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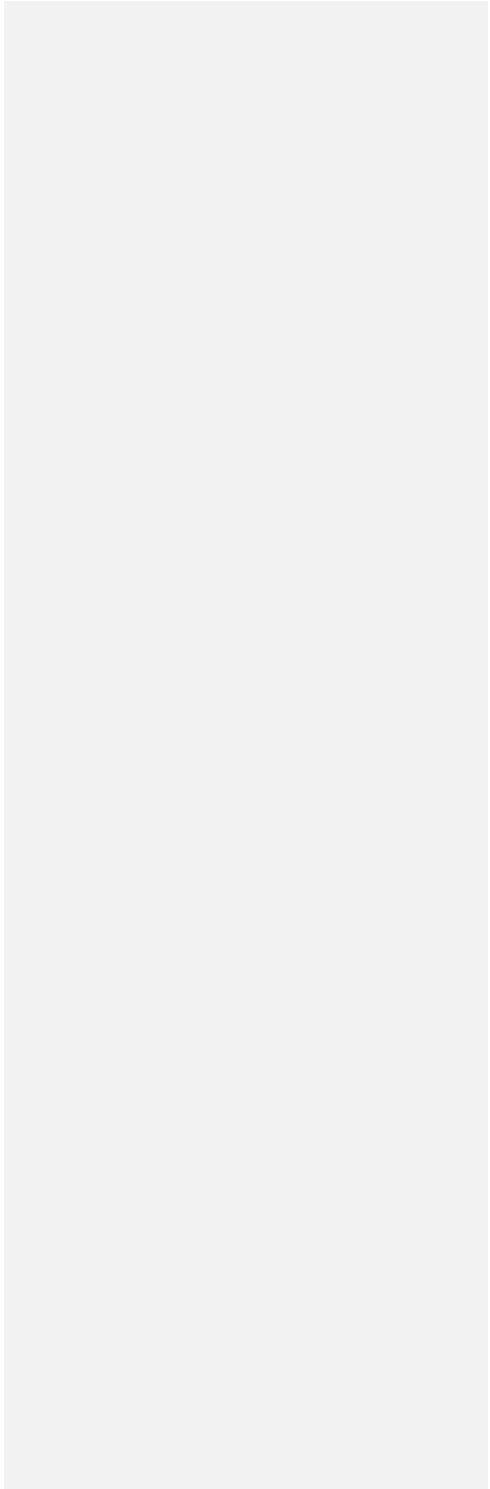
ACTON BAPTIST CHURCH

PERSONNEL POLICIES AND PROCEDURES MANUAL

12-1997, 10-2000, 11-2003, 12-2006, 1-2008, 03-2015, 11-2016
01-2019

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GENERAL POLICIES

Personnel Committee:

The Personnel Committee is a connecting link between the paid staff and the Church regarding effective and efficient personnel administration. The Personnel Committee acts mainly to make recommendations concerning personnel policies to the church. In performing its duties the committee will establish employment qualifications and procedures; prepare and review personnel policy and procedures; prepare and update job descriptions; establish staff recognition and appreciation activities; coordinate love offerings collected on behalf of staff members. The Committee will also review annually all salaries and benefits of staff for equity and update as required within the approved budget. The Personnel Committee initiates and secures Church approval in areas such as staff organizational changes and expansion of the staff.

The Committee shall be available to counsel with the Pastor or other staff supervisors on matters related to personnel and/or administrative problems. It is not the role of the Committee to circumvent the supervisory and administrative responsibilities of the Pastor or any staff member.

Development and Implementation of personnel policy:

The Personnel Committee develops policies, which serve as guidelines and goals for the successful and efficient functioning of the staff. Written policies will be reviewed annually. The church office shall maintain the master policy manual and a list of all copies and their location.

When action must be taken where no policy is provided, the Pastor shall have the power to act. Such decisions shall be subject to review by the Personnel Committee at its next meeting. It shall be the duty of the Pastor to inform the Committee promptly of such action and of the need for policy in this area.

Any proposed new policy or policy changes shall be submitted to the Personnel Committee. Adoption shall require a majority vote of the Church in a Business Meeting.

Personnel Matters included in the Constitution and By-laws

The Church has elected to include certain personnel matters as part of the Church Constitution and By-laws. This covers At Will Employment, the call of Ministers, hiring of Support Staff and terminations. These matters are not covered in this manual.

Equal Employment Opportunity

Acton Baptist Church is firmly committed to a policy of equal opportunity in all aspect of its relations with employees.

Employees who engage in unlawful discrimination or harassment will be subject to disciplinary action, up to and including termination. An employee who feels he or she has been unlawfully discriminated against should notify his or her supervisor immediately. If, for any reason, the employee feels uncomfortable discussing the matter with the supervisor, he or she should feel free to go directly to the Pastor or Personnel Committee.

To the extent reasonably possible, Acton Baptist will accommodate individuals with disabilities in the application, hiring, and employment process. Reasonable accommodation is available to all employees and applicants, so long as the accommodation does not create an undue hardship for the Church, and can be provided without posing a substantial or imminent safety risk. Disabled individuals requiring accommodations should notify the Personnel Committee. The Church requests sufficient notice, when possible, to give time to arrange the accommodation.

ADMINISTRATION POLICIES

Application for Employment

All prospective support staff employees will complete a standard application. Each applicant will be advised that a background check will be required and permission for such a check will be obtained prior to consideration for employment. Applications will be retained for at least six months for applicants who are not hired. Background checks and the completed application will become a part of the personnel file for all newly hired employees. A complete resume will be maintained for each Minister as part of his or her personnel file.

