

Job Descriptions (Operations Manual/2001)

CHURCH STAFF

PERSONNEL POSITION DESCRIPTION & POLICIES OF CAPITAL BAPTIST CHURCH

The position descriptions and policies contained herein are intended for equitable treatment of all employees of Capital Baptist Church, Salem, Oregon. These documents will augment and not replace the Constitution and Bylaws. These documents will become part of the Operations Manual. (Personnel section revised by church vote July 2003 and May 2006).

Any reference in these policies to "the church" or "church" is defined as Capital Baptist Church, Salem, Oregon.

Each employee of the church is expected to live in such a manner that his or her conduct cannot be questioned (Galatians 6:7). Violation of basic rules of conduct will be dealt with scripturally.

It is of utmost importance that the confidential nature of records, documents and information about Capital Baptist Church's employees, members or visitors be maintained by all church employees.

Before employment, all personnel will be informed of the appropriate parts of these policies that apply to their position. Therefore, all church supervisors are required to be familiar with and enforce these policies accordingly. Questions about these personnel policies should be directed first to the Pastor, or secondly to the Personnel Committee.

Colossians 3:15-17 (NIV) "Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.

POSITION DESCRIPTION

ASSOCIATE PASTOR OF YOUNG FAMILY MINISTRIES

The Associate Pastor of Young Adults and Young Family Ministries is responsible to God for their calling and should at all times be under the direction of the Holy Spirit.

PRINCIPLE FUNCTION:

The Associate Pastor is responsible to use their spiritual gifts and talents in providing overall leadership, guidance and Pastoral care in shepherding, discipling, ministering, and meeting needs of young adults and young families in the Church and community.

SUPERVISOR:

The Senior Pastor or his designee will evaluate the job performance for this position.

GENERAL RESPONSIBILITIES:

The Associate Pastor will:

1. Encourage Young Adults and Young Families to have a healthy, growing relationship with the Lord Jesus Christ:
 - **Teach the Bible** through activities that include but are not limited to: small group study, Bible studies, conferences, Sunday School, fellowship activities.
 - **Create and implement activities** that help Young Adults and Young Families to embrace the basics of our faith and doctrine (Baptist Faith and Message)
 - Help them **discover their Spiritual gifts and talents** and how to use them to **become actively involved** in the ministries of the church.
2. Use Evangelism tools-to develop, implement and practice ongoing Evangelistic methods and strategies as a means of outreach to unbelievers.
3. Coordinate with Church Council and Senior Pastor to schedule activities and events that help meet the fellowship needs of Young Adults and Young Families held on or off Church property. Consult with the Church Trustees concerning liability insurance or waivers needed to cover liability at any activity or event held.
4. In conjunction with the Education Director and Program Leaders, contribute to the development and selection of curriculum and materials to be used in all programs and activities for Young Adults and Young Families. Support the atmosphere of safety for Young Adults and Young Families that participate in ongoing programs and activities at Capital Baptist Church.
5. Join the membership of Capital Baptist and regularly attend services and gatherings.
6. Participate in Church staff meetings, Church Council meetings, Deacon meetings and staff training opportunities. Training expense shall be reimbursable as outlined in the Church budget.
7. Participate in an annual performance review based on the leadership of the personnel committee.
8. Prepare the annual budget for Young Adults and Young Family Ministries program and submit to Stewardship Committee for approval.
9. Perform other duties that the Senior Pastor deems necessary or as assigned in relation to Young Adults and Young Family ministries.

SPECIFIC EXPECTATIONS:

- Have a personal relationship with Jesus Christ and a deep love for the Church.
- Have good interpersonal and leadership skills.
- Have good spoken and written communication skills.
- Have a willingness to grow in his own spiritual and personal development.
- Have demonstrated ability to work with teams to achieve required outcomes.
- Have demonstrated ability to provide counseling to young adults and young families.

MINISTERIAL STAFF

FULL TIME POSITION POLICIES

DEFINITION: Ministerial staff positions are pastor, associate pastor, church administrator, minister of education, minister of music, minister of youth, etc.

STAFFING: When filling a ministerial staff position, the church will elect a Search Committee to pray and seek out God's will in staffing. The Personnel Committee Chairperson will automatically become a member of the Search Committee. For positions other than the pastor, the pastor's input upon the selection process is recognized.

CALLING: Recommendation of the Search Committee will constitute a nomination. Only one candidate at a time will be brought before the church for consideration. Presentation shall take place at a special business meeting. One week's notice shall be given to the congregation before presentation is made. Election shall be by ballot and an affirmative vote of three-fourths majority of the church members present shall be necessary for extending a call to the candidate.

