

The cover features a photograph of a white church with a tall steeple against a clear blue sky. In the foreground, five diverse people are gathered around a table, smiling and looking at a document. The text is overlaid on the top left of the image.

*Pastor
Staff
&
Committee*

**JOB DESCRIPTION
BOOK**

Church Staff Organization Charts
Sample Ministry Position Descriptions
Committee and Church Officer Descriptions

Table of Contents

Organizing the Church to Function	3
CHURCH STAFF ORGANIZATION CHARTS	
Sample Multi-staff Church Staff Organization Chart.....	4
Other Organization Charts	5
SAMPLE MINISTRY POSITION DESCRIPTIONS	
Pastor.....	6
Associate Pastor.....	7
Business Administrator	8
Minister of Education	9
Minister of Music	10
Organist/Pianist (Music Assistant)	11
Music Ministry Assistant.....	11
Minister of Youth.....	12
Minister of Recreation (Activities).....	13
Minister to Single Adults	14
Minister of Evangelism and Outreach.....	15
Minister of Adult Work	16
Minister of Children’s Work.....	17
Media Director.....	17
Church Hostess.....	18
Custodian	19
Ministry Assistant (Secretary)	20
Receptionist.....	20
Pastor’s Ministry Assistant.....	21
Education Ministry Assistant.....	21
Children’s Ministry Assistant.....	22
Financial Ministry Assistant.....	22
Basic Church Programs	23
Church Leadership Team	24
Developing Staff Team Spirit.....	25

Personnel Policy Handbook	26
Contents of a Personnel File	26

COMMITTEES

Suggestions for Strengthening a Committee	27
Do’s and Don’ts of Committee Meetings	27
Reasons for Committee Meetings	27
Activities and Recreation Committee	28
Audio Services (Sound) Committee	28
Audit Committee	29
Baptism Committee	29
Benevolence Committee	30
Budget (Finance) Committee	31
Building and Grounds Committee	32
Building Steering Committee	33
Cemetery Committee	34
Committee on Committees	34
Constitution-Bylaws-Policies Committee	35
Flower and Decorations Committee	36
Food Service Committee	36
History and Heritage Committee	37
Long Range (Strategic) Planning Committee	37
Lord’s Supper Committee	38
Media-Library Committee	38
Ministerial Staff Position Search Committee	39
Ministry Credentials Committee	40
Missions Development Committee	40
Music Committee	41
New Member Assimilation Committee	42
Nominating Committee	42
Pastor Search Committee	43
Personnel Committee	43
Preschool Committee	44
Property & Space Committee	45
Public Relations Committee	46
Stewardship Committee	46

Ushers Committee.....	47
Weekday Education Committee	48
Worship Committee.....	48

CHURCH OFFICER DESCRIPTIONS

Clerk.....	49
Treasurer (Financial Secretary).....	50
Trustees	51
Moderator.....	51
Notes	52

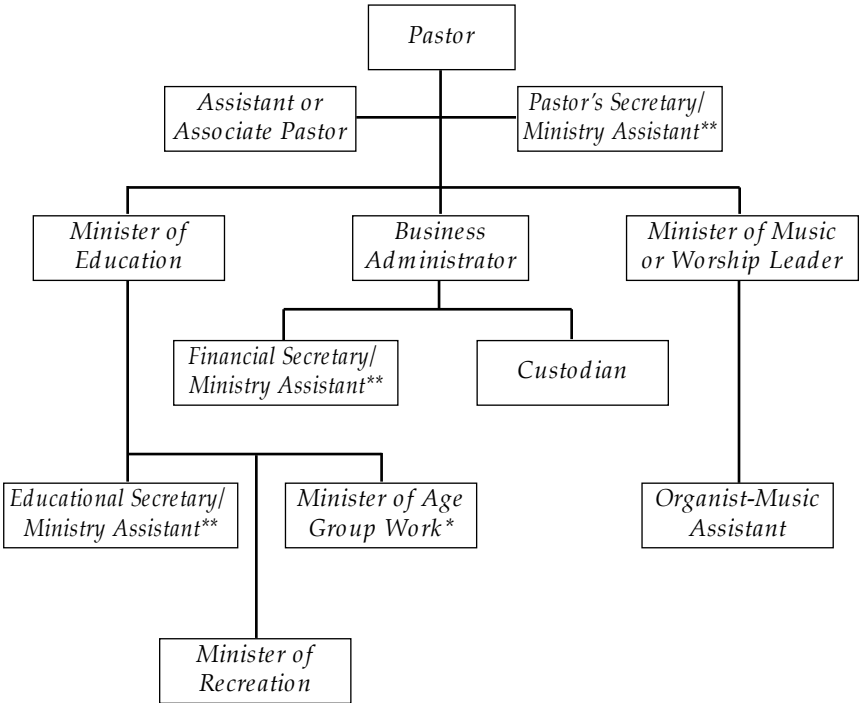
Acknowledgement.....back cover

ORGANIZING THE CHURCH TO FUNCTION

A church has many different areas of work to be done. To accomplish this work, it may choose to organize itself as follows:

- Pastor and Staff
- Deacons
- Church Leadership Team (Church Council)
- General Church Officers
 - Moderator
 - Clerk
 - Treasurer
 - Trustees
- Church Program Organizations
- Standing Committees
- Special Committees
- Age group and other Ministry Councils

SAMPLE MULTI-STAFF CHURCH ORGANIZATION CHART

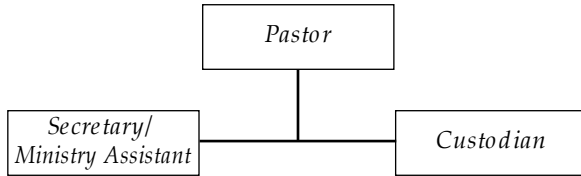


**Age group ministers may include minister to single adults, minister of adult work, minister of children's work, minister of preschool work, minister of youth (students).*

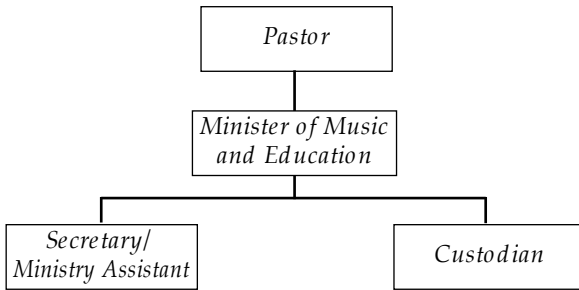
***"Ministry assistant" is the term used by LifeWay and the Mississippi Baptist Convention Board for "secretary."*

OTHER ORGANIZATION CHARTS

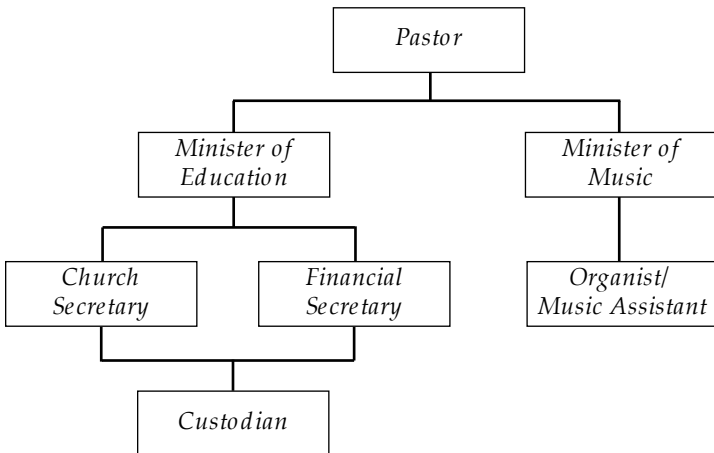
Alternate A



Alternate B



Alternate C



PASTOR

Principal Function: The pastor is responsible to the church for proclaiming the gospel of Jesus Christ, for using his skills in administrative leadership, for engaging in pastoral care ministries to meet the needs of persons in the church and in the community, and to act as the chief administrator of the ministerial and vocational staff.