Standard Work Week

Ministerial Staff

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Members of the Ministerial Staff are considered professionals and are expected to work whatever time is required to carry out their responsibilities in a competent manner. The standard workweek is Sunday through Friday with Saturday and one additional day off each week. Sunday is not considered a day off. At least one Minister shall be available during normal Church business hours. The Pastor will determine the weekly schedule. Ministerial staff is expected to keep regular office hours as appropriate.

Support Staff

The Support Staff's full-time employees' standard workweek shall be Monday through Friday unless otherwise stipulated by the immediate supervisor. Up to one hour will be allowed for lunch each day. Employees who regularly work at least 35 hours each week are considered full-time. All other employees will be classified as part-time. The immediate supervisor, in consultation with the Pastor, will designate part-time employees' working hours.

Office Procedures

Space Allocation

The Pastor shall assign office space to staff personnel. Careful consideration will be given to work flow, proximity to areas of activity, working conditions and space available.

Telephones

Personal calls shall be held to a minimum. Personal long-distance calls must not be charged to the Church.

Personnel Files

The Financial Secretary shall maintain a complete personnel file for all full and part-time employees. These files are confidential and access shall be limited to: 1) the employee, 2) the employee's supervisor or supervisors, 3) the Financial Secretary and 4) the Personnel

Committee. Personnel Files shall contain the following

documents:

- 19
- Texas New Hire
- W4
- Application
- Resume if provided
- Job description
- Yearly Employee Performance evaluation and Summary
- Criminal background check and necessary release form, if required
- Credit report and necessary release form, if required
- Any requests for verification of employment and necessary release form

Child Care

Employees shall provide their own childcare off site. Offices are designated work areas and an environment conducive to such must be maintained.

Money and Valuables

Personal money or other valuables shall not be left in the work area. The Church assumes no responsibility for lost or stolen items. Money collected on behalf of the Church for special activities, i.e., youth trips, banquets, etc. should be turned over to the Financial Secretary as soon as possible. Under no circumstances should Church money be left unattended in the work area.

Personnel Conflicts

Should a problem occur or a grievance arise, the employee should go to his or her immediate supervisor first. If not resolved, the employee may appeal to the next level of supervision. As a final appeal, the employee may present the problem or grievance to the Personnel Committee. All such appeals will be in writing and submitted through the office of the Pastor prior to a hearing before the Committee.

Employee Performance Summary

The Personnel Performance Summary is a formal, yet flexible, process to annually (in August) review the job performance of all full-time and part time Church employees. Two evaluation tools (narrative and numerical scale) are included in the back of this manual. The evaluating supervisor will recommend the tool to be used for each position, and an appropriate/agreed-upon evaluation tool will be utilized. The process is as follows:

1. Evaluation Tool

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- a. Numerical Scale tool - Utilizing the approved job description for each of the positions supervised, each Minister/Supervisor will group the responsibilities of the job of each subordinate into four (4) to six (6) major areas which encompass the incumbent's total activities. These major areas will be entered on the Performance Summary form (See Attachment A) under JOB DUTIES AND RESPONSIBILITIES. Unless a significant change in the job occurs, these areas should be broad enough to remain stable from one review period to the next.
- b. Narrative tool – The supervisor and incumbent will discuss each area in an initial conference (September), documenting each area and defining action plans. The following August there will be an evaluation conference to review and summarize progress on action plans and growth as a professional.

2. All employees should be aware of these major areas of job performance in advance of the review.

In addition, each employee should also understand that the following PERSONAL FACTORS will be a part of the annual review:

1. Communicates in an effective manner
2. Plans and organizes work effectively
3. Works effectively with other employees
4. Complies with Church policy and practices
5. Attendance and punctuality

3. Two to three weeks prior to the end of the performance summary period (annually in August), the Minister/Supervisor will forward a letter to the incumbent being reviewed requesting input into the accomplishments and performance demonstrated in each of the major job areas and the personal factors. The incumbent will provide the necessary input in writing on or before the last day of the performance summary period (Usually August 31).

4. Within fifteen (15) working days following the end of the review period, the Minister/Supervisor will complete the Performance Summary form and a meeting will be held with the incumbent to cover the review one-on-one. A copy of the completed review, with any incumbent comments, will be forwarded to the Chairman of the Personnel Committee. The original of the completed review will be placed in the Personnel file of the incumbent.

5. Utilizing the process above, the Personnel Committee will prepare the Performance Review for the Pastor. Input will also be requested from the Chairman of the Deacons, Chairman of the Finance Committee and Chairman of the Nominating Committee. The Chairman of the Personnel Committee will review the completed review one-on-one with the Pastor and place the original in the Pastor's permanent personnel file.

Salary Administration

The Personnel Committee will review all employee compensation, including the continuation of any stipends, annually with input as needed from the Finance Committee. The Personnel Committee's recommendations for individual salary administration will be incorporated into the annual budget, which is presented to the Church body for approval. The Personnel Committee in determining the annual salary recommendations will consider the employee Performance Summary results. The salary recommendations should be forwarded to the Finance Committee for annual budget review. The Personnel committee will provide assistance to the WEE School Committee in personnel matters upon request.

Nepotism

No person will be employed by the Church in either a full or part-time position who is an immediate family member of the Church staff or any member of the Personnel Committee unless recommended by the Personnel Committee and passed by majority vote of the Church in a Business Meeting.

