to the following criteria:
  - a. Be based on sound scriptural and doctrinal considerations and be coordinated with the worship services.
  - b. Be part of the development of musical skill and spiritual maturing.
5. Worship as you work. Remain in a constant attitude of prayer as you do the technical hard work required for excellence.

**Compensation:** Salaried at \$100 per week

**Benefits:** None.

**Vacation:** None. (See below)

**Duration:** 12 Months

**Status:** Part-time (4-6 hours/week), at-will employee. When absent, will be responsible for providing substitute and any necessary stipend.

*Revised January 2008*



**JOB DESCRIPTION**  
**Associate Director of Music: Organist**

GENERAL RESPONSIBILITIES

Under the direction of the director of music, the organist shall carry out the specified areas of responsibility and shall function in a supportive role with regard to all church programs.

PRIMARY AREAS OF RESPONSIBILITY

**PERFORMANCE**

1. Accompany all rehearsals and performances of the Chancel Choir (11:00 a.m. worship service), the Sanctuary Choir (8:30 a.m. worship service once a month), the Youth Choir, and other ensembles as needed.
2. Prepare and rehearse all special music (soloists, ensembles, instrumentalists) for worship services and other church functions as requested by the senior staff of the church.
  
10. With the ministerial staff and the director of music, select and prepare the organ music for the Sunday morning worship services (i.e., prelude, postlude, offertory, communion, hymns).
  
11. Direct all rehearsals and performances of the Adult Handbell Choir.

**ADMINISTRATIVE**

1. The organist is to notify the church office of the music selected for worship services no later than 10:00 a.m. Wednesday morning for inclusion in the Sunday bulletin
2. Work with the Director of music in planning special music programs throughout the year.
3. Attend a weekly meeting with the director of music.
4. Attend music staff meetings.
5. Promote the Adult Handbell Choir through church publications and encourage adult participation.
6. Under the guidance of the director of music, be responsible for the selection and up-keep of the music library as it relates to the Adult Handbell Choir. The music is to be selected according to the following criteria:
  - a. Be based on sound scriptural and doctrinal considerations and be coordinated with the worship services.
  - b. Be part of the development of musical skill and spiritual maturing.
  - c. Be a balance of musical styles and periods.
  - d. Be appealing as well as challenging to the Adult Handbell Choir members.

OTHER AREAS OF RESPONSIBILITY

**PERFORMANCE**

1. Weddings and wedding rehearsals, unless another organist has been approved by the director of music by special request of the wedding party.
2. Funerals as required.
3. Accompany all rehearsals and performances of the annual talent show.

**ADMINISTRATIVE**

1. Substitutes. When the organist is unavailable for a specified performing responsibility, the organist must arrange for a substitute of sufficient skill, subject to the approval of the director of music.
2. Fees. Weddings: a standard fee is established by the Session and will be paid directly to the organist by the wedding party. Funerals: no fees shall be charged for members. Non members pay a fee established by the worship and music committee.
3. Music Selection. In accordance with Session policy, all wedding music must be approved by the director of music. Service music is to be to the glory of God and must contribute to a worshipful atmosphere.
4. Assist in planning music for funerals and other special services.
5. Assist, when needed, with special worship services such as Easter, Christmas, Youth Choir, ensemble performances and concerts.
6. Assist with the administration of policies concerning use of the organ (see organ guidelines), and assist the director of music in coordinating organ maintenance and tuning.
7. When available, attend Youth Choir functions (workshops, tours, retreats, conferences).

The responsibilities of the organist require approximately 20 hours per week, but may vary seasonally.

*Revised August 200, Reviewed March 2007, Revised January 2009*

# **JOB DESCRIPTION**

## **DIRECTOR OF CHRISTIAN EDUCATION FOR YOUTH AND YOUNG ADULT MINISTRY**

### **Purpose:**

This full-time position is responsible for planning, developing, implementing, supervising and communicating the educational ministry of the youth and young adults in the church with the ultimate objective of growing disciples for Jesus Christ.

### **Primary Responsibilities:**

#### *Youth Ministry:*

Plan implement and supervise fellowship activities for youth (grades 6 through 12). Oversee youth Christian education programs, including Sunday School, mid-week Bible study, confirmation classes, youth fellowship and other special events.

- Involve youth in church-wide and youth-specific service programs
- Serve as liaison to the Youth Council

#### *Adult Ministry:*

- Aid in identification and development of opportunities for spiritual enrichment of young adults (College age and up) including Sunday School classes and special study groups such as Lenten study series.

#### *Leader Development:*

- Recruit, train and supervise leaders at all levels of Christian Education.
- Recruit, organize and support adult volunteers for youth programs.
- Provide for spiritual enrichment of leaders.

#### *Program Development:*

Work with staff and Session committees to establish Christian Goals.

- Identify and plan new programs that provide a basis for theological and biblical enrichment of the congregation.
- Develop holistic ministry the focuses on the entire church family.

#### *Administration of Programs:*

Evaluate theological content and effectiveness of proposed and on-going programs.

- Plan a year-long calendar of Christian Education programs/events.
- With church support staff, obtain resources necessary for successful delivery of all Christian Education programs.
- Encourage and attend PCUSA sponsored programs, event and retreats.

With related nurture committees of Session, evaluate Christian Education budget items and recommend changes if necessary.

### **Relationships:**

- This position is accountable to the Session under the direction of the Pastor as head of staff.
- The Director will work closely with the specific Sessional committees in Christian Education: The Committees on Youth and Families and Adults and Families.
- The Director will interact with the Music Director, Associate Pastor and Pastor.

### **Evaluations:**

The Director will receive periodic written evaluations from the Personnel Committee in conjunction with the Pastor.

*Established May 2005, Revised March 2007; Revised March 2009*

## DIRECTOR OF CHRISTIAN EDUCATION FOR CHILDREN

**PURPOSE:** This full-time position is responsible for planning, developing, implementing, and communicating the educational children ministries of the church with the ultimate objective of growing disciples for Jesus Christ. This position would be under direct supervision of Senior Pastor.

### PRIMARY RESPONSIBILITIES:

#### *Children's Ministry:*

Oversee a comprehensive Christian Education program for children (birth to grade 5) and their families, including Sunday School classes, children's worship, vacation bible school, communion preparation and special worship/fellowship events.

#### *Nursery Care*

Serve as staff liaison for the church nursery and ensure that nursery supervisor and caregivers are meeting the needs of young families.

#### *Faith Preschool*

- Serve as staff liaison to Preschool Board and Preschool Director.
- Foster relations between congregation and preschool families joint programs.

#### *Leadership Development:*

- Recruit, train and supervise leaders for children's programs.
- Provide for spiritual enrichment of leaders.

#### *Program Development:*

Work with staff and Session committees to establish Christian goals.

- Identify and plan new programs that provide a basis for theological and biblical enrichment of the children and families of the congregation.
- Develop holistic ministry that focuses on the entire church family.

#### *Administration of Programs:*

Evaluate theological content and effectiveness of proposed and on-going programs.

- Plan a year-long calendar of Christian Education programs/events.
- With church support staff, obtain resources necessary for successful delivery of all Christian education programs.
- Encourage and attend PCUSA sponsored programs, events, and retreats.
- With related nurture committees of Session, evaluate Christian Education budget items and recommend changes if necessary.

#### *Relationships:*

- This position is accountable to the Senior Pastor.
- This position will work closely with the Children and Families Committee.
- The Director will interact with the Preschool Director, Music Director, Associate Pastor, Pastor, and Director of Christian Education for Youth and Young Adults.

*Revised April 2008*

## **JOB DESCRIPTION CHIEF SEXTON**

### GENERAL RESPONSIBILITIES

This position requires an individual who is knowledgeable about building and yard maintenance and minor repairs who is not only physically capable of carrying out his/her responsibilities but flexible with his/her time because of the scheduling variables associated with church programming and building use. He/she will work 37.5 hrs. per week, Monday-Friday. He/she should exhibit those personality characteristics that enable him/her to work well with the church staff and members of the congregation, to carry out responsibilities using his/her own initiative with a minimum amount of supervision/direction. He/She works under the direct supervision of the Church Administrator and the Pastor.