Responsibilities:

- Set as a guideline of personal behavior the standard required in I Timothy 3:1-7 and I Peter 5:1-4.
- Provide administrative leadership for the total church program.
- Maintain a regular program of study to enable himself to plan and conduct meaningful worship services.
- Prepare for and conduct worship services; lead in the observance of the ordinances; and, lead the church in proclaiming the gospel to the church and community.
- Visit members and prospects and lead the membership in a visitation program.
- Supervise other members of the church staff according to staff organization.
- Conduct premarital, vocational, family, bereavement, counseling sessions, etc., as needed. Advise other professional help when necessary.
- Perform wedding ceremonies and conduct funeral services.
- Work with deacons, church officers, and committees in performing assigned responsibilities. Be available for and lead in training as needed.
- Cooperate with and lead the church in cooperating with associational, state, and denominational leaders. Keep the church informed of developments within the denomination.
- Serve as a representative of the church in civic matters.
- Serve as the leader in seeking to win the unsaved and unenlisted; lead the membership in soul-winning training.
- Plan and promote periods of evangelistic emphasis for the unsaved and renewal for the Christians.
- Serve as chairman of the Church Leadership Team (Church Council) in planning, organizing, directing, coordinating and evaluating the total church program.
- Act as moderator for church business meetings, if the bylaws require it.

ASSOCIATE PASTOR

Principal Function: The associate pastor supervises the ministerial staff, gives attention to the administrative details related to programming and aids in all pastoral responsibilities as deemed necessary and/or appropriate by the pastor.

Responsibilities:

- Assist the pastor in the overall programming of the church, aid in special projects, and implement specific assignments by the pastor related to general pastoral activities.
- Maintain clear channels of communication with the pastor to inform the pastor of needs, activities, and/or problems and to receive the pastor's input, insight and affirmation related to plans and decisions.
- Meet regularly with the pastor and ministerial staff for planning, evaluating and coordinating the ministries of the church.
- Supervise and assist the ministerial staff in planning, coordinating and implementing programs related to their areas of responsibility.
- Conduct semiannual reviews of performance based on program objectives and goals.
- Work with the pastor and appropriate committees and other staff members in seeking needed new staff members.
- Work with the staff and congregation to achieve the objectives of the church.
- Work with appropriate groups to develop a comprehensive church calendar.
- Organize and oversee a visitation program to include inreach and outreach.
- Direct a program for new member and new Christian orientation.

BUSINESS ADMINISTRATOR

Principal Function: The business administrator is responsible to the pastor for the accurate accounting and handling of all church finances and for administering the business affairs of the church.

Responsibilities:

- Work with the ministerial staff and appropriate church committees in planning, implementing and monitoring the annual church budget.
- Establish and maintain an efficient plan of financial record keeping and reporting.
- Work with the chairman of the Stewardship Committee in planning and implementing the annual stewardship emphasis.
- Direct the maintenance program of the church.
- Work with the Missions Committee to establish goals for special mission emphasis.
- Report to all committees and staff members the financial status of their particular area of ministry.
- Administer church-adopted policies and procedures concerning the use of all church properties and facilities.
- Participate in weekly hospital and prospect visitation.
- Serve as a resource person in legal and business matters.
- Study annually the insurance program and recommend necessary changes.
- Maintain church staff personnel, equipment and facilities records.
- Approve and process requisitions and purchase orders.

MINISTER OF EDUCATION

Principal Function: The minister of education is responsible to the pastor for the total educational church program in planning, conducting and evaluating a comprehensive Christian education ministry to achieve the mission of the church.

Responsibilities:

- Correlate all programs, plans and activities with the staff and church council.
- Maintain the church calendar of activities.
- Train and work closely with the Nominating Committee in selecting and enlisting qualified leaders for the educational program.
- Serve as resource and liaison person for committees related to the educational program.
- Plan special emphases in educational programs (i.e. attendance campaigns, leadership recognition, Preparation Week, VBS, promotion, January Bible Study, etc.).
- Coordinate the production of church publications.
- Develop special educational/training projects such as camps, retreats and seminars.
- Lead in regular education program organization planning meetings.
- Lead in choosing and securing the most suitable educational and curriculum materials available.
- Supervise appropriate church staff members.

MINISTER OF MUSIC

Principal Function: The minister of music is responsible to the pastor for the total music ministry of the church.

Responsibilities:

- Direct the planning, organizing, conducting and evaluating of a comprehensive music program in preparing groups, soloists and choirs for internal and external ministry.
- Work with the ministerial staff on special music needs in the total church program.
- Supervise the work of the music ministry staff.
- Work with the nominating committee to enlist and train leaders for the music ministry.
- Work with the pastor in selecting music for regular and special worship services – including weddings, funerals and special projects.
- Coordinate the music program with the organizational calendar and emphases of the church.
- Participate in regular hospital and prospect visitation.
- Monitor the purchasing, maintenance and replacement of all music-related equipment, supplies and instruments.
- Keep informed on music methods, materials, promotion and administration.
- Prepare an annual music budget for approval and administer the budget.
- Direct congregational singing at all regularly scheduled worship services.
- Plan and arrange an “Order of Service” for worship services.
- Cooperate with associational and state leaders in promoting activities of mutual interest.

ORGANIST/ PIANIST (MUSIC ASSISTANT)

Principal Function: The organist (pianist)/music assistant is responsible to the minister of music for serving at the organ/piano and assisting in the music ministry.

Responsibilities:

- Play the instrument for all regular and special services of the church.
- Serve as accompanist for choirs, ensembles and soloists in regular and special rehearsals and performances, as needed.
- Play for weddings and funerals as requested.
- Assist in planning worship services, choir rehearsals and special music events.
- Plan and give direction to a training program designed for developing organists/pianists in the church.
- Maintain a regular schedule of organ practice and study.
- Serve as secretary to the minister of music.
- Maintain music ministry files, library and equipment.
- Work with the graded choirs as assigned.
- Perform other duties as necessary.

MUSIC MINISTRY ASSISTANT

Principal Function: The music secretary serves as ministry assistant to the minister of music and performs general office duties related to the music ministry.

Responsibilities:

- Type all correspondence for the minister of music.
- Record messages for minister of music.
- Serve as receptionist for the music department.
- Maintain office files and records.
- Maintain music library.
- Order and catalog new music as needed.
- Accept additional responsibilities as needed.

MINISTER OF YOUTH

Principal Function: The minister of youth is responsible to the pastor or minister of education for assisting the church in planning, coordinating and promoting the youth programs of the church, special youth projects, assignments and events.