EMPLOYEE BENEFITS

Relocation Expense

Ministerial Staff

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The Church allows for reimbursement of normal expenses incurred of packing and moving of household goods for Ministers newly employed on a full-time basis. Three written estimates should be submitted to the Financial Secretary for approval prior to the move. Cost of transporting or driving up to two automobiles can be included and will be reimbursed up to the IRS allowable amount.

The Personnel Committee may approve other normally incurred expenses such as temporary housing, meals, and overnight lodging. The Personnel Committee is responsible to assist in determining an appropriate moving allowance in coordination with the Search Committee and/or the Finance Committee.

Other Staff Positions
No relocation paid by Church

Housing Allowance

Members of the Ministerial Staff, when mutually agreed by the staff member and the Personnel Committee, may designate a housing allowance that meets IRS guidelines. The staff member is solely responsible for justifying to the IRS the amount claimed.

Automobile/Conference expense allowance

Allowance for the Ministerial Staff will be determined on an individual basis. The staff member is solely responsible for the justification for conference and other expenses. Reimbursement of other employees for use of their personal automobiles on authorized Church business shall be paid at a rate consistent with current IRS regulation, subject to approval by the staff member in charge of office administration.

Insurance

It is the responsibility of full time employees to obtain health insurance coverage that is appropriate for their needs.

Conventions, conferences and revivals

The members of the Ministerial Staff will be authorized to attend two conventions or conferences per year outside the metroplex. Ministers may participate in revivals, mission trips and/or denominational related Church activities totaling two weeks with the time not to exceed two Sundays per year for these activities. Full pay is continued for Ministers while involved in these outside activities and expenses associated with conventions and conferences will be reimbursed. Convention/conference expenses for ministers' spouses: If the spouse participates in a corresponding convention/conference function for spouses, the church will reimburse the spouses' expenses associated with the convention/conference. (The employee is responsible to consult with the staff member administering finance regarding tax implications of spouse travel reimbursements.)

Professional development is encouraged for all Ministers. Certain educational courses and training seminars may be reimbursed with the approval of the Personnel Committee. Time away for education and training will not exceed one week and one Sunday in any one year. At least one full time minister will be present on any given Sunday.

The Pastor and Minister of Missions are expected to attend and to participate in the annual meetings of the Paluxy Baptist Association. Other ministerial staff are encouraged to attend as well. The Pastor or a designated minister of Acton Baptist Church is also expected to attend the BGCT convention.

Vacations

Full-time ~~employees~~ and part-time ministers will be entitled to annual vacation based on the following *credited* service:

- A. New employees will be eligible for five days vacation after six months continuous service. ~~One day for each additional continuous month of service will be earned until the next January 1, not to exceed 10 days.~~
- B. Credited time following the first year of service:
 - 1-5 years 10 days including two Sundays
 - 6-15 years 15 days including three Sundays
 - 16 years + 20 days including four Sundays
- C. Full time Non-ministerial staff will be entitled to annual vacation based on the following years served at ABC:
 - 1-9 years 10 business days
 - 10+ years 15 business days
- D. Organist and pianist will receive three Sundays and two Wednesdays as vacation each year. Other

part-time positions are not entitled to vacation.

Ministers earn vacation based on length of service at any Baptist church or organization. This vacation eligibility is determined at the time of employment.

Additional Credited Service Vacation Allowance

The following schedule will be used to determine the number of days of vacation allowance for new employees with prior years of service as well as terminating employees. (Full time employees will receive earned vacation pay upon termination of employment, provided written notice is given two weeks prior to termination. Should vacation time be taken prior to being earned, such time will be deducted from the final pay check upon termination.)

- 1-5 years = .83 days per month
- 6-15 years = 1.26 days per month
- 16 + years = 1.67 days per month

(Example: A minister hired on September 1 with 7 years prior credited service would be eligible for: 1.25 x 4 months = 5 days vacation during the year of employment.)

Note: Up to five days of vacation may be taken a day-at-a-time in any one year

Holidays

All full-time employees are eligible to receive pay for the following holidays:

- | | |
|------------------------|-------------------|
| New Year's Day | Good Friday |
| Memorial Day | Independence Day |
| Labor Day | Thanksgiving Day |
| Day After Thanksgiving | Christmas Eve Day |
| | Christmas Day |

Note: If a holiday falls on Saturday, the holiday will be observed on the last working day before the holiday. If the holiday falls on Sunday, the holiday will be observed on the first working day after the holiday.

Excused Absence and Leaves

- A. Full-time employees will be paid up to one week for absence due to death in the immediate family or household.
- B. Full-time employees will be paid up to three days for absence due to death of a relative other than immediate family.
- C. Full-time employees will be paid for time absence for Jury and Witness Duty and entitled to retain any compensation received from such duty. Employees assigned to jury or witness duty are expected to return to work when not needed for the entire day.

- D. Absence due to personal illness or illness of immediate family (spouse, children, parents) will be paid according to the following schedule

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~~1-3 years - 10 days~~ ~~4-6+ years - 15 days~~
8 sick days total – any additional to be approved by
each direct supervisor and the personnel committee.

2 of these earned days may be used for personal time off (PTO) annually.

*Sick leave days do not accumulate from year to year.

Request for Personal Leave of Absence (including Maternity Leave or extended illness) should be submitted to the immediate Supervisor and forwarded to the Personnel Committee for approval on a case-by-case basis.