### PRIMARY AREAS OF RESPONSIBILITY

1. Exterior
  - a. Trash is picked up daily; trash containers emptied.
  - b. Playgrounds (2) are kept clean.
  - c. Sidewalks are blown off as necessary.
  - d. Exterior signs and walls are clean.
  - e. Wash windows and keep screens clean (as time allows).
  - f. Light bulbs are replaced as needed.
  - g. Spraying for insects/wasps.
2. Interior
  - a. Buildings are unlocked each morning during the week.
  - b. Set up rooms and take down for classes and activities.
  - c. Clean all tile floors. Sweep-dust-mop; strip and wax.
  - d. Carpets are shampooed as needed.
  - e. Clean all corridors, classrooms, nurseries, parlor and conference rooms weekly.
  - f. Both sextons are responsible for the cleanliness of the Fellowship Hall and stage. Both set up for church functions in the Fellowship Hall and dismantle. Both wash dishes and clean up kitchen when necessary.
  - g. Storage closets are checked and cleaned weekly by both sextons. Store supplies upon delivery.
  - h. Clean walls, doors, baseboards in all areas.
  - i. Church Administrator is notified of all supplies and equipment that are needed.
  - j. Windows are washed and blinds dusted.
  - k. Light bulbs are replaced as needed (except sanctuary).
  - l. Clean bathrooms in office area and administrative wing (both floors).
  - m. Clean Sanctuary – dust, vacuum, sweep between pews, clean balcony and choir loft, and change paraments.
  - n. Clean office and upstairs daily.
  - o. Order cleaning supplies.
  - p. Clean Parlor and Library.
  - q. Make sure HVAC is working properly.
  - r. Check all bathrooms for paper products.
3. Other
  - a. Supervise assistant sexton.
  - b. Do minor repairs as needed and coordinate vendor repairs.
  - c. Back-up for assistant sexton during illness, vacation, etc. and generally assist as needed.
  - d. Provide assistance to members and staff as needed and/or requested.
  - e. Set up for weddings and funerals.
  - f. Take bulk mail to the Post Office.
  - g. Other duties as assigned by the Church Administrator, Head Pastor, or the Buildings and Grounds Committee.

*Reviewed August 2001, Revised April 2007; Revised March 2009*

## **JOB DESCRIPTION ASSISTANT SEXTON**

### GENERAL RESPONSIBILITIES

This position requires an individual who is knowledgeable about building maintenance and who is not only physically capable of carrying out his/her responsibilities, but one who is flexible with his/her time because of the scheduling variables associated with church programming and building use. He/she will work 37.5 hrs. per week Monday-Friday. Sunday work will be as scheduled by Chief Sexton.

He/she should exhibit those personality characteristics which enable him/her to work well with the church staff and members of the congregation, and to carry out responsibilities using his/her own initiative with a minimum amount of supervision. He/she works under the direct supervision of the Chief Sexton and Office Manager.

### PRIMARY AREAS OF RESPONSIBILITIES

1. All bathrooms – daily – Pre-school wing  
Scrub, mop, sweep, general cleaning of tile floors, walls, fixtures, cabinets, mirrors, window sills, stall partitions, empty trash.
2. Kitchen  
Ongoing cleanliness of kitchens is maintained. Duties: scrub, mop, sweep, empty trash, general cleaning of ovens, range, refrigerators, dishwasher, freezers, cabinets and counter tops, sinks, coffee makers, ice machine, warmers, utensils, pots and pans, dishes, window sills.
3. Set-up and take-down for all programmatic activities and Sunday School with chief sexton. Check with Church Administrator for unlocking rooms for night meetings.
4. Pre-school Wing - daily  
Offices, conference rooms, reception area, music center, classrooms, corridors. Vacuum, sweep, dust, empty trash, clean glass doors, set up, general cleaning of carpets, furniture, fixtures, cabinets, water fountains, blinds and window sills. Strip and wax floors in July and August.
5. Parlor Wing (both floors) - weekly  
Corridors, stairwell, parlor, library, C.E. office/resource center, preschool office, nursery and youth center rooms. Vacuum, sweep, dust, empty trash, clean glass doors, set up, general cleaning of carpets, furniture, fixtures, cabinets, water fountains, blinds, windows and window sills.
6. Sanctuary  
When asked to assist, vacuum, dust, throw away trash and old bulletins, empty waste baskets. Clean narthex, stairs, balcony, sanctuary, chancel and choir loft weekly and if needed during the week for funerals, weddings, etc.

### OTHER AREAS OF RESPONSIBILITY

1. Back-up for chief sexton during illness, vacation, time off.
2. Other duties as assigned by Chief Sexton, Church Administrator, Pastor, or Buildings and Grounds Committee, as needed.

*Reviewed August 2001, Revised September 2006, Reviewed March 2007; Revised March 2009*

## **JOB DESCRIPTION FINANCIAL MANAGER**

This is a full-time position that reports directly to the Church Administrator. This position is the chief financial staff position of the church and is responsible for maintaining all church financial records.

### **Areas of Responsibility:**

#### **Financial Analysis**

- Monitors all financial transactions of the church; makes recommendations to Church Administration and Finance Committee regarding ways the church can save money or spending that may need oversight or attention.
- Recommends to Church Administrator and Finance Committee when monies should be moved to interest bearing accounts. Monitors all accounts so that the best return can be achieved for each account.
- Monitors all off-budget line accounts and makes recommendations to Church Administrator and Finance Committee in order to keep off-line accounts to a minimum.
- Monitors all pledges and makes recommendations to Pastor and Stewardship Committee based on pledge and giving patterns. Since financial personnel are the only personnel privy to pledge information, makes courtesy calls related to scheduled pledges when members' pledging patterns change.
- Monitors and instructs the back-up financial person on staff (i.e. the Program Assistant to Education-Music-Student Ministries Departments & Associate Minister and Parish Associate's Assistant position – [one position]). Insures that the back-up person makes deposits and postings to the Shelby Database System correctly. Instructs the person on an on-going basis all of the operations of the finance office and supervises the financial work completed by the Program Assistant.

#### **Finance Committee**

- Weekly interaction with Moderator of Finance and attending monthly finance meetings to assist with Monthly Financial Data.
- Collection and preparation of monthly financial reports for Finance Committee to be presented to Session members.
- Preparation of end of the year financial documentation and reports.
- Working with Finance Committee on yearly budget, implementation of approved budget.
- Implementing directives from the Finance Committee and Sessions.

#### **Payroll**

- Preparation of employee payroll twice monthly.
- Preparation of direct deposit to individual institutions to properly insure that employees are paid in a timely manner.
- Preparation of both Faith Church and Faith Preschool quarterly 941s.
- Preparation of bi-weekly payroll taxes for the IRS.
- Preparation of both Faith Church and Faith Preschool employee W-2's yearly.
- Monitoring tax documents to insure that Faith is currently adhering to both Federal, Social Security and State Tax guidelines.
- Preparation of Personnel Budget to assist with yearly budgetary request.
- Working with Personnel Committee to insure that pay raises are accurately recorded and implemented.

#### **Contributions**

- Liaison with Stewardship Committee in preparation of correspondence to the congregation to kick off Stewardship Program.
- Assist with the distribution and collection of pledge cards and providing support to Stewardship Committee for documentation to be provided to Finance Committee for Budgetary consideration.

- Coordinate weekly processing of contributions received thru the Services on Sunday, mail, walk-ins and direct debit.
- Quarterly preparation of member statements to insure proper documentation of pledges.
- Preparation of end of the year statements to members for tax purposes.

#### **Accounts Payable**

- Processing payments to vendor, reimbursements to employees, and insuring that proper documentation is provided to corroborate requested monies.
- Processing in-house journal entries to correctly post charges to individual committees and providing monthly detail ledger and budgetary reports to each moderator.
- Liaison to all committees on processing payments and supporting documentation to assist in yearly budget preparation.
- Monitoring out going expenses.
- Analyze expenses to prepare suggestions on cutting waste or better use of funds.

#### **Bank / Financial Investment**

- Monitoring financial status of money market and special funds.
- Bank reconciliation of our operating account.
- Processing transfers upon request for Sessions or Finance Committee.

#### **Committee Support**

- Providing support to all committees on an as needed basis with open door policy to any moderator or committee member in need.

#### **Audit**

- Liaison with accountant for yearly audit of financial records.
- Maintaining proper filing procedures to insure smooth processing of audit and distribution of Audit results to Finance Committee and Session

#### **Clerical Support**

- Provided as needed.
- Preparation of documentation of a financial nature to The Presbytery.

#### **Other**

- Providing assistance to members as need or requested.
- Providing telephonic support for inbound calls.

*Rewritten & Revised 3/9/2005, Reviewed March 2007; Revised March 2009*



**JOB DESCRIPTION  
PROGRAM ASSISTANT  
EDUCATION-MUSIC-STUDENT MINISTRIES DEPARTMENTS',  
ASSOCIATE MINISTER'S AND PARISH ASSOCIATE'S ASSISTANT**

The Education-Music Ministries Departments'/Associate Minister's/Parish Associate's Assistant's primary responsibility is to provide administrative support to the Associate Minister, the Parish Associate, the Director of Christian Education, and the Director of Music. This is a full-time (37.50 hours per week) position which reports to the Church Administrator. Details of responsibilities are listed below.