Responsibilities:

- Work with the ministerial staff, appropriate committees and program leaders in planning, evaluating and coordinating all youth ministries of the church.
- Conduct special training projects for youth workers.
- Advise in the use of program materials, equipment, supplies and space by youth groups in all church program organizations.
- Plan and direct youth groups in all church program organizations.
- Plan and direct youth fellowships, retreats and mission trips.
- Plan and direct parenting seminars and workshops.
- Counsel youth and parents as needed.
- Lead in a weekly youth visitation program.
- Conduct weekly youth Bible study.
- Develop relationships with local school officials and be available to speak and/or visit in the schools.
- Remain informed of current trends in youth education programs and youth culture.
- Be alert to win the lost and assist both workers and youth in reaching the unreached.

** This position is often called minister of students or student minister.*

MINISTER OF RECREATION (ACTIVITIES)

Principal Function: The minister of recreation is responsible to the minister of education for planning, conducting and evaluating a program of recreation for church members and other persons in the community.

Responsibilities:

- Direct the planning, coordinating, conducting and evaluating of the recreational activities in the church.
- Coordinate the scheduling and administer the activities in the recreation center.
- Maintain and supervise the repair of recreational facility. Be responsible for the inventory, care, repair and storage of recreation equipment and supplies.
- Work with the nominating committee to recruit and enlist workers for the recreation program.
- Schedule activities of paid and volunteer workers.
- Periodically review and evaluate recreational policies and programs.
- Participate in a weekly hospital and prospect visitation.
- Provide leadership training for both paid and volunteer workers.
- Serve as a recreation resource person and advisor to organizations of the church as requested.
- Provide representation for the church in planning, conducting and evaluating recreation activities that involve other churches and groups.
- Cooperate with associational and state leaders in promoting activities of mutual interest.

MINISTER TO SINGLE ADULTS

Principal Function: The minister to single adults is responsible to the minister of education for developing, planning, and supervising the total church program for single adults.

Responsibilities:

- Meet regularly with staff members to plan, coordinate and evaluate the single adult ministries.
- Work with appropriate committees, program leaders and ministerial staff to prepare the budget for single adult ministry.
- Plan and conduct effective support ministries (i.e. Bible study, retreats, mission projects and appropriate seminars).
- Counsel single adults as needed.
- Lead single adults to participate in the total church program.
- Work with the nominating committee to enlist and train leaders for single adult ministry.
- Conduct special training projects for single adult workers in proper relationship to the ongoing church program.
- Participate in weekday prospect and hospital visitation.

MINISTER OF EVANGELISM AND OUTREACH

Principal Function: The minister of evangelism and outreach is responsible to the church. He or she will be supervised by the pastor and will be responsible for the development and promotion of the evangelistic and outreach ministries of the church.

Responsibilities:

- Oversee the regular and organized visitation of the church through planning, organizing, and evaluating.
- Develop church members to be personal witnesses of their faith in Jesus.
- Serve on the Missions Committee of the church as an exofficio member.
- Serve on the Sunday School council and other councils to give input as to evangelism.
- Preach in the absence of the pastor or when requested by the church.
- Accept pastoral visitation responsibilities as assigned by the pastor.
- Serve on the ministerial staff, accepting responsibilities as a member.
- Assist the pastor, staff and church in outreach and other community ministries.
- Keep informed on evangelistic and witnessing resources, materials, methods, and administration; cooperating with denominational personnel, developments and interests.
- Recommend an annual estimated budget for evangelistic and outreach needs.
- Perform others duties as assigned by the pastor.

MINISTER OF ADULT WORK

Principal Function: The minister of adult work is responsible to the minister of education for assisting church program organizations to develop a comprehensive program of adult education. Consult with other staff members concerning activities, policies and procedures that relate to their areas of responsibility.

Responsibilities:

- Work with program organization leaders to enlist adult workers.
- Conduct special training projects for adult workers in proper relationship to the church training program.
- Advise in the use of program materials, equipment, supplies and space by adult groups in all church program organizations.
- Work with other staff members to provide needed services.
- Assist with planning and conducting special projects (such as camps and retreats) for adult program organization groups.
- Work with organization leaders to coordinate visitation for the adult division and lead workers to visit prospects and absentees.
- Work with program leaders, teachers and appropriate staff members to resolve philosophical, procedural and scheduling problems in the adult division.

MINISTER OF CHILDREN'S WORK

Principal Function: The minister of children's work is responsible to the minister of education for overseeing the planning, coordinating and implementing of a program for children from birth through sixth grade.

Responsibilities:

- Work with key leaders in the hiring of paid workers and enlisting of volunteers in the birth through sixth grade programs.
- Conduct special training projects for children's workers in proper relationship to the church program.
- Periodically review church policies and programs with appropriate staff or committees and bring recommendations for needed changes and improvements to the church.
- Assist the staff in planning for and presentation of annual budgets and in overseeing the expenditures of funds.
- Keep abreast of new materials, programs and methods, etc.
- Work with the media services and minister of recreation to provide needed services.
- Assist with planning and conducting special projects, camps, retreats, etc., for children's organizations.
- Organize and oversee an ongoing visitation and evangelism program for children and parents.
- Organize and oversee a new Christian orientation program for middle and older children.
- Cooperate with associational and state leaders in promoting activities of mutual interest.

MEDIA DIRECTOR

Principal Function: The media director classifies and catalogs all library and media inventory and directs the church media ministry.

Responsibilities

- Supervise and coordinate the activities of the library volunteers.
- Keep an up-to-date library card file.
- Purchase and repair all books and audiovisual aids.
- Assist in the distribution of program organization literature.
- Promote the ministry of church media.

CHURCH HOSTESS

Principal Function: The church hostess works with the business administrator in overseeing the scheduling, menu selection, purchasing, preparation, serving and clean up involved in food services.

Responsibilities:

- Train and supervise kitchen staff members and volunteer servers.
- Plan menus for weekday ministries, Wednesday night supper and special occasions as requested.
- Purchase all necessary food items.
- Maintain high standards of sanitation in the kitchen area to comply with local health and sanitation laws.
- Maintain an up-to-date inventory of food supplies.
- Arrange for servicing, repairing and replacing equipment in the kitchen as needed.
- Work with the maintenance staff on table and room arrangements for all meals and social functions.
- Maintain accurate records of supplies, costs and operation.

CUSTODIAN

Principal Function: The custodian is responsible for maintaining clean buildings and grounds and for making minor equipment repairs.

Responsibilities:

- Maintain floors (sweep, mop, buff, clean and wax); dust furniture and equipment; wash walls and windows; and, vacuum carpets according to schedule.
- Maintain clean restrooms and replenish supplies.
- Request cleaning and maintenance supplies and equipment as needed.
- Operate heating and cooling equipment according to schedule and instructions.
- Prepare baptistry for use as directed. Clean baptistry and adjoining areas following baptism.
- Open and close the facilities daily as scheduled.
- Maintain yard area and parking lot surrounding church buildings.
- Check with supervisor daily for special assignments.
- Move furniture, set up tables and chairs for suppers, banquets and other similar occasions; set up educational areas for regular and special activities as assigned.
- Prepare facilities for special use as requested by supervisor.
- Make minor repairs as directed.
- Paint facilities and equipment as needed.
- Assist when facilities and arrangements are needed for weddings and funerals.
- Report general repair needs to supervisor.

MINISTRY ASSISTANT (SECRETARY)

Principal Function: The secretary (ministry assistant) will perform general office work in relieving the supervisor of certain executive and clerical duties.