SALARIES: At start of employment, the Search Committee will recommend a total financial package to the Stewardship Committee. Thereafter at budget preparation time, the Personnel and Stewardship Committee will review the salary annually.

SUPERVISION: The pastor or his designee is recognized as the supervisor of all ministerial staff.

PERFORMANCE REVIEW: The pastor or his designee shall counsel each individual serving on the ministerial staff at least once a year advising the individual of his/her work performance.

New employees shall be reviewed at the end of three (3) months, six (6) months, and twelve (12) months of employment.

A record of this counseling shall be kept in each employee's personnel file. Any concerns regarding a ministerial staff employee brought to the Personnel Committee will be referred to the pastor. A record of the staff member/supervisor discussion shall be placed in the employee's confidential file, which shall be kept in the pastor's office.

VACATIONS: Vacation time for full time ministerial staff employees is accumulated at the following rate:

One to nine years in the ministry	2 weeks
Ten to nineteen years in the ministry	3 weeks
Twenty years and over in the ministry	4 weeks

No more than one (1) week may be carried forward from year to year. Only time accumulated at resignation or termination will be paid.

SICK LEAVE AND PERSONAL LEAVE WITH PAY: Sick leave will accrue at one day per month and up to 180 workdays can be accrued. Sick leave may be taken for personal illness or illness or death of a member of the immediate family. Immediate family is defined as spouse, child, parent, sibling, as well as parent/sibling of spouse. Sick leave for other than personal illness will not exceed three (3) workdays in any one calendar year.

Personal leave is defined as time off from work for a short period of time not exceeding one (1) workday. Such absences to conduct business that cannot otherwise be conducted outside of regularly scheduled work hours must be approved by the supervisor. Sick or personal leave will only be paid after the employee has completed the three (3) month probationary period. All sick leave and personal leave will be coordinated with the supervisor when possible. All sick leave and personal leave absences must be recorded on the time sheet of employee and filed in the staff's personnel file.

PERSONAL LEAVE WITHOUT PAY: Any personal leave without pay shall be reviewed by the employee's supervisor and the Personnel Committee. Request for personal leave without pay should be kept at a minimum. Before a request for leave for an extended period of time can be granted, there should be proper coverage to fill the position and perform the duties in the absence of the employee. Training should take place to ensure that all duties are covered adequately during the employee's absence. Personal leave without pay and reason granted shall be appropriately annotated on the monthly time sheet.

OTHER ABSENCES: If ministerial staff is caused hardship due to travel, family sickness or deaths, or should other opportunities to minister arise, the Personnel Committee may be granted up to five (5) days with pay and/or up to five (5) days without pay per year on an individual request basis.

HOLIDAYS: All ministerial full time staff are eligible to receive paid leave for the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

If the holiday falls on a Saturday, the holiday will be observed on the last workday before the holiday. If a holiday falls on a Sunday, the holiday will be observed on the first work day after the holiday.

CHURCH OR DENOMINATIONAL BUSINESS AND REVIVALS: The pastor and any other professional staff member the pastor designates may be absent up to four (4) one week periods (not consecutive) with pay. This time may be taken to attend conferences, conventions, retreats, seminars, revivals, professional and enrichment endeavors and other meetings. Dates and numbers of these opportunities should be scheduled with the Church Council and the church.

RETIREMENT AND INSURANCE: The church provides and contributes to an excellent retirement program through the Southern Baptist Church Annuity Plan for all professional staff members. Literature describing this program can be obtained from the Southern Baptist Convention Annuity Board. Denominational retirement and health insurance shall be paid as recommended by the Stewardship Committee and approved by the church. The amount will be reviewed annually by the Personnel Committee and recommendations given to the Stewardship Committee at budget preparation time each year.

PERSONNEL PAY POLICY: A record of ministerial staff's absences shall be maintained in the church office. Reasons for absences shall be annotated on the record, i.e., sickness, personal leave, vacation, holiday, revival, conference, etc.

The church treasurer shall withhold appropriate federal, state, and social security tax from the pay of ministerial staff, except in cases of those opting to be self-employed and pay their own taxes.

OFFICE HOURS OF OPERATION: The general office hours of operation will be posted in the church office. Whenever possible, the ministerial staff hours will be scheduled to coincide with general hours of operation. Preferences for days and scheduled hours worked shall be coordinated with the pastor. All ministerial staff shall be on duty full time during Vacation Bible School week and revivals. In addition, a ministerial staff member shall be responsible for any activity that pertains to his duties at the church after hours, i.e., any activity other than normally scheduled functions.

PUBLICITY: No professional staff member will originate a news release that concerns policies, doctrines, procedures or convictions for the church for use in newspapers, radio or television. All such matters must be referred to the pastor or his designee.