**AREAS OF RESPONSIBILITIES**

**Associate Minister (Missions, Outreach and Congregational Care, Diaconate, New Members, Witness Committee)**

1. Attends to all administrative and development needs, including correspondence, memos, special programs, special reports, minutes, phone calls, project development, etc.
2. Assists, creates, develops, produces and maintains all materials needed to support the Associate Minister's program responsibilities.
3. Assists, creates, develops, produces and maintains all materials needed to support the Associate Minister's committee responsibilities.
4. Assists, creates, develops, produces and maintains all materials needed to support the Associate Minister's Diaconate responsibilities.
5. Prepares mission (Both Domestic and International) information and publishes it accordingly.
6. Shelby Church Database -- Key enters, updates, monitors, edits and transmits records of rolls of related committees, leadership teams, classes, and visitors (prospects) that fall under the direction of the Associate Minister.

**Parish Associate (Pastoral Care)**

1. Works with the Parish Associate regarding all Pastoral matters, i.e, weekly Pastoral care report, minutes, special programs, correspondences, etc.
2. Shelby Church Database -- Key enters, updates, monitors, edits and transmits records/reports of related committees, leadership teams, or classes that fall under the direction of the Parish Associate.

**Director of Christian Education**

1. Provides administrative support by creating, developing and producing support and communications materials and other general office.
2. Records Sunday School and other class/educational promotions as needed.
3. Shelby Church Database -- Key enters, updates, monitors, edits and transmits records/reports of related committees, leadership teams, or classes that fall under the direction of the Director of Christian Education.

**Director of Music**

1. Provides secretarial support by creating, developing and producing support and communications materials and other general office.
2. Assists with the administrative support of the contemporary service.
3. Shelby Church Database -- Key enters, updates, monitors, edits and transmits records/reports of related committees, leadership teams, or classes that fall under the direction of the Director of Music.

**Other**

1. Performs other duties on an "as needed" basis (answering telephone, etc.)
2. Assists Membership & Systems Manager Communication Assistant with technology development and support.
3. Assists Financial Manager with bank deposits, financial filing, Shelby database processing, and related duties for 5 hours per week.

**JOB REQUIREMENTS**

1. Education and experience:
  - a. High School graduate, some college preferred, minimum of 6 years administrative support experience.
  - b. Experience working in multiple personnel and program area environment.
2. Interpersonal skills:
  - a. Ability to communicate with members of the congregation with a high degree of professionalism, understanding, patience and sympathy.
  - b. Ability to work professional and harmoniously with ministers and staff.

- c. Ability to maintain confidential information.
- 3. Skill in using the following equipment:
  - a. Knowledge of and experience in Microsoft Office Suite: Word, Publisher, Excel, Outlook, Explorer
  - b. Shelby software – General data base management and maintenance.
  - c. Web based editing and maintenance software.
  - d. Electric typewriter, Transcribing machines; copier; folding machine and postage machine.
  - e. All other office equipment as needed.

*Revised January 2005, Revised June 2006, Reviewed March 2007, Revised October 2007; Revised March 2009*

## **JOB DESCRIPTION**

### **MEMBERSHIP & SYSTEMS MANAGER/EDITOR/WEBMASTER**

The Membership & Systems Manager/Editor/Webmaster is responsible for maintaining an up-to-date membership roll; the day-to-day operation and management of the computer network and the maintenance of the Shelby data base; typesetting and producing the main publications of the church (i.e., newsletter and bulletin insert); and maintaining the church's web site. This is a 37.5 hour per week position that reports to the Church Administrator. Details of responsibilities are listed below.

#### **AREAS OF RESPONSIBILITIES**

##### **Membership**

1. Record in required places membership changes (i.e., new members, inactive members, transfers, deaths, marriages, births, and baptisms).
2. Maintain computer data base for membership changes.
3. Maintain filing system of Members' Information forms.  
Prepare and submit annual Presbytery statistical report.  
Data Base Management
  - A. Maintain an up-to-date data base of members' addresses, phone numbers, and email addresses. Enter visitor names and information that is available after the third visit.
  - B. Produce the annual membership directory, assisted by the Pastor's Assistant.

##### **Systems Manager**

1. Oversee the day-to-day operation and management of the computer network.
2. Act as administrator for Microsoft NT Network (Faith\_domain) maintaining up-to-date users and rights.
3. Act as liaison to churchwebworks.com regarding Web Site software.
4. Act as liaison to computer consultant (Aegis Computer Services) regarding computer technical problems and server/desktop maintenance.
5. Act as liaison to Web Site host (Electronet) regarding Internet hosting.
6. Renew Web Site domain name with Network Solutions as needed.
7. Oversee the nightly taped backup system.
8. Oversee and renew annually the Symantec virus software.
9. Maintain computer hardware/software and oversee MS Outlook email host exchange.
10. Act as liaison to Shelby Corporation regarding Shelby technical problems and software upgrades.

##### **Editor**

1. Weekly Bulletin Insert: Typeset and publish. "Faith Opportunities" and send by email to congregation.
2. Newsletter: Typeset and publish "Faith Pres" by mail and e-mail.
3. Submit Religion Calendar events to the Tallahassee Democrat on an as needed basis.

##### **Webmaster**

1. Maintain the church's web site by creating and implementing changes to web pages on a daily, weekly, or as-needed basis.

##### **Other**

1. Pick up daily mail from the church's post office box.
2. Sign checks as needed (second signature required on checks).
3. Maintain Outdoor Signs: change lettering on the two main signs weekly or as needed.
4. Perform other duties on an "as needed" basis (answering telephone, etc.).

##### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Shelby Church Database (complex software, training required)
- Knowledge of Network System (systems management, training required)
- Knowledge of Web Site Creating/Maintenance (GoLive training required)
- Knowledge of Microsoft Word, Microsoft Publisher, and Office Creative Suite software
- Knowledge of church procedures and practices
- Knowledge of office principles and practices
- Dedication to the church program

- Ability to work independently
- Ability to plan, organize, and coordinate work assignments
- Ability to operate general office equipment
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships with others
- Ability to communicate with members of the congregation in an understanding, patient, and sympathetic manner
- Ability to maintain confidential information.

**MINIMUM QUALIFICATIONS**

-High School Graduate required, college or technical training in computer software and hardware maintenance and usage required with related associate degree preferred; public relations, membership and/or computer experience preferred.

-General Office Skills (word processing, excellent typing abilities, phone etiquette)

-Knowledge of Microsoft Word, Microsoft Excel, Microsoft Creative Suites, Microsoft Publisher, Microsoft Outlook required; knowledge of Shelby software desirable.

*Revised January 2005, Reviewed March 2007; Revised March 2009*

## **JOB DESCRIPTION MEMBER SERVICES COORDINATOR**

Reporting to the Church Administrator, the Member Services Coordinator's primary task is to facilitate all connections between church members and the staff, both ordained and program. Maintaining absolute confidentiality and contagious friendliness, the Member Services Coordinator helps create an environment of acceptance and sanctuary that is "worship-at-work." The Member Services Coordinator is a part time position (25 hours per week) position that reports to the Church Administrator. Details of responsibility are listed below:

### **AREAS OF RESPONSIBILITY**

1. Welcome business and community guests to the reception area.
2. Know where staff can be reached on the premises or elsewhere by cell phone. Monitoring staff schedules to facilitate accurate contact information.
3. Respond promptly to all phone calls not covered by volunteers and handling requests and questions. Returning calls to people with information that is not available during the initial call.
4. Exercise tact, diplomacy, compassion and a listening ear to problem solving.
5. Manage time productively although the position requires almost continual public contact; "interruptions" are the nature of the job and each one is an opportunity to be a blessing to those this position serves.
6. Assist Church Administrator in maintaining kitchen facility and supplies. Responsible for maintaining adequate quantities of paper goods and supplies needed for both kitchens and to insure that appropriate quantities are maintained in the main kitchen for upcoming events.
7. Coordinate the activities/scheduling of volunteers to include the maintenance and update of the front desk office information and volunteer training.
8. Responsible for the workroom and its equipment including the ordering, receipt and stocking of office supplies. Also, responsible for the operation and maintenance of copy machines, folding and postage machines.
9. Check voice mail messages left on the main line over night.
10. Sort and distribute mail.
11. Maintain personnel attendance records on Sick Leave, Vacation, and Compensatory Time for all employees (under supervision of Church Administrator).
12. Provide Finance Department with account information for postage and copier charges.
13. Coordinate congregational mailings.
14. Support Program Staff mailings when needed.
15. Send acknowledgement of Memorial Gifts.
16. Assist with coordination of Contribution Statements
17. Assist with coordination of volunteers for Wednesday Night Dinners.
18. Assist Finance Department including financial filing as time permits.
19. Other duties as directed by the Church Administrator.