Advanced notice of time away

Each employee will submit to their supervisor, by March 31, of each year, a request for vacation and any other days the employee plans to be away from work during the calendar year.

Late requests will be considered in order received but must be received 14 days prior to beginning day of time off.

Tentative approval or disapproval of requests for time away will be made by each supervisor and forwarded to the next level for final approval. When other factors are equal, request will be honored by seniority.

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All approved time away will be posted to the master calendar each year. The Immediate Supervisor will manage the master calendar to insure that sufficient staff is present to maintain Church activities as required. Notification of known absences shall be posted in the Church newsletter.

MINISTERIAL EXTENDED LEAVE

Extended Leave (Sabbatical) is established for the minister's growth and regeneration. A portion of the time may be spent in consultation, seminars, workshops, conferences, or accredited classes that would be helpful to the minister in his/her area of responsibility. Adequate time for rest, relaxation, reflection, and renewal (spiritual, mental, emotional, and physical) should be a high priority. The intent is that the time be used to spiritually refresh and invigorate the minister.

After mutual consideration of the minister and the Personnel Committee, a request for extended leave (Sabbatical) may be presented to the Church Business Meeting for approval by majority vote.

The church will reimburse reasonable expenses associated with the cost of this study. Also, during the Extended Leave, the Pastor's full salary and benefits will continue to be provided by the church.

The Pastor will secure individuals to fill the pulpit during the period of his absence and submit the projected expenses for supply speakers to the Finance Committee.

EMPLOYEE CONDUCT

Employees are expected to perform their job duties as directed by their supervisor and outlined in this manual, and to conduct themselves in a professional manner while at work. Employees are required to show courtesy and respect in their communications toward their coworkers, members and the public, to use common sense in their conduct, and to behave at all times in an honorable, safety-conscious and business-like manner.

Violations may result in disciplinary measures that include verbal warnings, coaching, written warnings, and when necessary, termination of employment. All disciplinary action should be documented and maintained in the personnel file.

Harassment, Including Sexual Harassment

The law prohibits harassment of employees on the basis of race, color, religion, gender, national origin, disability, age, or any other classification protected by law. The Church will not tolerate unlawful harassment of its employees, including sexual harassment, whether committed by a fellow employee, a member of management, a vendor, or even a member. Harassment of any sort, whether verbal, physical, visual or otherwise, is strictly prohibited. All employees, including supervisors and managers, will be subject to disciplinary action, up to and including termination, for any act of unlawful harassment they commit.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of employment; Submission to or rejection of such conduct is used as the basis for employment or the continuation of employment;

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of harassment could include, but are not limited to: unwelcome sexual flirtation, touching, advances or propositioning; verbal abuse of a sexual nature; graphic suggestive comments about an individual's dress or body; sexually degrading words describing an individual; verbal harassment regarding a person's sex, age, race, color, national origin, religion or disability; threatening, intimidating or hostile acts that relate to a person's sex, age, race, color, national origin, religion or disability; visual forms of harassment, or undesirable work assignments due to a person's sex, age, race, color, national origin, religion or disability.

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If an employee feels he or she is being unlawfully harassed or if the employee has knowledge of unlawful harassment it should be brought immediately to the attention of the supervisor. If for any reason the employee does not feel comfortable discussing the matter with their supervisor it should be reported to either the pastor or the Personnel Committee. All reports will be promptly investigated in as confidential a manner as possible, while still conducting a prompt and thorough investigation. Based on the findings of the investigation, the Church will take prompt action to remedy any circumstances of unlawful harassment.

Any individual making a good faith report of unlawful harassment will not be retaliated against for making such report. If an employee feels he or she has been retaliated against for making a report or for participating in an investigation it should be reported to the Pastor or Personnel Committee immediately. Anyone found to have retaliated against an employee for making a good faith complaint of unlawful harassment or for participating in an investigation will be subject to disciplinary action up to and including termination.

Failure of a supervisor to report allegations of harassment will lead to disciplinary action if it is determined that the supervisor had knowledge but did not report the information immediately to the appropriate management.

Any questions regarding this policy or its enforcement should contact the Chairman of the Personnel Committee.

Drug and Alcohol Use

GENERAL

The objective of this policy is to develop a drug-free and alcohol-free workplace which will insure a safe and productive working environment. The following rules regarding alcohol and drugs in the workplace have been established in order to achieve the objective of this policy. This policy shall be implemented for the Ministers and employees and in the best interest of Acton Baptist Church (Church). This policy applies to all employees regardless of rank or position and includes all full time, part time and temporary employees. All employees receive a copy of this drug and alcohol use policy.

DEFINITIONS

Church Premises: All Church property including vehicles and parking lots.

Church Property: All Church owned property used by employees including vehicles, buildings, offices, desks, closets, etc.

Controlled Substance: Any substance listed in schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. S 812), as amended.

Drug: A drug is any chemical substance that produces physical, mental, emotional or behavioral change in the user.

Drug Paraphernalia: Equipment, a product or material that is used or intended for use in concealing an illegal drug or for use in injecting, ingesting, inhaling or otherwise introducing into the human body an illegal drug or controlled substance.

Drug Test: A urine, blood, hair or breath test for the presence of Prohibited Drugs, conducted at a medical facility designated by the Pastor.

Fitness for duty: To work in a manner suitable for the job. To determine "fitness", a medical evaluation may include drug and/or alcohol testing.