Responsibilities:

- Transcribe dictation; type sermons; use word processing equipment as required.
- Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports.
- Review, open and distribute mail; prepare routine answers without direction for approval and signature; answer routine letters in absence of supervisor.
- Act as required during supervisor's absence in making decisions or taking any necessary action not requiring supervisory approval.
- Receive callers, personal or telephone; keep calendar of appointments.
- Notify committee members of meeting dates.
- Perform other duties as requested.

RECEPTIONIST

Principal Function: The receptionist is responsible for greeting and providing information to all people entering the church office and directing them to their proper destination.

Responsibilities:

- Answer the telephone, transfer calls to proper office and/or take messages.
- Maintain church calendar and inform appropriate staff of activities.
- Prepare hospital list for staff visitation.
- Inform staff of membership needs related to illness and death.
- Accept additional responsibilities as assigned.

PASTOR'S MINISTRY ASSISTANT

Principal Function: The pastor's secretary serves as personal secretary to the pastor and performs general duties related to this office.

Responsibilities:

- Transcribe and type pastor's correspondence.
- Type and file pastor's sermons.
- Serve as pastor's receptionist and make appointments for him.
- Maintain office files and records.
- Notify baptismal candidates and make arrangements for baptismal services.
- Prepare Sunday worship service information each week and submit to local news media.
- Prepare information for Sunday order of service.
- Serve as corresponding secretary for deacons.
- Relieve church receptionist as needed.
- Accept additional responsibilities as assigned.

EDUCATION MINISTRY ASSISTANT

Principal Function: The education secretary serves as personal ministry assistant to the minister of education and maintains accurate records related to the program organizations of the church.

Responsibilities:

- Type general correspondence as needed.
- Serve as receptionist and appointment secretary.
- Maintain office files and records.
- Assist in preparation of special materials for program ministries of the church.
- Maintain an up-to-date prospect file.
- Place the order for and prepare organization literature for distribution.
- Prepare and update the church calendar.

CHILDREN'S MINISTRY ASSISTANT

Principal Function: The children's work secretary serves as secretary to the director of children's work.

Responsibilities:

- Type all correspondence for children's work programs.
- Maintain office files and records.
- Prepare materials for church programs related to preschoolers and children.
- Maintain personal data and accounts receivable records for preschool and children's kindergarten and day care.
- Assist director in planning work schedules, curriculum and activities for preschool and children's day care.
- Assist children's work director in pupil placement, class organization, faculty meetings and training for staff.
- Maintain records of kindergarten and day care staff personnel.
- Accept additional responsibilities as deemed necessary.

FINANCIAL MINISTRY ASSISTANT

Principal Function: The financial secretary is responsible for maintaining the church financial records and preparing financial reports.

Responsibilities:

- Receive, count and deposit all church offerings.
- Post receipts and disbursements of all accounts according to financial system.
- Post the weekly offerings to individual accounts.
- Reconcile the bank statement monthly.
- Prepare monthly and annual financial reports for finance committee, deacons and church business meetings.
- Prepare quarterly and annual government reports.
- Check and total all invoices when approved; inform the responsible persons of their budget expenditure.
- Receive and answer questions about financial matters.
- Maintain a file of invoices, correspondence and reports.
- Prepare and issue checks to staff members, designations and organizations in accordance with approved church policy.
- Mail pledge cards, stewardship letters and envelopes to new members.
- Assist in planning and promoting the annual stewardship campaign.
- Perform other tasks as requested.

BASIC CHURCH PROGRAMS

Six programs, common in Southern Baptist churches, have a primary task in the church. Each program develops its organization and seeks to involve the congregation in its work. These organizations are the foundation of the church structure, and thus are called basic church programs. Each one interprets and undergirds the local church and the denomination.

BIBLE TEACHING (Sunday School)

- Reach persons of all ages for Bible study
- Teach the Bible as the life-changing Word of God
- Witness to persons about Christ and church membership
- Minister to persons in need in the church and community

DISCIPLESHIP TRAINING

- Reach persons for discipleship training
- Orient new members for discipleship, personal and family ministry
- Equip church members for discipleship, personal and family ministry
- Teach theology, doctrine, ethics, history and church polity
- Train church leaders for their tasks

MUSIC MINISTRY

- Provide musical experiences in worship services
- Provide church music education for all ages
- Lead the church to witness and minister through music
- Assist church programs in use of and support with music

MEN'S MINISTRY / BROTHERHOOD

- Engage men and boys in mission activities
- Teach, pray for and give to missions
- Develop personal ministry for men and boys
- Provide opportunities for fellowship for men and boys

WOMEN'S MINISTRY / WOMAN'S MISSIONARY UNION

- Engage women and girls in mission activities
- Teach, pray for and give to missions
- Develop personal ministry for women and girls
- Provide opportunities for fellowship for women and girls

PASTORAL MINISTRIES (Pastoral staff and deacons)

- Lead the church to accomplish its mission
- Proclaim the gospel to believers and unbelievers
- Care for church members and persons in the community
- Provide servant leadership for the total church ministry

CHURCH LEADERSHIP TEAM **(formerly Church Council)**

The Church Leadership Team serves the congregation as a planning and advisory organization. The church should establish the membership, terms of service and duties of the Team. It is important that the Team focus on the total work of the church. The Team does not have authority over the organizations and committees of the church.

Principal Function: To assist the church to fulfill its mission and to coordinate and evaluate its work.

Method of election: Church leaders become members of the Team as set forth in the Bylaws via designated church leadership positions.

Term of office: Corresponds to the term of office in church-related position

Members: The customary members are the pastor (chairperson of the Team), staff members, church program directors, deacon body chairman, committee chairpersons (which committees should be clarified in the Bylaws), and other key leaders deemed necessary.

Duties:

- Help the church understand its Biblical mission and define priorities
- Guide the church to write mission, vision, and core value statements
- Coordinate studies of the church and community needs
- Recommend to the church an annual calendar of coordinated plans for evangelism, discipleship, fellowship, missions, ministry and worship
- Coordinate the church's schedule of activities, special events, and use of the facilities
- Evaluate progress and priority use of church resources
- Make regular reports to the church
- Lead the church to celebrate the victories and blessings from God
- Model for the church cooperation as a basis of church ministry

Note:

In larger and mega churches with multiple staff members, the work of the Team is planned, coordinated and evaluated primarily through the staff with input and coordination through program leaders and key committees.

DEVELOPING STAFF TEAM SPIRIT

The responsibility to develop team spirit begins with the pastor. Each staff member has an individual responsibility to do their part in building a strong *esprit de corps*. Team spirit cannot be manufactured by manipulating other persons, but through love, respect, servant ministry and visionary leadership. Churches need this type of team spirit to experience spiritual health and growth. The following practical and spiritual actions develop team spirit within a church staff.

- Pray for each other on a regular basis.
- Keep the lines of communication open with each other.
- Understand and follow church-approved personnel policies.
- Understand and follow the lines of supervision and communication.
- Respect each other as fellow believers and employees.
- Develop a team spirit based on church mission (“no dream, no team”).
- Confront conflict redemptively on an individual and private basis.
- Develop interpersonal skills such as initiating, diagnosing, listening, communicating, and problem-solving.
- Require continuing education of all staff members.
- Conduct regular staff meetings (weekly, semiweekly, monthly, etc.).
- Express appreciation openly and genuinely to each other.
- Grow spiritually to develop right attitudes and motives toward others.
- Conduct ministry planning sessions involving all staff members.
- Plan staff retreats for prayer, sharing, studying, dreaming and team-building.
- Remember the **TEAM** principle: **T**ogether **E**veryone **A**ccomplishes **M**ore.
- Have informal and social gatherings to develop staff relationships and fellowship.
- Desire and develop an atmosphere of love, trust and mutual support.