### **JOB REQUIREMENTS**

1. Education and experience:
  - High School graduate required, college or technical office administration degree preferred
  - A background in customer service and support
  -
2. Special Skills
  - Knowledge of Microsoft Word, Excel, Power Point, Publisher and other office software and equipment as required.
  - Ability to communicate with members of the congregation with a high degree of understanding, confidentiality, and patience.

*Revised November 2005; Revised March 2009*

## **JOB DESCRIPTION RESIDENT CARETAKER**

### GENERAL RESPONSIBILITIES

The resident caretaker is selected by the Office Manager with the advice of the Personnel and Buildings and Grounds Committee. He shall live in the unfurnished apartment above the scout hut and will pay no rent. The resident caretaker will pay all utility bills for the apartment. He may not use the scout hut and may not clutter up the grounds. The caretaker is responsible for securing a replacement to perform his duties when he cannot be there. The Caretaker will provide nightly and week-end security presence at the church facilities.

### PRIMARY AREAS OF RESPONSIBILITY

Maintain security surveillance of church property, church grounds, and parking area. Discourage loitering of unauthorized people on the grounds.

1. Daily

Secure the buildings by 10:00 p.m. Turn on the following outside lights which are to be left on overnight: lights in the breezeway between education and sanctuary buildings (switch in the education or sanctuary building), lights around the educational building and Fellowship Hall. Lock all outside doors and windows. Turn off all lights which have been left on in the buildings. Turn off AC/heat; except those which are to be left on. Each morning before 7:00 a.m. turn off security lights. Replace lights bulbs which have burned out.

2. Saturday Morning duties as may be required

The following activities should be done only when the Office Manager notifies the caretaker of a pending use of the Fellowship Hall or sanctuary.

- a. Unlock the flower room.
- b. Unlock buildings for weddings/other programs.
- c. In the evening turn on AC/heat so that buildings will be comfortable on Sunday morning.
- d. Unlock Fellowship Hall, kitchen and turn on AC/heat for receptions.

3. Sunday Morning

- a. Turn on AC/heat in all buildings, unlock buildings by 7:00 a.m. and blow off the side walks around buildings.
- b. Keep sidewalks, porches, and breezeways clear of all trash by either sweeping or using the blower.
- c. Keep trash and limbs picked up around the grounds.
- d. Be available upon request to assist with Church programs.

4. As Needed Assignments

- a. Water grassy area of the church on southwest and west side of buildings as needed or directed.
- b. Keep the water retention pond on the northwest side of the property free of weeds and limbs.
- c. Additional duties as assigned by the Pastor.

*Reviewed August 2001*

## **JOB DESCRIPTION NURSERY COORDINATOR**

The nursery coordinator will be responsible to the staff assigned to the Nurture Committee. She/he will be a part-time employee of the church.

1. The Nursery Coordinator will be an individual who:
  - a. Is over 25 years of age.
  - b. Has experience and education in the care of infants, one and two-year olds, including the HRS educational certification or its equivalent.
  - c. Has the ability to supervise a staff of other adults to work in the nursery complex.
  - d. Has the ability to work with parents and volunteers in the management of the nursery complex.
2. The Duties of the Nursery Coordinator will include:
  - a. Providing child care in the nursery complex on regularly scheduled events and coordinating or providing all child care for other events.
  - b. Sunday: 8:20 a.m.-12:20 p.m.: providing care and supervision in the nursery complex, supervising two individuals to assist and calling volunteers as needed. There will be a caregiver for every five infants, every 8 one-year olds, and every ten two-year olds.
3. Other regular scheduled care will be offered:
  - a. Sunday evenings 5:00-7:30
  - b. Weekday mornings and evenings, as need requires.
4. Fee schedule: The coordinator who is the caregiver of choice will receive \$8.00 an hour.

*Reviewed August 2001*

### **C. PERSONNEL POLICIES**

#### **1. Personnel Philosophy**

- a. **PURPOSE AND RESPONSIBILITY**  
The purpose and responsibility of the Personnel Committee is to manage the Church's human resources in a manner that results in trust between the committee and staff.

The Committee on Personnel shall be responsible for all matters pertaining to church employees and for giving support to the Pastor and Church Administrator in the administering of personnel policies and practices as set forth by the Session:

Duties:

Recommend to the Session all staff positions needed by the church, with the exception of those for the Preschool.

Formulate job descriptions for each staff position recommended; develop lines of authority, duties, areas of responsibility and qualifications.

Formulate a policy concerning terms of employment, compensation, allowances, and benefits for each recommended position.

Develop and execute appropriate evaluation procedures for each recommended position.

Present, relative to the approved budget, all salary recommendations relating to church personnel.

b. PERSONNEL COVERED

All full and part-time personnel.

c. RESPONSIBLE FOR ADMINISTERING

Pastor, Church Administrator, and Personnel Committee.

d. POLICY

We shall treat every individual with concern, dignity, and fairness in terms of assigned job duties, working conditions, pay and benefits, and promotion consideration.

In return, we ask that you as an employee perform your jobs to the best of your ability and take responsibility for making suggestions to your immediate supervisor as to how we can better serve our congregation.

e. EQUAL EMPLOYMENT OPPORTUNITY

Faith Church will recruit and hire all persons in any job without regard to race, creed, color, national origin, sex, age, marital status, religious affiliation (except when, after careful study, religious affiliation is determined to be a bona fide occupational qualification), physical, mental, or medical disability unrelated to the ability to perform the essential functions of the job with or without reasonable accommodation.

f. GENERAL RULES

In consideration of others, Faith Church maintains a smoke-free office environment.

g. HARASSEMENT OF EMPLOYEES

Harassment of employees will not be tolerated in any form and violation will result in disciplinary action. The term harassment includes, but is not limited to, slurs, jokes, other verbal, graphic or physical conduct relating to an individual's race, sex, religion, national origin, marital status, age, or handicap. The terms also includes unwelcome sexual advances, request for sexual favors, and other physical contact of a sexual nature.

h. DRESS CODE

Employees will dress in a neat, clean, and professional manner appropriate with their particular position. All employees, whatever their job, reflect the image of the church.

i. POLICIES DO NOT CREATE CONTRACTS

These policies do not constitute an employment contract, nor is the language intended to imply that a contract exists. Employment exists at the will of the church, as do the terms of employment. The church may change policies or benefits with notice.

j. COMPUTERS/ELECTRONIC MEDIUM



i. Computer, E-mail, and Internet Policies

Faith Church owns and maintains control over all computers used by its employees. The computers are to be used in furtherance of the ministry of the church. Personal use of computers is to be limited and appropriate. Viewing of inappropriate material, such as pornography via the Internet will not be tolerated in any fashion. Viewing or otherwise accessing inappropriate material will result in immediate investigation and disciplinary action up to and including immediate termination. Faith Church is hereby giving notice that the Administrator, Pastor or a designee may monitor computer, Internet and E-mail use by its employees and employees should have no expectations of privacy. Clergy who record pastoral care issues on the computer or communicate pastoral care issues over the Internet should download the information to a disk and mark the disk as private. An employee who downloads material from the Internet or imports material from E-mail onto Faith Church computers is responsible for the content of that material.

ii. E-mail

E-mail messages are subject to the same regulations as any other form of communication or conduct. E-mail users must realize that no E-mail communication is private or confidential, and that E-mail messages may be retrieved and may be subject to disclosure to third parties, including the press, the courts, and governmental agencies. Accordingly, such messages, like other communications, should be professional, comply with Faith Church's rules and policies, and reflect well upon the sender and the respected image of Faith Church.

iii. Encouraged use of E-mail and the Internet

E-mail and Internet users are encouraged to: transmit and receive correspondence and transfer documents that are not confidential; participate in discussion groups on job-related topics; pursue professional and career development; communicate with work-related professional organizations.

iv. Inappropriate use of E-mail and the Internet

The following uses of E-mail and the Internet are considered inappropriate: engaging in unlawful and malicious activities; sending, receiving or accessing pornographic material; engaging in abusive profane, sexist, racist, homophobic or otherwise objectionable language; misrepresenting oneself or Faith Church; defeating or attempting to defeat security features on Faith Church's applications; engaging in commercial activities for personal profit; sending chain letters; causing congestion or disruption of Faith Church's network; downloading music and burning CD's of pirated music.

v. Computer Viruses

In order to prevent the spread of computer viruses, employees shall not open attachments to E-mail unless the employee is expecting the E-mail with attachment. If the employee is uncertain about an E-mail or attachment, he or she should call and confirm the attachment from the sender.

vi. Use of Personal Software Prohibited

Only the administrator, or a direct designee, may download software for use on Faith Church's computer system. Use of personal software applications or unlicensed/pirated software on Faith Church's computers is strictly prohibited.

vii. Prevention Techniques for Discouraging Unauthorized Use of Computers  
All applicable Faith Church's employees shall have a password. Employees shall not share their passwords with anyone other than the administrator. Faith Church employees should not sign on for any other person, nor allow anyone to work in the system using their password. All employees shall log-off their computers when leaving their workstations for any extended period of time. Employees are not to allow any unauthorized person access to their computer, and if any employee notices an unauthorized person at a computer station, that employee should immediately report this activity to the administrator. If another person becomes aware of an employee's computer password, that employee shall select a new password.