Illegal drug: (also referred to as "Prohibited Drug") An illegal drug is any drug or derivative thereof which the use, possession, sale, transfer, attempted sale or transfer, manufacture or storage of is illegal or regulated under any federal, state, or local law regulation and any other drug, including (but not limited to) a prescription drug, not taken according to prescription, or obtained through dishonest or illegitimate means, used for any reason other than a legitimate medical reason and inhalants used illegally. Included is marijuana or cannabis in all forms.

Negative Test Result: A Drug Test result that indicates no Prohibited Drug in the employee's system.

Positive Test Result: A Drug Test result that indicates the presence of any Prohibited Drug in the employee's system.

Post-Accident: When an employee is involved in an accident or other event resulting in property damage or personal injury.

Reasonable Suspicion: when (i) based on sufficient articulable observations, management suspects that an employee is under the influence of drugs or alcohol. Such observations include, but are not limited to, misbehavior or aberrant behavior, a reduced ability to perform work in a safe and productive manner, or an impaired physical or mental

ability, such as incoherence, slurred speech or difficulty in maintaining balance; or (ii) the Church discovers drug paraphernalia or any detectable amount of a prohibited drug on premises.

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Under the Influence: A state of having a blood alcohol concentration of 0.08 or more, where "alcohol concentration" has the meaning assigned to it in article 67011-1, revised statutes; or the state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage or a controlled substance. Being under the influence may include, but is not limited to, misbehavior, aberrant behavior, reduced ability to perform work in a safe and productive manner, or impairment of physical or mental ability, such as incoherence, slurred speech or difficulty in maintaining balance. A final determination of "Under the Influence" may be made by professional opinion or scientifically valid tests.

RULES

Any of the following actions constitute a violation of the policy and may subject an employee to disciplinary action up to and including immediate termination.

*Being under the influence of alcohol or illegal drugs on Church property is prohibited.

*The unauthorized use or possession of prescription drugs or over the counter drugs are prohibited.

*The manufacturing, distribution, dispensing, possession, sale, purchase or use of a controlled substance on Church property is prohibited.

Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting or assisting another to do so, while in the course of employment or engaged in a Church sponsored activity whether on Church premises, in owned, leased or rented vehicles, or on Church business is prohibited.

Working or reporting to work, conducting Church business or being on premises or in a Church owned, leased or rented vehicle while under the influence of an illegal drug, alcohol or in an impaired condition is prohibited.

PREVENTIVE ACTS

Employees taking prescription drugs that have or may have a negative effect on their ability to perform their duties safely and/or properly and effectively, must notify their immediate supervisor **prior** to the employee commencing work. All medical information will be kept confidential and the Church, without exception, will punish any breach of privacy and confidentiality in this regard. All prescription drugs must be kept in their original container.

DRUG TESTING

Acton Baptist Church may require any applicant for employment to submit to and pass a Drug Test as a prerequisite to employment. The Church will also use Random, Reasonable Suspicion, and Post-Accident Drug Tests to protect its members and employees from the dangers associated with drug or alcohol use in the workplace and in order to provide a drug free and alcohol free workplace for its employees.

All church employees must consent to and submit to Random, Reasonable Suspicion and Post-Accident Drug Tests. An employee with a Positive Test Result or refusal to submit a Drug Test may be subject to disciplinary action, up to and including termination of employment.

An employee who disagrees with the first Drug Test result may request that a portion of the same sample be analyzed a second time, at the employee's expense, using a scientifically accepted methodology.

SEARCHES

In connection with this policy, anyone authorized by management may search any area on the premises at any time for the presence of alcohol, drugs and drug paraphernalia prohibited under this policy. Employees should understand their consent to: (1) searches of their personal belongings, including but not limited to, purses, briefcases, backpacks, and lunch boxes; (2) searches of work areas, including but not limited to desks, cabinets, lockers, storage areas, rest rooms; and (3) all vehicles on the premises of the Church, may be a condition of their continued employment. (See Search Consent Form following). An Employee who refuses to consent to a search may be subject to disciplinary action, up to and including termination of employment or termination of consideration for employment.

CONSENT AND ACKNOWLEDGEMENT

An applicant or employee subject to a Drug Test shall be informed of the substances for which he or she will be tested. Before administering a Drug Test, the Church will ask the applicant or employee to sign a consent form authorizing the Drug Test and permitting the testing organization to release the Drug Test results to authorized Church officials who need to know the results. The Drug Test results shall otherwise remain confidential. A job applicant's refusal to sign the consent form constitutes grounds for termination of the applicant's consideration for employment. (See Drug and/or Alcohol Test Employment Consent Form following). An employee who refuses to sign the consent form may be subject to disciplinary action, up to and including termination of employment.

Acton Baptist Church Granbury, Texas 76049
Employee Search Consent Form

I, the undersigned employee, consent and submit to a search based on Acton Baptist Church's Drug and Alcohol Use Policy (the "Policy") in the Church's Employee Handbook. I received a copy of the Policy, and I have read and understand the Policy.

I acknowledge and understand that my consent and submission to this search may be a condition of continued employment. I hereby agree to submit to a search.

I further understand that my employment may be terminated if any Drug Paraphernalia or Illegal Drug, as defined by the Policy, is found in my possession.

I release Acton Baptist Church, its agents and employees from all liability related to or arising from the search results or any employment decisions based on the search results.

Employee Signature

Date

Acton Baptist Church Granbury, Texas 76049
Drug and/or Alcohol Test Employee Consent Form

I, the undersigned employee, understand that I have been requested to submit to a Drug Test based on Acton Baptist Church's Drug and Alcohol Use Policy (the "Policy"). I received a copy of the Policy, and I have read and understand the Policy.