PERSONNEL POLICY HANDBOOK

(content suggestions)

- Church Employee Categories
 - Called Staff
 - Support Staff
- Employment Procedures
- Termination Procedures
- Other Employment and Interim Positions
- Working Relationships
- School Attendance
- Working Conditions
- Pay Policies
- Leave of Absence
- Sexual Harassment
- Probation Period
- Expenses/Reimbursements
- Technology/Equipment
- Benefits for...
 - Full-Time Called Staff and
 - Full-Time/Part-Time Support Staff
- Vacations
- Sick Days
- Holidays
- Absences
- Leave of Absence
- Military Leave
- Bereavement Leave
- Maternity Leave
- Study Leave
- Jury Duty
- Anniversary Recognition
- Emergency Leave

CONTENTS OF A PERSONNEL FILE

- Application/Resume/Letter of Inquiry
- Correspondence/Notes Regarding References
- Criminal Background Check (work with minors)
- Tests of Job Skills (if applicable)
- Job (Position) Description
- Offer Letter, Response and Agreements
- W-4, 1-9 and Copy of Tax Records
- Insurance Application(s) and Information
- Annuity Application and Materials
- Salary Reduction Agreement
- Cover Sheet
- Attendance Record
- Career Development Plan and Record
- Annual Evaluations
- Record of Disciplinary Action
- Letters of Commendation
- Copies of Insurance Claims Filed
- Copy of All Policies and Materials Given to Employees
- Termination Notice
- Driver (Transportation) Information (if applicable)

SUGGESTIONS FOR STRENGTHENING A COMMITTEE

- Understand your committee's task (secure task description).
- Understand the relationship of your committee to other committees and the church body.
- Understand the role of each member of the committee as it relates to the other members.
- Do a thorough job (quality before quantity).
- Be creative following the leadership of the Holy Spirit.
- Enjoy your ministry through the committee's work.
- Report to the church.

DO'S AND DON'TS OF COMMITTEE MEETINGS

- Be courteous to all members.
- Always deal with the issue or problem at hand.
- Develop a kind, trusting relationship with other members of the committee.
- Be fair to everyone, even those who disagree with you.
- Never lose your cool in a committee meeting.
- Don't let anyone press your panic button.
- Avoid putting other persons down.
- Don't get involved in personalities, keep the discussion on issues.
- When you feel compelled to disagree, do it in a diplomatic way.
- Learn to be completely honest and open.
- Remember that most people do not make decisions logically but emotionally.
- Never attempt to force your conclusions on other members.
- Plan and distribute an agenda in advance.
- Start and stop on time.

REASONS FOR COMMITTEE MEETINGS

- Information giving and receiving
- Planning
- Problem-solving
- Decision making
- Social and inspirational
- Therapeutic - Response to someone who has been hurt

ACTIVITIES AND RECREATION COMMITTEE

- Develop a program of activities and recreation for the total church family and those to whom the church should minister.
- Develop policies for the use of activity and recreational facilities and equipment.
- Promote church-wide activities and recreational opportunities.
- Make recommendations for securing and maintaining equipment.
- Work with the Building and Grounds Committee in the maintenance of church activity and recreational facilities.
- Make recommendations to the Budget (Finance) Committee on budget needs for this ministry.
- Serve as a resource team for the church family and the respective ministerial staff committee when calling a minister of activities and recreation.

AUDIO SERVICES (SOUND) COMMITTEE

- Research and recommend the audio needs for the worship center and other facilities.
- Enlist and train sound operators for worship services and special events.
- Provide a maintenance program for upkeep of the equipment.
- Evaluate constantly the audio ministry of church and recommend changes in the audio system.
- Make recommendations to the Budget (Finance) Committee for maintenance of and new equipment needs.

AUDIT COMMITTEE

- Conduct an annual audit of the church financial records and make a report to the church. The frequency of the audit(s) will be determined by church financial policies.
- Secure an independent audit of the church financial records and system when requested, or according to church policy, and make the report to the church.
- Make recommendations concerning church financial records, accounting system, personnel, equipment and operations to the church and respective church leaders.
- Clarify to the church the types of audits available and needed by the church at various times and situations.
- Assist the treasurer, financial ministry assistant, budget (Finance) Committee, pastor, staff and deacons on financial operations, policies, effectiveness, efficiency, tax reporting, federal and state laws compliance and other financial matters as requested.

BAPTISM COMMITTEE

- Make sure that all necessary baptismal equipment and facilities are available and ready prior to each baptismal service.
- Notify candidates for baptism well in advance of the scheduled baptism, and provide the pastor with a list of those to be present.
- Arrange with the pastor and candidates for a period of instruction regarding the baptism.
- Prepare name tags of candidates for identification purposes.
- Keep an official record of baptisms.
- Assist candidates during the baptism.
- Assist the pastor at baptismal time.
- Perform necessary cleanup after the baptism.
- Conduct annual inspections of the baptismal facilities and equipment.
- Recommend to the Building and Grounds Committee additional or different equipment and space as needed.
- Serve as a resource in the church about the ordinance of baptism.

BENEVOLENCE COMMITTEE

- Develop, recommend and oversee policies and procedures which establish the type, amount, and frequency of assistance to individuals or families who request assistance.
- Locate church members and community persons who can provide appropriate assistance.
- Work with other groups in the church which provide benevolent actions and make recommendations of these ministries.
- Survey and determine available community agencies and their resources.
- Make recommendation to Budget (Finance) Committee for monies needed for ministering to people and coordinate special funding provisions for benevolent ministries.
- Investigate and administer benevolence resources as needed.
- Make reports to the church according to policy.
- Inform and involve the church members to support benevolent ministry.

BUDGET (FINANCE) COMMITTEE

- Coordinate the submission of program financial needs and prepare an annual itemized budget for approval by the church, and once approved, the administration of this budget.
 - Recommend and maintain appropriate fiscal policies for the church.
 - Prepare with the treasurer and/or financial secretary a monthly financial report of all receipts and disbursements for the business meeting.
 - Coordinate fiscal and personnel activities with church staff, committees, and programs.
 - Provide an annual report of all financial activities (receipts, disbursements and investments) to the church.
 - Assist the Audit Committee as requested.
 - Provide input on non-budgeted items, advise on budget revisions or adjustments, consider special offerings, and make recommendations concerning these issues to the church.
 - Advise the church on financial transactions as to soundness and effect on the financial structure and standing of the church.
 - Work closely with the Properties and Insurance Committee and other committees involving church funds as requested.
- * Some churches combine this committee with the Stewardship Committee.

BUILDING AND GROUNDS COMMITTEE

- Oversee the safekeeping, protection, maintenance and repair of church facilities, furnishing, and attached equipment such as heating, cooling, lighting and storage.
 - Make sure that all furnishings and equipment are properly working.
 - Make recommendations on replacement of worn items or equipment, landscaping, and care of grounds and parking facilities.
 - Make recommendations to the Budget (Finance) Committee as to necessary funds to provide for the annual maintenance of all facilities, furnishings and grounds.
 - Take actions in emergency situations regarding church facilities, furnishings and grounds.
 - Serve as a resource team when the church considers securing additional or selling property and furnishings.
 - Serve as a resource team in facility safety, security and crime prevention issues.
 - Conduct annual inventory, inspection and evaluation of all church property and equipment.
 - Make recommendations concerning maintenance and usage of church parking facilities and signage.
 - Assist and support the church custodial personnel in matters related to the building and grounds.
- * This committee often is called **Maintenance, Property & Space, Facilities Management, or House & Grounds.**

BUILDING STEERING COMMITTEE

Survey Phase

- Obtain training and assistance from state and national agencies.
- Evaluate the existing church property and buildings.
- Involve the church to answers:
What facilities are needed?
What can and should be done to existing facilities?
Is additional property needed?
- Explore community needs to discover opportunities.
- Begin preliminary financial understanding and planning.
- Present to the church a detailed report of facility and furnishing needs and long-range plans to meet needs.