<b>Approved by Number</b>	<b>Date Effective</b>	<b>Supersedes</b>	<b>Policy</b>
Pastor Session Personnel Committee			

*Established May 2005, Revised April 2007*

## 2. Employment

### a. PURPOSE

To insure that the most qualified job applicants are selected for employment, that the church complies with federal and state employment laws, and that employee wage equity is maintained in the church's salary administration plan.

### b. PERSONNEL COVERED

All full and part-time personnel, ordained, Director of Music, and Director of Christian Education. Full-time is defined as those working a 37 1/2 hour week. Part-time is defined as anything less than full-time. The Preschool is excepted.

### c. RESPONSIBLE FOR ADMINISTERING

Pastor, Church Administrator, and Personnel Committee.

### d. POLICY

i. NEW POSITIONS: Positions must be approved by the Personnel Committee and the Session.

ii. SUBSTANCE ABUSE OR SEXUAL HARASSMENT: If either prohibited activity is suspected, an investigation will be conducted by the Personnel Committee.

Substance abuse is defined as the use of illegal drugs and/or the abuse of legal drugs or alcohol.

If substance or sexual harassment abuse by an employee is substantiated after investigation, the personnel committee will make a recommendation to address the situation to the church officers after consulting legal counsel, if appropriate.

Such abuses by an employee may be grounds for dismissal.

iii. ABSENCES OR TARDINESS: All employees are expected to report to work regularly and on time. Excessive and chronic absences or tardiness may be justification for termination of employment.

#### iv. BENEFIT PLANS:

1. Health Insurance Plan: It shall be the policy of the church to provide single health insurance coverage for all full-time employees. The cost of such is borne by the church. Family coverage is also provided under the group plan with the employee paying the difference between the individual and family premium costs.

#### Policy for Employee Health Benefit Reimbursement:

- a) It is the policy of Faith Presbyterian Church that all employees must be covered by a health plan. Faith will cover the cost of this plan as a benefit to employees.
- b) The health plan is a benefit, not a form of compensation. Compensation is wages or salary.
- c) An employee may opt out of the church benefit plan:

- 1) First, if opting out by any number of employees does not reduce the benefit available to other employees, i.e., if opting out does not nullify the rate paid by the church for the current plan. (Opting out might nullify the rate paid by the church for the current benefit plan, thus increasing the church's cost for a health benefit plan or lowering benefits to other church employees.)
- 2) Second, on an annual basis, the employee will provide to the Church Administrator certification of health coverage either through a plan for which they independently pay, or through another health plan which approximates coverage available through the church plan.
- d) If opting out meets the above criteria, the employee may request a health benefit cost reimbursement. The amount will be 85% of the average employee premium, the remaining 15% to cover the Social Security and income tax consequences.
- e) An opt-out employee's health benefit cost reimbursement will have full Social Security and income tax consequences for the employee; if an employee chooses to opt out of the church health benefit plan, the church will deduct from the reimbursement amount, but will not bear any tax obligation.
- f) An opt-out employee's salary exclusive of benefits is based on Faith's budgeted amount for the position they hold.
- g) While a health benefit cost reimbursement is taxable to the employee who chooses it, the Faith health benefit is not considered salary compensation for the purpose of salary increases, the calculation of other benefits, the calculation of a bonus, or broad-based wage/salary compensation studies.

2. Retirement – 5% of gross salary, plus both sides of Social Security is paid to full time, non-ordained personnel on an annual basis.

3. Travel Allowance and Professional Development Funds: Shall be provided, upon prior approval, by Pastor and or Church Administrator.

4. Vacations:

a. Ordained and full-time program staff: 13.5 hours per month for a total of 20.25 eight-hour days per year accrued monthly. One vacation day counts as 8 hours used for Program Staff.

b. All other full-time employees: 8 hours per month accrued monthly during years of service 1-4.9 [12.8 days]; 10 hours per month accrued monthly during years of service 5-9.9 [16 days]; and 13 hours per month accrued monthly during years of service 10 or over [20.8 days]. A "Day of Leave" is counted as 7.5 hours due to the 37.5 defined work-week for support staff.

c. Paid vacation time accrued as described above may be used only at a time mutually convenient to the church and the employee. Only 40 hours of vacation may carry over into the next calendar year. Such paid vacation schedules must have the prior approval of the Pastor and or Church Administrator upon written request preferably made not less than 30 days in advance of the proposed vacation time use. At time of retirement and/or termination, the cash value of any accrued vacation shall be paid to the employee.

d. At the supervisor's discretion, an employee may be allowed to use annual vacation time or sick leave before the hours have been accrued to allow employees, particularly program staff, to take vacation time or sick leave, (for example, a planned minor surgery), during non-peak times of the year (such as summer months) so that key staff are not out during peak activity times of the church. If an employee terminates employment prior to leave time taken being accrued, the employee's last paycheck will be deducted by the amount of leave time taken that has not been accrued. An employee will NOT be granted early leave for more than the equivalent wages of one pay period. If leave is granted prior to being earned, the employee must sign a statement of understanding that his/her last paycheck will be deducted by any amount of unearned annual leave.

#### 5. Sick Leave:

Sick leave is accumulated from one year to the next at the rate of eight hours per month for full-time employees and one-half day (or four hours) for part time employees. The Personnel Committee has the option to require certification of illness for extended illnesses. For this purpose, sick leave is defined as absence due to illness or medical/dental appointments of the employee, or the employee's spouse, children, or parents. Upon retirement, resignation, or termination an employee may receive 50% of accrued, unused sick leave to a maximum of 160 hours.

#### 6. Compensatory Time

Compensatory time is discouraged but inevitably necessary at several peak work times during the year. No more than 22.5 (three 7.5 hour days) hours of compensatory time can be accrued at any one time and no more than 52.5 hours of comp time can be earned during a calendar year. The immediate supervisors should approve the need of any compensatory time over 37.5 hours per week. These limits of 22.5 hours accrual at any one time and 52.5 hour maximum per year can only be exceeded if permission is granted by both the Church Administrator and Pastor and only under emergency circumstances.

#### 7. Holidays:

Each full-time and part-time employee is authorized to take the following twelve (12) holidays:

New Year's Day  
Martin Luther King's Birthday  
Easter Monday  
President's Day  
Memorial Day  
July 4  
Labor Day  
Veteran's Day  
Thanksgiving Day and the day after  
Christmas Day  
Personal Day

Should a holiday fall on a Saturday or Sunday, the day observed will be determined by the Pastor, Church Administrator, and staff. If employees are required to perform duties on any of the above holidays, compensatory days will be given. Should a holiday coincide with an employee's day off, the Church Administrator will have discretion to work out an alternative day off for that employee.

8. Study Leave:

All ordained and full-time program staff will be granted two weeks a year after 3 months' employment. Such leave must be used in the calendar year or may be carried over for 30 days into the following year with Pastor approval. Unused study leave is not paid out upon resignation, termination or retirement. The context and timing of the study leave requires the prior approval of the Pastor.

*Revised Jan 2008*

v. GRIEVANCES:

An employee who wishes to file a grievance shall follow this procedure:

*An employee shall first discuss any grievance with his/her immediate Supervisor and the Church Administrator. If the concern is not resolved, the employee should discuss the matter with the Pastor. If the concern is still not resolved in a satisfactory manner, the employee may contact the Personnel Committee for assistance.*

vi. TERMINATIONS:

Termination of Employment for Non-Ordained Employees

1. Dismissal For Cause: Dismissal for cause will take place through notification by the employee's supervisor. No such action will be taken without the approval of the Pastor and the Personnel Committee. Session will be immediately notified of the action. A severance allowance may be paid at the discretion of the Pastor with approval of the Personnel Committee. Reasons for termination may include, but are not limited to, unsatisfactory performance, refusal to do work within the employee's position description, repeated unexcused absences, repeated tardiness, incompetence,

or illegal, dishonest or unethical conduct. Employment may be terminated at any time at the discretion of Faith Presbyterian Church.

2. Reduction in Workforce: Because of reorganization, retrenchment of program, or other circumstances arising out of no fault of the employee, involuntary separation is in consultation with the Pastor and the Personnel Committee. A severance allowance may be granted in relation to length of service.