I acknowledge and understand that my consent to this Drug Test may be a condition of continued employment. I agree to take a Drug Test and I authorize the testing organization to release the results directly to Acton Baptist Church. I understand that if I do not agree with the initial and confirming test results, I may request that a portion of the same specimen be analyzed at my expense, using a scientifically accepted methodology.

I further understand that my employment may be terminated if the testing organization finds that the final results of my test are positive, as stated in the Policy.

I release Acton Baptist Church its agents and employees from all liability related to or arising from the Drug Test procedures and results, and from any employment decisions based on the test results.

Employee Signature

Personal Appearance

Employee appearance reflects not only on the individual, but on the church as well. Employees are expected to apply

common sense and good taste regarding their personal appearance. Professional and tasteful appearance, dress and

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accessories that are appropriate for the work environment and the position are expected. Employees should appear clean and well groomed at all times when representing the Church.

Safety

Church policy requires a safe and healthy workplace. Employees are responsible for:

- Remaining aware of and following safe working practices and applicable safety procedures
- Reporting all unsafe practices to their supervisor immediately
- Observing all safety rules and regulations
- Avoiding unnecessary and unwarranted risks while performing their job
- Reporting all work related injuries to their supervisor immediately after an accident occurs even though the injuries may not require medical attention.

COMPUTER USE

GENERAL GUIDELINES

Computers are used by the Church to archive networked programs and files, access electronic mail and access the Internet. All of this is provided to improve operations and efficiency. All employees are hereby reminded that the Complete Computer System, both hardware and software, all its peripheral equipment, all program files, all working or data files, or any file created by any employee are all the sole property of the Church and are provided for use by employees for Church related purposes. Any personal use not mentioned in this policy must be approved, by the employee's immediate supervisor.

Employees are reminded that they represent the Church to the public in their status as a Church employee.

Consequently, computer use, Internet use and electronic mail use by each employee carries with it the name and reputation of the Church.

Accordingly, this policy will also set out various uses of the Complete Computer System that are strictly prohibited. As with any Church policy or procedure in this Handbook, violations of any part of this policy could subject the employee to disciplinary measures up to and including termination of employment.

MONITORING OF COMPUTER USE, INTERNET USE AND USE OF ELECTRONIC MAIL

The Church may have in place and use, at any time, the software and/or system(s) necessary to monitor and record all computer use, internet use and use of electronic mail by any employee. No employee should have any expectation of privacy regarding their computer use, their Internet use or their use of electronic mail. The Church, through its employees or agents, may inspect any file or files stored anywhere on the Complete Computer System or on any personal media brought on Church premises by any employee.

The Church may also monitor the Complete Computer System in order to block employee access to any file, Internet site or electronic mail sender or recipient. If any employee thinks their access to a certain file, site, sender or recipient is justified for Church business purposes, they must obtain written approval from the Media Design and Communication Coordinator.

APPROVED PERSONAL USE

The Church realizes a small amount of personal use of the Complete Computer System will occur from time to time.

However, an employee's personal use of the Complete Computer System (including Internet use and the use of electronic mail) must never interfere with their duties as an employee. Each employee's immediate supervisor is free to allow or limit personal use of the Complete Computer System as they monitor the employee's day to day job performance.

COMPLETE COMPUTER SYSTEM GUIDELINES AND PROHIBITIONS

Proper use of the Complete Computer System includes, but is not limited to, the following guidelines and prohibitions:

- Any portion of the Complete Computer System should never be used for personal gain.
- Information displayed on any computer screen of any type throughout the network should be treated the same as any confidential file information. Non-employees are not allowed to view this information unless the person is viewing their own information. All information on screen is capable of being displayed on the screen as strictly confidential.
- Employees should:
 - Use only the software provided by the Church on any portion of the Complete Computer System.
- Never violate any copyright or license agreement pertaining to any product, software or web site.
- Never install, copy, load or download ANY software onto ANY portion of the Complete Computer System unless approved by the Media Design and Communication Coordinator. This prohibition includes, but is not limited to, screen savers, web sites, email files and games.
- Requests for new hardware or software should be made in writing to the Financial Secretary.
- Requests for any maintenance to any portion of the Complete Computer System should be forwarded to the Media Design and Communication.

Revised 11-03 updated 7-04, 05-08; 03-2015, [01-2019](#)

- Never perform any utility program, file clean up or other similar procedure on any portion of the Complete Computer System. Requests for these procedures must be forwarded to the Media Design and Communication Coordinator.
- access information ONLY under his or her password. Never share any password with or use the password of another employee.
- Never leave their workstation when computer could be accessed by anyone else without approval. Never attempt unauthorized access to computers outside the Church using any portion of the Complete Computer System.
- Never vandalize, damage, disable or gain access to another entity's computer files or data. These actions could result in criminal enforcement against the employee.
- Never attempt to disable or circumvent any security program or device.
- Never attempt to block the Church from monitoring any portion of the Complete Computer System and do not encrypt any files except in accordance with information security procedures.
- Never engage in any other activity restricted by federal, state, local or international law. Use of any portion of the Complete Computer System for any illegal activity could be grounds for immediate dismissal.
- Any employee with access to or responsibility for any part of the Complete Computer System that is not part of the Network should perform daily backup procedures to protect the safety and integrity of all active and archived software and files.
- Children of employees are not to access any portion of the Complete Computer System.
- Guard all of the Complete Computer System from accidental spills of liquids, or any other physical damage.
- If an employee suspects a computer workstation may have a virus, they should call the Media Design and Communication Coordinator immediately. This applies to any portion of the Complete Computer System to which you may have access.
- If an employee receives any threat (whether actual or perceived) upon the Church, employees, members or the families or property of same, through any portion of the Complete Computer System, it should be forwarded immediately to the Pastor.