Planning Phase

- Develop a comprehensive building program statement.
- Obtain professional assistance from architectural or design firms.
- Present a detailed report of plans, finances and phases of work to be done by the church.
- Work with the architect as preliminary and design drawings are developed.

Construction Phase

- Secure construction drawings and order furnishings.
- Secure bids and award the contract for construction.
- Monitor construction and prepare to occupy the building.
- Makes plans for Dedication Day, transition of facilities, etc.

CEMETERY COMMITTEE

- Make recommendations to the church concerning issues and policies involving the cemetery.
- Make recommendations to the church concerning cemetery personnel, maintenance, landscaping and any renovations.
- Keep accurate records of cemetery plots, containing interments as well as those reserved by individuals and families.
- Serve as resource team in the event of cemetery expansion and the safeguarding of historical cemetery records.
- Make recommendations concerning cemetery financial matters.

COMMITTEE ON COMMITTEES

- Select, enlist, and nominate persons to serve on the church committees for church approval.
- Survey the congregation about spiritual gifts and interests.
- Select committee members to ensure a balance of representation.
- Assist the pastor, staff and other key leaders with the church's ministry through the committees.
- Review annually the number and kinds of committees and the ministry description of each committee and recommend change involving structure, membership, election, addition or deletion.
- Review church policies and procedures concerning committees.
- Plan training events for committee chairpersons and members.
- Serve as a resource team for and make recommendations concerning special (ad hoc or temporary) committees.

CONSTITUTION-BYLAWS-POLICIES COMMITTEE

- Determine the content for the Constitution and Bylaws.
- Locate and compile all written copies of Policies and Procedures the church has already approved.
- Interview all program leaders, council chairpersons, committee chairpersons and staff to discover what policies and procedures are being used that have not been written down.
- Codify all policies and procedures that are being used, but have not been written down as discovered by the interviews conducted in step 3.
- Compile and assimilate a comprehensive first-draft document or committee consideration of a proposed Constitution and Bylaws.
- Agree on a comprehensive first-draft document.
- Take the comprehensive first-draft document, section by section, back to the program groups, councils, committees, and staff affected by the documents to obtain additional input.
- Make necessary changes to each section of the document after completing step 7 and agree on them in committee.
- Bring each section of the completed document to the church for approval and implementation.
- Receive suggestions, input, matters referred from the church, etc., and make recommendations back to the church on these issues and other matters concerning Constitution-Bylaws-Policies.

FLOWER AND DECORATIONS COMMITTEE

- Recommend policies and procedures for acquiring, arranging, and disposing of flowers and decorations for worship services and special events.
- Recommend policies related to providing flowers for sick and bereaved members and special occasions for the church.
- Work with the Stewardship (or Budget) Committee in requesting the flower and decorations committee financial support in the annual budget.
- Acquire, place, and dispose of flower arrangements and special decorations.
- Serve as a resource team in planning, designing and renovation of existing or new worship and storage space.

FOOD SERVICE COMMITTEE

- Consult with church leaders to determine the food service needs of the church.
- Recommend food service to be provided.
- Develop and recommend policies and procedures related to food service for kitchen operation, meal scheduling, and facilities use.
- Communicate approved food service policies and procedures to the church.
- Recommend to the Personnel Committee the needed personnel for the food service program.
- Recommend to the Budget (Finance) Committee the money needed for food service.
- Coordinate the total food service operation of the church.
- Evaluate food service and report to the church as needed.
- Assist the food service director.
- Assist in planning for an efficient system for making reservations and collecting money for meals.

HISTORY AND HERITAGE COMMITTEE

- Locate and preserve all the historical records and other related materials of the church.
- Assist the church in making and keeping accurate, comprehensive records of its current life and work.
- Develop and recommend policies and procedures to the church regarding its historical documents and materials.
- Communicate the heritage of the church and of the larger heritage as Baptists at large to the church.
- Assist the church with special occasions such as Homecoming, Memorial Sundays, Centennial Celebration, or Heritage Days.
- Undergird and strengthen the life and ministry of the church by providing support for the past, present and future.
- Serve as a resource team for the church in the design, construction or renovation of a History and Heritage Room in the church facility.

LONG-RANGE (STRATEGIC) PLANNING COMMITTEE

- Enlist training assistance and resources from the state convention office and other sources outside the church.
- Elect officers and specify duties of committee members.
- Lead the church to adopt mission, vision and core value statements.
- Engage the church through various activities to assist in answering the question, *"What is God's will for us and what the needs in our church and community are?"*
- Set goals for the church, which if accomplished, will meet needs.
- Plan strategies for reaching the goals.
- Compile and present a comprehensive report to the church.
- Establish an evaluation and implementation process for the long-range activities.
- Make periodic reports to the church on the progress of the plans.

LORD'S SUPPER COMMITTEE

- Assist the pastor and deacons in planning the schedule for the observance of the Lord's Supper.
- Maintain an inventory of all Lord's Supper equipment and request additional equipment as needed.
- Maintain an adequate supply of materials used for the Lord's Supper and purchase additional supplies as needed.
- See that all necessary Lord's Supper equipment and supplies are in place prior to each observance of the Lord's Supper.
- Arrange for all Lord's Supper equipment to be gathered, cleaned, and properly stored after each observance.
- Clean and put back in order the area used in preparing for the Lord's Supper.
- Evaluate the work of the committee by receiving feedback from the pastor, deacons, and church regarding ways to improve planning and preparation.

MEDIA-LIBRARY COMMITTEE

- Maintain an adequate library of church media, books, materials, periodicals and equipment.
- Promote the use of media-library services and materials available to the church membership and programs.
- Work with the Media-Library director in the enlistment and training of volunteer personnel to staff the ministry.
- Recommend to the Budget (Finance) Committee money needed to support the media-library ministry of the church.
- Maintain proper organization of the media-library through equipment, schedule of library hours, and resources.
- Recommend to the church all needed media-library materials, services and equipment.

MINISTERIAL STAFF POSITION SEARCH COMMITTEE

[A local church's Bylaws may specify how the church proceeds with the election and formulation of the needed staff position committee and how the respective committee conducts its work.]

- Organize the committee by election of officers and clarification of committee members' duties and responsibilities.
- Secure training and resources from the associational and state convention offices.
- Determine the criteria for this staff position and other guide lines for accomplishing the committee's purpose such as salary, benefits, ministry position description, church information, input of pastor and other staff members as well as church personnel policy.
- Receive and evaluate resumes and process other information.
- Study the information on a short list of potential prospects.
- Focus on one candidate at a time, investigate thoroughly this person and make decisions on this minister.
- Present this candidate to the church with thorough information and opportunity to meet with the candidate, spouse and family.
- Extend a call to the candidate, assuming a favorable vote of the church, and relay his/her answer to the church.
- Assist in moving the candidate to the church, helping in the transition to the new community, and supporting this new staff person in beginning their ministry at the church.
- Serve as this new staff person's ministerial relations committee ("support group") in the transition time (up to six months or a year).