3. Voluntary Resignation/Retirement: A non-ordained employee is expected to give notice of at least two weeks in advance of employment termination. An ordained employee is expected to give at least eight weeks in advance of employment termination. Retirement arrangements should be made with the church administrator four weeks prior to retirement date.

e. PROCEDURE

i. EMPLOYMENT: Applicants for an approved position must complete the appropriate Employment Application form, including permission for a criminal background check and fingerprinting. A “yes” answer to the question regarding misdemeanors, etc. does not eliminate the applicant from further consideration, but failure to answer the question truthfully will result in elimination. They are to be interviewed by the appropriate person(s). Employment references must be investigated by the personnel committee or an appointed committee from the personnel committee, for at least the past five years of employment history, using the Employment Reference Investigation form and/or the Employment Reference Inquiry form.

ii. OFFER LETTER: After the above requirements have been satisfied the Church Administrator will prepare an offer letter for Pastor’s signature. The Pastor/ Church Administrator is responsible for signing and mailing *two copies* of the offer letter to the candidate selected for employment. Note that a copy of the offer letter is to be returned by the candidate to the Church Administrator for filing in the employee’s personnel file. A copy will be sent to the Personnel Committee.

iii. PERSONNEL ACTION NOTICE: This form is to be used to document *any* employee action (such as employment; paid and unpaid leave of absence, vacation, or illness; address change; salary increase; leave of absence; termination, etc.).

vi. PAY: All employees will be paid twice a month (the 15<sup>th</sup> and the 30<sup>th</sup>). Direct deposit is strongly encouraged.

**Approved by**  
Pastor  
Session

**Date Effective**

**Supersedes Policy Number**

**Personnel Committee**

*Established May 2005, Revised April 2007*

### 3. Salary & Performance Evaluation Administration

#### a. PURPOSE

To pay ordained and non-ordained staff competitively, fairly, consistently, and equitably, recognizing that such a process will enable our church to attract, motivate, and retain personnel.

#### b. PERSONNEL COVERED

All full and part-time personnel except the Preschool.

#### c. RESPONSIBLE FOR ADMINISTERING

Pastor, Church Administrator, and Personnel Committee.

#### d. POLICY

The church is committed to achieving the purpose stated above by paying employees a competitive wage. Employees are to be appraised by their supervisor annually with salary consideration annually.

Employees are to be appraised objectively, accurately, and fairly at the times prescribed by this policy and the church approved Performance Evaluation forms shall be used.

### Performance Evaluation System

The performance evaluation process is the cornerstone of the church's salary award system. Every employee is entitled to know how she or he is performing, as judged by their immediate supervisor. Different evaluation forms are utilized, as outlined below, to insure that an employee understands how she or he is performing. All new staff employee positions will be reviewed by the Pastor and supervisor within 3 months of the employee's arrival. All other employees will receive annual performance evaluations.

#### Performance Evaluation Forms:

1. "Non-ordained Staff"—for all hourly and salary non-ordained personnel.
2. "Ordained Staff"—for all salaried ordained personnel.
3. "Non-ordained and Ordained Staff"—for selected personnel working with goals.

#### Performance Definitions:

Once a supervisor has evaluated an employee on each position factor and/or goal, the supervisor determines the "Overall Evaluation" of an employee.

1. **Outstanding (O):** Performance is substantially higher than required. This individual consistently makes superior contributions to the organization and requires minimal supervision. (This evaluation category will be added two to three years after this policy becomes effective to enable those administering performance evaluations to gain experience with the process.)

Such an employee may be awarded a salary increase before the scheduled salary review date if the following guidelines are met. Early awards will receive close scrutiny and are for exemplary performance only if:

- a. The next scheduled salary review is no more than six months away.
- b. Performance is clearly "Outstanding" as defined above.



- c. Making the award will not create a salary inequity among other church personnel.
- d. The salary increase is approved by the Pastor, the immediate supervisor recommending the increase, and the personnel committee.

2. **Excellent (E):** Performance is consistently above the position's requirements and is marked by initiative and high quantity and quality of work. The employee's judgment is sound and position knowledge is superior to most other employees in this position.

3. **Good (G):** Performance meets the position requirements. Such employees may be capable of achieving an "Excellent" evaluation or may not be capable of better performance.

4. **Marginal (M):** An employee is performing some position duties satisfactorily and others unsatisfactorily. A "Marginal" overall evaluation denotes performance deficiency and may constitute a first written warning.

Such an evaluation requires that the employee be appraised again in 30, 60, or 90 days (depending on the time required to rectify the performance deficiency and as determined fair by the supervisor and/or the Pastor). If, at the time of the second appraisal, performance has improved, the employee may be awarded a salary increase within the "Good" salary guidelines. Such a salary award recycles the next performance-salary review date. If, at the time of the second appraisal, performance has not improved, the evaluation constitutes a second warning and could result in termination of employment.

5. **Unsatisfactory (U):** The overall performance of an employee is judged to be below the requirements for the position and is unacceptable. Prior oral and/or written notice of "Unsatisfactory" performance may have been given to the employee. Prior to initiating termination action, the Pastor and/or the employee's immediate supervisor must obtain the approval of the personnel committee (see Discipline, Policy 603.0).

6. **Too Early To Rate (T):** An employee has not been in her or his position long enough to evaluate her or his performance fairly.

#### **Salary Awards:**

As stated earlier, employees are reviewed annually with salary consideration, with increases to be effective January first of each year (or the first day of a new fiscal year), Employees who have not been employed 12 months but more than six months will receive a prorated wage/salary increase for the number of months employed.

Salary increases are based on the following conditions:

1. Overall job performance as indicated on the Performance Evaluation form for a given position (this is the primary determinant).
2. Position of employee's salary within her or his salary range.
3. Date and amount of the last salary award.
4. Salaries of peers, subordinates, and supervisors.
5. Salaries of comparable positions.
6. Church's financial condition.

Salary increase amounts consistent with the church's budget are determined each calendar year by the Personnel Committee, and as contained within the approved budget.

**Promotional Salary Awards:**

Salary increases are given when an employee advances to a position of greater responsibility. In determining the amount of salary increase, a supervisor should consider the readiness of the employee to accept full responsibility for the new position, and the date and amount of any previous salary increase.

**Salary Adjustments:**

Salary adjustments may be granted for the following exceptional situations:

1. *Internal Salary Inequity:* The personnel committee determines that a salary inequity exists and the inequity cannot be corrected through the salary review process. The personnel committee must approve any action to correct a salary inequity and will notify the Pastor of their recommendation.
2. *Position Adjustment:* If the personnel committee, which is responsible for salary administration, determines that an employee’s salary is significantly lower than another church’s salary for a comparable position and the salary review process will not correct the inequity, a recommendation will be communicated to the Pastor.
3. *Demotion in Position:* When a demotion is deemed appropriate, the salary should be reduced by the amount of salary increase received at the time of promotion or an amount reflective of the position demoted to but that will not result in financial hardship for the employee. However, the demoted employee’s salary will be governed by the salary range of her or his new position. The demoted employee should receive a scheduled salary review at his or her next annual salary review.

**Review of Compensation:**

A salary and benefit survey is to be undertaken annually by the personnel committee to determine the market value of each church position. Survey sources such as Christian Ministry Resources, State Employment Security Commission, denominational data, and salary and benefit data from local churches may be collected.

**Salary Analysis:**

Individual salaries will be reviewed at least annually by the Personnel Committee to insure salary equity within the marketplace.

**Prohibited Compensation:**

Full and part-time employees shall be prohibited from accepting individually funded contributions for services rendered to the church. Any employment understandings shall be included in the job description or otherwise approved by the Session; nothing contained herein shall be interpreted to prohibit contributions or gratuities for weddings or funerals.

<b>Approved by</b>	<b>Date Effective</b>	<b>Supersedes</b>	<b>Policy Number</b>
Pastor Personnel Committee Session		New	

*Established May 2005, Reviewed March 2007; Revised November 2008*

#### 4. Employee Leave of Absence

##### a. PURPOSE

To insure consistency and fairness in the administration of employee leave of absences.

##### b. PERSONNEL COVERED

Full-time, non-ordained, and ordained staff.

##### c. RESPONSIBLE FOR ADMINISTERING

Pastor, Church Administrator, and Personnel Committee.

##### d. POLICY

Eligible employees may be placed on leave of absence with the understanding that the employee intends to return to work for the church at the conclusion of the leave of absence. A leave of absence for longer than three months precludes the church from assuring the employee that she or he may return to the position held at the time the leave of absence began. However, should a leave of absence continue beyond a three-month period, every effort will be made to employ the employee in any position opening for which she or he is qualified.

An employee not returning to work the day following the conclusion of an approved leave of absence may be terminated from employment.