INTERNET USE GUIDELINES AND PROHIBITIONS

The Internet can be an excellent tool for Church related research. Proper use of the Internet at the Church includes, but is not limited to, the following guidelines and prohibitions:

- The internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability or religious or political beliefs.
- The Internet must not be used to access, create, print, download, send, receive or solicit sexually oriented, obscene, indecent or vulgar materials, messages or images.
- Access to sites that may be blocked or restricted by the content filter must be requested in writing and submitted to the Media Design and Communication Coordinator.
- Employees should Never use the Internet to access or transmit, in any fashion, rude or abusive language or negative characterizations of others.
- Employees should Never use the Internet to access or transmit, in any fashion, resumes or other activities related to seeking employment outside of the Church unless expressly authorized by the Pastor.
- The Internet must not be used to participate in, solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages, gambling, or other non-job-related purposes.

ELECTRONIC MAIL USE GUIDELINES AND PROHIBITIONS

Electronic mail is a tool which can help you better perform the duties of your job. It can also enhance communications between church employees and members. All employees must realize that electronic mail is not a secure environment. PIN numbers, social security numbers or other information should never be included in any electronic mail. Proper use of electronic mail at the Church includes, but is not limited to, the following guidelines and prohibitions:

- Because electronic mail can also carry Internet addresses and information, the above INTERNET USE GUIDELINES AND PROHIBITIONS are incorporated here into the ELECTRONIC MAIL USE GUIDELINES AND PROHIBITIONS.
- Employees should:
- Remember that any electronic mail must be treated as any traditional method of correspondence and should be reviewed for spelling and grammar in order to properly reflect the professional standards of the Church.
- Never send electronic mail anonymously or under an alias.
- Never speak, communicate, or write in the name of the Church or present personal views as if they are those of the Church unless you are authorized to do so in the performance of your duties.

- Do not subscribe to any newsgroup or "listservs" without the approval of your supervisor.

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- Never reveal any member or employee information through electronic mail without absolute positive identification that the recipient is the exact same member or employee whom the information is about. .
- Promptly route incoming messages to the proper department for immediate processing. Never ignore incoming messages nor leave them unanswered.

MISCELLANEOUS

Travel Expense

Travel expenses will be paid when employees are required to be out of town or in accordance with the Church policy on conventions and conferences. Reimbursement will be made for normal and reasonable expenses for the employee and for the employee's spouse when the spouse participates in a corresponding convention/conference function for spouses. Transportation expense will be in accordance with IRS guidelines for automobile, and as approved by the Pastor or Designee for all other transportation. All requests for expense reimbursement should include an itemized daily record of actual expenses with receipts.

Outside Employment

Ministerial Staff

Outside employment of any ministerial staff member must have approval of the Personnel committee.

Support Staff

Outside employment is acceptable if the employee is able to perform all expected Church duties and there is clearly no conflict of interest. Approval of the immediate supervisor and notification of the Personnel Committee is required.

Recognition of Service

Recognition of all full-time employees will occur at five-year intervals on a Sunday near the anniversary date of employment. The Church will recognize the employee during the Sunday morning worship service. In addition, the Pastor will be provided a Church reception every five years beginning on the fifteenth anniversary.

Staff Appreciation and Love Offerings

The Personnel Committee will provide for Staff Appreciation Day annually in April for Professional/Support Staff and in October for Ministerial Staff, on an equitable basis for all church employees.

Retirement

Full-time and part-time (minimum 20 hours per week) employees may participate in the retirement program of the Annuity Board of the Southern Baptist Convention. As part of each full time Minister's, Professional Staff's & WEE Administrator's compensation, the Church will contribute 10% of the salary to the retirement program. All employees can contribute through a formal salary reduction request beginning the January following the first anniversary of employment. (Subject to IRS & Annuity Board Regulations). Detailed information on the plan and the requirements for vesting of benefits is available through the Financial Secretary.

Separation from Employment

The Church requests employees who elect to resign to give the Church two weeks prior notice. The Church reserves the right to accept the resignation and ask the employee to leave immediately or to ask the employee to work until the effective date of the resignation. Failure to give notice before resignation will result in the following notation being made in the employee's personnel records: "Resigned Without Proper Notice."

The Church may terminate employees with or without cause, and all employees are employed at will. The terminated employee shall receive all pay for work performed to the date of termination, and will lose accrued paid time off.

Acton Baptist Church normally verifies only the employment status and dates of employment for former or present employees and does not provide any other information unless and until it has received from the worker or former employee a written request that it discloses or confirms additional specific information.

Revised 11-03 updated 7-04, 05-08; 03-2015 [01-2019](#)

ADDENDUM

"Grandfather Clause"

Retirement

Retirement health insurance benefits (as voted by the Church Business Meeting 5/4/08) apply to Glenn Ward and Mickey Daniel only. Glenn Ward's benefit is capped at \$520 per month. Mickey Daniel's benefit is capped at \$500 per month.

Job Descriptions

Job descriptions are designed to be descriptive of the position, but global enough to allow flexibility in defining the duties performed by the employee.