MINISTRY CREDENTIALS COMMITTEE

[This committee shall be considered a standing or permanent committee. The membership of and the election of the committee's chairperson shall be according to the church's policies on committees.]

- Shall be comprised of five (5) persons nominated to the church by the Nominating Committee.
- Shall serve the church to investigate a member's call to the ministry.
- Shall recommend to the church for licensing to the gospel ministry.
- Shall also serve the church as the group which arranges investigation and response to a member's request or another church's request for ordination of the member to the gospel ministry.
- Shall recommend that the church proceed with the ordination service (if the committee has served as the ordination council).
- Shall also serve with the pastor and staff to teach, emphasize and resource the membership on the biblical, historical and practical aspects of ordination.

MISSIONS DEVELOPMENT COMMITTEE

- Promote missions (local, associational, state, North American and international) in the church through prayer support, activities, publicity, information and the seasonal special offerings.
- Plan special worship services or emphases on missions in consultation with the pastor, staff and mission program leaders such as the Women's Ministry (Woman's Missionary Union director), Men's Ministry leader (Brotherhood director) and other missions leaders in the church.
- Recommend mission trips and necessary support to the church.
- Serve as resource team for or liaison between the church and operating missions of the church.
- Study the new mission possibilities and make recommendations to the church about such new starts.
- Make recommendations to the Budget (Finance) Committee as to the needed money for missions support for the annual church budget.
- Recommend mission involvement and leadership policies and guidelines to the church.

MUSIC COMMITTEE

- Be comprised of the following persons (unless otherwise determined by the Bylaws): the minister of music (ex-officio member), the accompanists and their associates, leaders of youth-children-preschool music and three other church members.
- Elect committee officers. Composition of and officers for this committee may be determined by the church Bylaws.
- Assist the minister of music in planning the annual calendar for the music and worship ministry in the church.
- Assist him/her in the planning and conducting of fellowship and spiritual growth events for choir-music support persons.
- Assist the minister of music to organize music for special events and ministries of the church (i.e., Homecoming, revival, holidays, etc.).
- Receive suggestions, analyze data and make recommendations to the church concerning instruments, audio systems, and related items.
- Serve as the Minister of Music Search Committee and the Personnel Committee for the accompanists and any related persons hired or selected by the church in the ministry of music (*unless stated otherwise by the Bylaws*). Their actions shall constitute a recommendation to the church family.
- Recommend a budget for the music ministry (but not salary and benefits) to the Budget (Finance) Committee for the annual budget.
- Serve as a resource team on matters deemed important to the music and worship ministry of the church.

NEW MEMBER ASSIMILATION COMMITTEE

- Assist the pastor and staff members in the assimilation of new members into the fellowship and ministry of the church.
- Recommend activities, programs and necessary financial support for new member assimilation.
- Work with the minister of education (and/or Christian Development or Discipleship), Discipleship Training and Family Ministry directors of the church for classes, seminars, study opportunities, mentoring and discipleship needs for new members.
- Plan and conduct new member fellowships.
- Assist the pastor and staff members in the planning and conducting of new member classes which may be mandatory for membership.
- Plan and promote new membership opportunities and emphases with the deacon ministry.

NOMINATING COMMITTEE

- Select, interview, and enlist church program organizational leaders, church emphasis program leaders, general officers and certain committees (if designated by church Bylaws), before they are presented to the church for church approval.
- Screen and approve volunteers before they are invited to serve.
- Distribute the most capable leadership among the most pressing needs of the church.
- Assist in discovering and enlisting persons to fill leadership and abilities of church members.
- Devise methods of discovering potential leaders and the gifts and abilities of church members.
- Present the names of volunteers to be elected by the church.
- Coordinate the filling of vacancies of volunteer workers and leaders as they occur during the church year.

*This committee is sometimes called **Ministry Placement Committee**.

PASTOR SEARCH COMMITTEE

- Secure training and resources from the state convention office or other outside source.
- Conduct an evaluation of the church involving its members.
- Determine the criteria for recommending a pastor and other guidelines for accomplishing the committee's purpose.
- Evaluate the candidates from resumes and other processed information, using the utmost care and confidentiality.
- Select promising candidates from personal contact and deal with one candidate at a time from the committee's short list.
- Recommend the best candidate to the church after much prayer, contacts and information; using a thorough presentation time and information process with the church.
- Facilitate the relocation of the new pastor and his family to the church and community.
- Follow through in helping the new pastor make a smooth transition into the church and community.
- Plan a Pastor Installation Service and other appropriate related events which help the pastor and family in this new location.

PERSONNEL COMMITTEE

- Assist the staff and other key leaders concerning the need for additional church staff positions and when there are staff vacancies.
- Prepare and update, as necessary, ministry position descriptions for all employed personnel.
- Prepare and maintain an organizational manual relating to the church's employed personnel.
- Recruit, interview, and recommend to the church new employees.
- Develop and recommend salaries and benefits for employees in all classifications.
- Develop and recommend policies and procedures to the church for employed personnel administration.
- Consult annually with the Budget (Finance) Committee in budgeting for current and future employee salary schedule and benefit provisions.
- Assess ministry (job) performance of each staff member at least annually and be sensitive to job insecurities that may plague them.

PRESCHOOL COMMITTEE

- Recommend and publicize preschool policies and procedures related to the church's ministry to children from birth until entry into the first grade.
- Recommend the purchase of furnishings, equipment and supplies for preschool ministry.
- Coordinate along with the church staff space assigned to various preschool ministries. In churches with weekday education ministries this action requires coordination with the Church Weekday Education Committee and the Weekday Director.
- Work with the personnel committee and/or the pastor to select, train and supervise employed preschool teachers.
- Communicate regularly with the pastor, church staff and the Church Leadership Team.
- Help publicize preschool ministries to the church and community.

PROPERTY & SPACE COMMITTEE

- Inspect properties and maintain inventory of equipment and furnishings.
- Conduct annual evaluation of space allocations to determine better uses of property, space and furnishings.
- Recommend space rearrangements for best usage of facilities.
- Recommend acquisition and maintenance of mission property.
- Recommend training and supervision of maintenance personnel.
- Develop and recommend maintenance policies and procedures.
- Recommend policies regarding space, properties, and equipment.
- Develop and recommend insurance plan for buildings and properties.
- Prepare budget and administer the maintenance budget.
- Oversee bus and van needs, if such a committee does not exist.
- Determine needs of, arrange, equip, and administer parking space.
- Select and maintain adequate furnishings for programs and activities.
- Assist church committees in responsibilities relating to property.
- Promote conservation of energy and other natural resources.
- Recommend survey, planning, and building committee when needed.
- Evaluate property and buildings to ensure that space is accessible to disabled persons and the elderly.
- Evaluate building and grounds security and make recommendations.
- Evaluate the need for signs and maintain existing signs.

PUBLIC RELATIONS COMMITTEE

- Determine within the church and community the understanding and acceptance of the church's work.
- Develop with organizational leaders a plan to interpret the church's work to the public.
- Use appropriate media to communicate the church's work to the general public and community.
- Increase members' awareness of the values of good church public relations and media support.
- Recommend policies, procedures, and actions to improve church public relations and media ministry.