#### A. Types of Leave of Absences that may be requested for leave without pay:

1. Personal: An absence of up to one month as approved by the Pastor, supervisor, and the Personnel Committee.
2. Medical and Family: An absence of up to three months as approved by the Pastor, Supervisor, and the Personnel Committee. Such leave may be authorized for a seriously ill employee (Medical Leave) or to care for a child or parent who is seriously ill (Family Leave).
3. Parental: An absence of up to six weeks as approved by the Pastor, Supervisor, and the Personnel Committee. Such leave may be authorized for the birth, adoption, or guardianship of a child by an employee.
4. Military: Absences of two weeks for National Guard summer camp or for an extended period of time for National Guard or Reserve members in the event of a national emergency as declared by the President.
5. Jury Duty: The Church will pay the difference between jury pay and the normal day's pay for up to five working days.

#### B. Wages and Benefits

1. Wages: Regular wages will not be paid during a leave of absence, nor will vacation leave

2. Benefits:

The church will pay the premiums of all benefits of eligible employees during an approved leave of absence.

Eligible employees may also utilize their vacation leave accrual during a leave of absence if needed.

There shall be no break in employment service with regard to length of service recognition during an approved leave of absence but any salary increases approved by the officers will be prorated by the number of months the employee is on leave.

C. Employment with another church/company or self-employment during a leave of absence: Under no circumstance may an employee be employed by another organization or be self-employed while on a leave of absence. Such a violation of policy will result in termination of employment.

e. PROCEDURE

In the event of a medical, family, or parental leave of absence the employee is required to provide her or his supervisor with a written statement from her or his doctor as to the reason for the leave of absence request and a projected date for returning to work.

A Personnel Change Notice form should be completed by the Pastor or supervisor of the employee to be placed on the leave of absence and given to the personnel committee for their approval PRIOR to communicating approval of such leave to the employee.

It is the responsibility of the employee on leave of absence to contact her or his supervisor in writing to request reinstatement of employment with the anticipated date of return to work. In the event of a medical, family, or parental leave, the employee's doctor is required to provide her or his supervisor with a written statement indicating a date when the employee may safely resume work.

<b>Approved by</b>	<b>Date Effective</b>	<b>Supersedes</b>	<b>Policy Number</b>
Pastor Personnel Committee Session		New	

*Established May 2005, Revised April 2007*

## 5. Employee Exit Interview

### a. PURPOSE

To aid the personnel committee in determining and correcting causes of employee turnover and to insure that employees are treated fairly regarding employment matters.

### b. PERSONNEL COVERED

Full-time, part-time and all ordained and non-ordained personnel

### c. RESPONSIBLE FOR ADMINISTERING

Personnel Committee.

### d. POLICY

All personnel, as described above, resigning from the church are to be interviewed if possible by the Personnel Committee or it's designee before the resignation date.

An exit interview is normally not required for an employee terminated for cause. However, if an exit interview is deemed appropriate by the Personnel Committee and Pastor, an exit interview may be conducted.

### e. PROCEDURE

A Personnel Action Notice (PAN) is completed by the immediate supervisor for an employee who has either resigned voluntarily or has been terminated for cause.

A copy of the PAN is forwarded to the bookkeeper and a copy is placed in the employee's personnel file.

The Personnel Committee prepares a written report of the exit interview findings within one week following the interview. Prior to the final typing of the report, the interviewer will review the exit interview findings with the immediate supervisor of the interviewee and with the Pastor to insure that the information given is factual from the perspective of the immediate supervisor.

After the above step is completed, the exit interview report is typed by the Personnel Committee and distributed to the Pastor. A copy of the report will be given to the Church Administrator for placement in the employee's personnel file.

#### **Approved by**

Pastor  
Personnel Committee  
Session

#### **Date Effective**

New

#### **Supersedes**

#### **Policy Number**

*Established May 2005, Reviewed March 2007*

## SAMPLE JOB DESCRIPTION

Position: Choir Director  
Employee's Name: \_\_\_\_\_  
Supervisor's Name: Pastor

Department: Music  
Date Prepared: \_\_\_\_\_  
Committee Responsible To: Worship

### DUTIES

#### I. Planning and Coordinating

1. Act as liaison among members of music staff, pastors, and worship committee.
2. Attend staff meetings as scheduled.
3. Plan worship music with music staff and pastors.
4. Develop and administer the Music Department budget, including approval of all expenditures by music staff.
5. Monthly, suggest hymns to pastors to support liturgical readings for worship services.

#### II. Choral Work

1. Conduct regular and special rehearsals throughout the year.
2. Recruit and train members of all choirs.
3. Maintain and expand music library (insuring that music is stamped, sorted and filed).
4. Select choral music for worship services with input from Pastor.
5. Prepare for choir rehearsals by studying music to achieve artistic interpretation.
6. Provide for own personal and professional development through reading of periodicals and books  
and by attending workshops.
7. Mail reminders about choir special event.
8. Consult with individual choir members before and after rehearsals to encourage and improve their performances.

#### III. Worship Services

1. Rehearse with choirs and soloists before worship services.
2. Direct music portions of all church functions involving music.
3. Oversee setup of musical components in sanctuary or social hall for all worship services and/or functions, insuring materials and equipment (music, chairs, music stands, and instruments) are available.
4. Develop congregational participation in music through emphasis on hymn and psalm singing.

#### IV. Other

1. Serve as liaison between music program and such activities as retreats, Vacation Bible School, and  
other special events.
2. Plan and execute special music programs and/or concerts.
3. Audition and arrange music for soloists and instrumentalists when applicable.
4. Consult with family members regarding music for weddings and funerals as required.
5. Write articles for church community publications to enhance attendance of music programs.
6. Secure substitute organist, pianist, and other musicians as needed.
7. Purchase and maintain musical instruments per annual budget.
8. Secure volunteers to assist with arranging for accompanists, maintaining music library, and leading children's choirs.

9. Receive annual evaluation by Pastor and worship committee as to effectiveness of music program.
10. Coordinate choir retreats, tours, etc.
11. Evaluate music program to meet changing needs of congregation in the context of church's mission statement.

*Established May 2005, Reviewed March 2007*

**Faith Presbyterian Church**  
**Employment Application**  
**(Please Print)**  
**Form A**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
           First               Middle               Last

Present Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
   Street/Box  
           How Long? \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Phone \_\_\_\_\_

Form of Transportation to be Used if Employed? \_\_\_\_\_

Contact in case of an emergency: \_\_\_\_\_  
   Name & Relationship Phone No.

Education: H.S. Graduate? Y/N                College Graduate? Y/N                Attend School Now? Y/N

Military Service: Dates of Active Duty \_\_\_\_\_ National Guard? Y/N

**Previous Employment: (Please begin with the most recent, including present)**

Employer’s Name \_\_\_\_\_ Position \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Pay: \$ \_\_\_\_\_ Week/Month Reason for Leaving \_\_\_\_\_

Employer’s Name \_\_\_\_\_ Position \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Pay: \$ \_\_\_\_\_ Week/Month Reason for Leaving \_\_\_\_\_

Employer’s Name \_\_\_\_\_ Position \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Pay: \$ \_\_\_\_\_ Week/Month Reason for Leaving \_\_\_\_\_

(Use the back of this application to list any other employers)

**Fair Credit Reporting Act Disclosure:** In making this application it is acknowledged that we may request information regarding your character, employment, and background. Upon written request, information concerning the above will be obtained. False or incomplete information in this application is grounds for termination of employment consideration or employment, if already employed.

**I CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND COMPLETE:**

\_\_\_\_\_  
 Signature

An Equal Opportunity Employer



**Faith Presbyterian Church**  
**EMPLOYMENT APPLICATION SUPPLIMENT**  
**Non-Ordained Staff**  
**Form B**

Name: \_\_\_\_\_

Education (continued): If college or technical school graduate, note Degree/Diploma.

College/Technical School	City	Degree/Diploma

Professional Registration(s): \_\_\_\_\_

Interests & Hobby(s): \_\_\_\_\_

**SELF DESCRIPTION**

1. Please write a brief description of yourself: \_\_\_\_\_

2. What are your goals? **Professional:** \_\_\_\_\_

**Personal:** \_\_\_\_\_

3. What did you accomplish in your present or past employment(s)? \_\_\_\_\_

4. Describe your most significant work-related accomplishment during the past twelve months:

5. How do others view your business strength(s)? \_\_\_\_\_

6. How do others view your business "need for improvement" attribute(s)? \_\_\_\_\_

7. To what do you attribute your business success? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TO BE COMPLETED BY CHURCH IF EMPLOYMENT OFFER MADE  
Reporting Date: \_\_\_\_\_ Position \_\_\_\_\_ Salary \$ \_\_\_\_\_ By \_\_\_\_\_

*Established May 2005, Reviewed March 2007*

**Faith Presbyterian Church  
Employment Reference Investigation  
Form C  
(Phone)**

Applicant: \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Co./Institution Contacted: \_\_\_\_\_ Person/Dept.: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Conclusion (Favorable or Unfavorable): \_\_\_\_\_

**QUESTIONS**

1. **Dates of Employment:** \_\_\_\_\_

2. Position at Separation? \_\_\_\_\_

3. Salary at Separation? \_\_\_\_\_

4. Work-Related Strengths? \_\_\_\_\_

---

5. Need for Improvement Areas/Weaknesses? \_\_\_\_\_

---

6. Leadership Ability/Potential? \_\_\_\_\_

7. Relationship with Subordinates? \_\_\_\_\_

8. Relationship with Supervisor? \_\_\_\_\_

9. Attitude towards Position and Company? \_\_\_\_\_

10. Overall Work Performance Evaluation During Past Year (Based on Performance Evaluations)?

11. Eligibility for rehire?: Eligible Ineligible (Circle One). If "Ineligible" please state reason.

12. Other Questions/Comments? \_\_\_\_\_

*Established May 2005, Reviewed March 2007*

**Faith Presbyterian Church  
Employment Reference Inquiry  
Form D**

The below former employee, by signing this form, has given you permission to answer the following questions candidly:

Former Employee \_\_\_\_\_  
  Given/Maiden Name(s)    Signature

Social Security No. \_\_\_\_\_ Date: \_\_\_\_\_

1. Dates of Employment: \_\_\_\_\_

2. Position at Separation: \_\_\_\_\_

3. Salary at Separation: \_\_\_\_\_

4. Overall Work Performance Evaluation During Last Year of Employment: \_\_\_\_\_  
\_\_\_\_\_

5. Eligibility for reemployment: Eligible Ineligible (Circle one). If "Ineligible" please state reason (Please Use Back of Form if Needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Name (Please Print)

\_\_\_\_\_  
Company/Institution    Address

*Established May 2005, Reviewed March 2007*

**Faith Presbyterian Church  
Sample Offer Letter  
Form E**

Mrs. Brenda Cope  
0000 Walnut St.  
Anytown, VA., 22980  
September 1, 1999

Dear Brenda:

On behalf of the search committee, officers, congregation, and pastor of Faith Presbyterian Church, this letter will confirm the verbal offer I made you to become our bookkeeper. This position reports directly to Jean, our administrative manager. Our search committee will serve in an advisory role to you during your first year of employment.

Your employment will commence on October 1, 1999.

Your beginning salary with us will be \$9.00 per hour for 20 hours per week. You will receive your first performance evaluation in June 2000, and every six months thereafter, by Jean, and a performance evaluation with salary consideration in December 2000.

You are eligible for 10 days unpaid vacation per year with the dates for same predetermined with Bruce, the pastor. Vacation may be requested for a two-week period or may be taken in one week increments.

You will receive two paid holidays, which are Thanksgiving and Christmas.

We are all excited about your becoming a *vital* part of our ministry at Faith Presbyterian Church! Please sign and return one copy of this offer letter in the enclosed, self-addressed envelope while retaining the other copy for yourself. If you have a further questions, please call me.

In Christ's Service,

Erwin Berry, Chair, Search Committee  
I understand and accept the above conditions of employment,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Copies: Pastor Bruce  
Personnel File of Brenda Cope  
Personnel Committee

*Established May 2005, Reviewed March 2007*

**Faith Presbyterian Church  
Personnel Action Notice – PAN  
Form F**

New Employee	1) Name: Last, First & Middle	2) Social Secty. No	3) Effective Date/Mo.-Day-Yr	4) Home Phone No.
Or	5) Street Address or Box No.	6) City	7) State 8) Zip Code	9) Birth Date
Employee Data	10) Employment Date	11) Job Title		13A) Job Classification: Non-Ordained ( ) or Ordained ( )
Or				
Wage Change	13B) Job Classification Full Time ( ) Part Time ( ) Seasonal ( )	14A) Wage To \$  From \$  14B) Paid Wkly ( ) Bi-Weekly ( ) Monthly ( ) Bi-Month.( ) Semi-Mo. ( )	15A) Next Perf. Eval Date:  15B) Next Wage Review Date:	EEOC REQUIRED DATA 16A) Caucasian ( ) African Amer. ( ) Oriental ( ) Spanish ( ) Amer Indian ( ) Other _____ ( ) 16B) Female ( ) Male ( ) 16C) Single ( ) Married ( )
JOB STATUS CHANGE	17A) Classification ( ) Job Title ( ) Promotion ( ) Demotion ( ) Other _____	17B) To  From	18A) Ordained ( ) Nonordained  18B) Full time ( ) Part Time ( ) Seasonal ( )	19) Salary Grade: To:  From:
ABSENCE	20A) Leave: Paid Vacation Non-Paid Vacation Paid Family Non-Paid Family Paid Illness Non-Paid Illness	20B) Lv of Abs Illness/Dis ( ) Maternity ( ) Military ( ) Other _____	20C) Funeral Leave Paid Non-Paid	21) Dates: From  To
TERMINATION	22) Voluntary ( ) Involuntary ( ) Reduction in Staff ( )	23) Last Day Worked:	24A) Severance Pay Yes ( ) No ( )	24B) No. of Days/Dollar Amount:
APPROVAL/COMMENTS	25) Sr. Pastor _____  Supervisor _____  Personnel Committee/ Committee Chair _____  Officer _____		26) Comments:	

*Established May 2005, Reviewed March 2007*

**Faith Presbyterian Church  
Performance Evaluation and Improvement Plan  
Non-Ordained Staff  
Form G**

Employee: \_\_\_\_\_

Position: \_\_\_\_\_

Overall Rating: ( ) Outstanding ( ) Excellent ( ) Good  
 ( ) Too Early to Rate ( ) Marginal ( ) Unsatisfactory

Evaluator: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

Next Evaluation Date: \_\_\_\_\_

Performance Factor	O	E	G	T	M	U	Improvement Plan/Comments
Personal Appearance							
Attendance							
Attitude Towards Position							
Working Relationship with Supervisor							
Knowledge of Job							
Quality of Work							
Quantity of Work							
Initiative							
Problem Solving							
Cost Control							
Effective Use of Time							
Other							
Personal Development Goals:							

*Established May 2005, Reviewed March 2007*

**Faith Presbyterian Church  
Performance Evaluation and Improvement Plan  
Ordained Staff  
Form H**

Employee: \_\_\_\_\_

Position: \_\_\_\_\_

Overall Rating: ( ) Outstanding ( ) Excellent ( ) Good  
 ( ) Too Early to Rate ( ) Marginal ( ) Unsatisfactory

Evaluator: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

Next Evaluation Date: \_\_\_\_\_

Performance Factor	O	E	G	T	M	U	Comments
Attitude Towards Responsibilities							
Working Relationship with Staff and Volunteers							
Working Relationship with Congregation							
Job Knowledge-Skills (Preaching; teaching; pastorate; administration; coordination; management)							
Increased Growth (Member spirituality, participation and membership)							
Increased Member Giving (Pledges)							
Responsive to Congregation Needs							
Communication with Congregation, Staff & Officers							
Direction of Staff and Volunteers							
Judgment							
Community Involvement							
Personal Development							



Goals:

*Established May 2005, Reviewed March 2007*

**Faith Presbyterian Church**  
**Performance Evaluation and Improvement Plan**  
**Ordained and Non-Ordained Staff**  
**Form I**

Employee: \_\_\_\_\_

Position: \_\_\_\_\_

Overall Rating: ( ) Outstanding          ( ) Excellent          ( ) Good  
 ( ) Too Early to Rate          ( ) Marginal          ( ) Unsatisfactory

Evaluator: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

Next Evaluation Date: \_\_\_\_\_

Performance Goals	O	E	G	T	M	U	Comments
Goals:							

Performance Narrative (Overall performance since previous Evaluation):

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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**SALARY AWARD**

Annual Salary Evaluation or Promotion? (Please Circle)

\_\_\_\_\_  
Current Salary

\_\_\_\_\_  
Date of Last Award

\_\_\_\_\_  
Salary Award Recmd

\_\_\_\_\_  
Salary Approved

\_\_\_\_\_  
Award Effective Date

Approvals:

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Officer/Date

\_\_\_\_\_  
Personnel Committee

Instructions:

1. Complete Evaluation form. If applicable, complete above salary data.
2. If Evaluation w/salary award obtain Personnel Committee approval PRIOR to conducting Evaluation.
3. Conduct Evaluation w/employee, have employee sign Evaluation & give copy to employee.
4. Return original Evaluation to Secretary/Administration Manager for filing in employee's Personnel file

*Established May 2005, Reviewed March 2007*

**Faith Presbyterian Church  
Staff Leave Request  
Form J**

**Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Time requested (dates, time, etc..)**

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**Reason for requesting leave:** \_\_\_\_\_

**Place or phone where you can be reached in case of emergency during leave.**

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**Additional Comments:** \_\_\_\_\_

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\_\_\_\_\_  
Staff Signature

**Approved**

**Not Approved**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

*Established May 2005, Reviewed March 2007*