STEWARDSHIP COMMITTEE

- Review the committee's purpose, areas of concern, and basic responsibilities in the matters of stewardship.
- Study what the Bible teaches about stewardship including giving.
- Study, identify, and write out the mission of the church.
- Seek to understand the church's stewardship needs.
- Work with Budget (Finance) Committee on proposed annual budget.
- Plan and calendar the emphases and opportunities that will best help the church promote the annual church budget and faithful giving.
- Seek the cooperation of other church leaders and use all existing channels of the church to communicate biblical stewardship truths, with emphasis on personal stewardship and spiritual growth.
- Become familiar with and determine the best available methods and resources for implementing planned stewardship activities.
- Be sensitive to stewardship needs that are unique or that do not occur regularly.

USHERS COMMITTEE

- Enlist and recommend ushers and greeters to serve at all services, arriving early for worship services (30 minutes prior is usual).
- Make sure that all appropriate doors are opened and lights are on.
- Check the restrooms and entrance ways for cleanliness.
- Check thermostat settings for appropriate cooling and heating.
- Pick up any trash on church pews, straighten hymnal rack materials and make sure worship center furnishings are in place.
- Make sure worship guides (bulletins), offering plates, guest cards, and other needed materials are ready and available. Be clear on the order of worship. Introduce guests to pastor, staff and members.
- Greet people with a smile, a warm word of welcome, an introduction of yourself and provide them with a worship guide.
- Assist people with information, materials, and seating as needed.
- Assist people as needed after the conclusion of the service.
- Assist in the formal welcome of guests and any special guests.
- Assist in gathering, counting, and depositing of the offering as per church financial policy.
- Make recommendations concerning safety and crime prevention.
- Assist in emergency situations and crises.
- Patrol the church parking lots and facilities as per church policy.

WEEKDAY EDUCATION COMMITTEE

- Determine policies and procedures for operating and administering the program.
- Work in coordination with the personnel committee to staff the weekday education program.
- Assist the program director in developing a workable budget.
- See that the weekday education program and facilities comply with legal and licensing requirements.
- Direct public relations efforts to inform, involve, and educate church members and the community about the program.
- Coordinate the work of the program with other church activities involving young children.
- Review reports and records to ensure proper operation of the program.
- Report regularly to the church about the work of the weekday education program.
- Organize the involvement of church members and parents as volunteers in the program.

WORSHIP COMMITTEE

- Identify the worship needs and opportunities of the congregation.
- Study the biblical and historical aspects of worship with the pastor, staff, and music leaders to be able to effectively facilitate worship.
- Evaluate the effectiveness of the church's worship services and serve as a workgroup to offer suggestions for enriching worship.
- Study the needs of the worship center (sanctuary or auditorium) and make recommendations to the church in these areas.
- Assist the pastor and music staff to lead the church in information about, readiness for, and responses to change concerning worship.
- Provide practical worship ideas for special occasions of worship.
- Identify resource persons who can participate in worship leadership.
- Assist when requested to construct weekly orders of worship.
- Assist and support missions, age group, church programs and other ministries leaders in planning special worship services in their respective areas of work.

CLERK

- Keep an accurate record (minutes) of all regular and special business meetings and transactions made and approved by the church.
- Present the minutes of prior meetings(s) at each business meeting for church approval.
- Provide clerical assistance during the invitation period of the worship services for new members, re-dedications and other decisions.
- Maintain an accurate record of the church membership, including the dates of admission, termination and method of joining the church.
- Correspond with other churches for membership changes.
- Preserve records for church history.
- Prepare the Annual Church Profile.
- Assist in preparation of the agenda for business meeting(s).
- Work with church officers and trustees in preparation of legal documents.

TREASURER (FINANCIAL SECRETARY)

- Maintain adequate records of all church funds received and disbursed, reconciling bank statements and correct ledgers as needed.
- Record individual contributions to the church and provide quarterly and annual reports.
- Sign checks in accordance with church policies and procedures; examining supporting data for all check requests and issue checks for co-signature.
- Make monthly and annual financial reports to the appropriate church committees, the deacons, and the church business meetings.
- Serve as assigned or be ex officio member of church organizations such as the Budget (Finance) Committee, Personnel Committee, trustees, and /or deacons.
- Recommend policies and procedures to the appropriate church committees, bodies, boards, and organizations for receiving, accounting, disbursing, and reporting church monies.
- Supervise or assist in the supervision of an accounting system that provides adequate internal controls to protect all funds and workers.
- Ensure that funds and gifts are used according to instruction from the congregation or as directed by the contributor.
- Update and maintain guidelines approved by the Internal Revenue Service for the provision of tax credits which involve non-cash gifts.

TRUSTEES

- Act as legal agents or representatives as directed by the church, signing all legal documents involving the purchase, sale, mortgaging and rental church property, only upon direction by the church.
- Maintain inventory of all legal documents, in conjunction with clerk.
- Counsel with church staff, key leaders, committees or organizations concerning legal matters.
- Hold legal title to all church property (as required by state law) and act only as directed by the church in regular or special business meetings.
- Make recommendations to the church concerning legal documents, property and other legal issues.

*If the church is incorporated, **Corporate Officers** will be elected annually by the church. Their duties will be clarified in the Bylaws, similar to this suggested description of Trustees.

MODERATOR

- Work with the other key leaders and church staff to develop an agenda for the church business meetings.
- Maintain the church fellowship through information and participation.
- Conduct orderly business meetings following church bylaws and parliamentary procedure, using a fair and impartial manner.
- Clarify church business for later action.
- Keep the business meetings on course.
- Consult with church staff and clerk in preparation of and evaluation of the church business meeting agenda.
- Speak for the church in times of crises.
- Evaluate the business meetings of the church and propose changes when necessary, in consultation with other key leaders.

NOTES

ACKNOWLEDGEMENT

This booklet is produced to aid a church in organizing its staff and in writing job descriptions for the staff members, committees and officers. It is intended to serve only as a guide, with each church developing its unique organization.

Appreciation is expressed and credit is given to the following for the information included:

Church Staff Administration, Practical Approaches, by Leonard E. Wedel (copyright 1978)

Personnel Administration Guide for Southern Baptist Churches, compiled by Tim J. Holcomb (copyright 1988)

“Broadmoor Baptist Church Personnel Manual May 1990” (Broadmoor Baptist Church, Madison, Mississippi)

“Keeping Your Church Out of Court” (Legal Issues Notebook), available from the Pastor/Leadership Development Department, Mississippi Baptist Convention Board

RESOURCES

The Team Builder by Frank R. Lewis (LifeWay Christian Resources, 1997)

Christian Ministry Resources (Richard Hammar)

Church Administration Handbook (Revised) by Bruce P. Powers, Editor (Broadman & Holman, 1997)

Church Leadership Team Handbook (Sunday School Board of SBC, 1995)

Pastor & Staff Search Committee Guide by Don R. Mathis (LifeWay Christian Resources, 1998)

Support Your Local Pastor, Practical Ways to Encourage Your Minister by Wes Roberts, (NavPress, 1995)

Pastor & Staff Recognition booklet (Pastor/Leadership Development Department, Mississippi Baptist Convention Board)



MISSISSIPPI BAPTIST CONVENTION BOARD
"A Ministry of the Cooperative Program"

Pastor/ Leadership Development Department

1.800.748.1651

E-mail: kmcdonnell@mbcb.org

awoodward@mbcb.org

kgordon@mbcb.org