Acton Baptist Church
Position Description
02-18-13, Rev 5-00

Senior Pastor

Function: The pastor is responsible to Acton Baptist Church and is accountable to the personnel Committee of ABC for the following: proclamation of the Gospel, pastoral care of the congregation, equipping the church members for ministry, congregational and administrative leadership, and supervisor of the church staff.

Job Responsibilities:

1. Plan, lead and conduct all worship services, including the preparation and delivery of biblically based sermons, as well as the administration of the ordinances.
2. Lead in outreach ministries including witnessing and visitation.
3. Perform funerals and weddings as requested and available.
4. Provide leadership and vision for the overall direction of the congregation.
5. Work with the church deacons in giving direction, guidance and ministry to the congregation.
6. Serve as chairman of the church council.
7. Lead the church staff and give direction to those who report to him.
8. Cooperate with the national, state and associational leadership, as well as the local ministry alliances, to further the cause of Jesus Christ beyond the walls of Acton Baptist Church.

Job Requirements:

1. Testimony of salvation and the call of God to be a pastor
2. Ordination by a Southern Baptist Church
3. Minimum of a Master's Degree from an accredited Baptist seminary related to the SBC or BGCT
4. Married
5. A proven ability to maintain confidentiality
6. Experience in a multi-staff church or churches

Acton Baptist Church
Position Description
11-17-96, Rev 8-97, 4-00

MINISTER OF MUSIC

Function: The Minister of Music is responsible to the Senior Pastor for the development, implementation, and promotion of the total music program of the church. The incumbent will serve as a member of the Church Council and provides assistance to the Pastor in the planning and conducting of church worship and other duties as assigned by the Pastor.

Responsibilities:

1. Direct the planning and implementation of a comprehensive music program including choirs, vocal and instrumental ensembles, choir festivals, tours, and clinics, establishing and maintaining a music library and necessary material and equipment.
2. Directly supervise the Church Organist and the Church Pianist and provide leadership for the various lay choir directors.
3. Give direction to the music ministry plan of visitation and be personally involved in outreach and ministry visitation.
4. Arrange and provide music for weddings, funerals, and special projects and other church related activities or other duties as assigned by the Pastor.
5. Prepare an annual budget for approval and administer the approved budget for the music programs of the church.
6. Cooperate with association and state leaders in promoting activities of mutual interest.
7. Oversee support staff and church office.
- 6-8. Oversee pastoral care (primarily visiting/planning) in hospitals, rehab centers, funerals.

Working Conditions:

1. Monthly salary based on time required for completion of the job responsibilities in a professional manner.
2. Travel and overnight stays out of town may be required.
3. Seminary degree and/or extensive experience in the ministry of music.
4. Utilization of computer data and operation of various types office equipment may be required to perform the work.
5. Complete confidentiality is required on all church and Personnel issues.

6. Must be a member of Acton Baptist Church.

**Job Description
Pastor of Discipleship and Family 8_2014**

Responsible to: Senior Pastor

Tasks:

Implement and Grow Acton Baptist in process-driven discipleship:

- Coach and Train current SS Teachers in how to grow disciples through the Surrender, Grow, Serve, Disciple Model.
- Provide for and initiate Life Groups, to accomplish the SGSD Model.
 - Train Coaches.
 - Discover Leaders
 - Oversee and Designate Curriculum
- Oversee the process-driven model (Outreach, Greeters, Connection).
- Work with the Pastor to keep Discipleship goals in line with the overall Church Direction.

Implement and Grow Acton Baptist in Family Ministry:

~~-- Oversee and coordinate the efforts of Preschool, Children and Youth in the Milestone or Similar Model to grow strong families and Parents, to include seminars, retreats and events.~~

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-- Oversee and coordinate weekly efforts to provide Parents with needed literature, information etc. to facilitate Family Discipleship.

-- Oversee and coordinate training for marriage and parenting.

-- Oversee and coordinate family counseling.

-- Oversee and coordinate Mission Program for ABC.

-- Develop framework for and implementation of D-groups.

-- Guide visitation program for ABC.

Pastoral Care:

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-- Oversee Pastoral Care to ensure that no one in need “slip through the cracks.” Hospital Visits, Meals etc. It is assumed that our Sunday Schools and small groups will be trained and are trained to provide much of the care.

Work with the Team:

~~Administration, Providing the support staff and Church Office~~

-- Work with the rest of the Acton Baptist Staff by whatever means necessary to accomplish our overall mission for the Kingdom of God.

Acton Baptist Church - Position Description

11-96, 4-00, 12-06, 05-08

MINISTER OF YOUTH

Function: The Minister of Youth is directly responsible to the Senior Pastor for developing and administering a comprehensive education program for youth (grades 7-12.)

Job Classification: Full-time, salaried position

Responsibilities:

1. Provide direction and leadership for the youth education program of the church by coordinating and promoting Bible study, discipleship training, missions education, Wednesday programming and other weekday activities.
2. Organize and coordinate a balanced approach to youth ministry that includes Bible study, discipleship training, outreach, recreation, fellowship, mission action, and music.
3. Enlist and train leadership in the youth division of all church organizations in coordination with the Minister of Education and the church nominating committee
4. Plan and direct all activities such as youth camp, mission trips, retreats, weekday Bible study, youth emphasis Sunday, seminars, banquets, and other special events.
5. Work with the Youth Ministry Council to plan, implement, and evaluate a balanced youth ministry program.
6. Advise in the use of program materials, equipment, supplies, and space by grades 7-12 in all church program organizations.
7. Provide Christian guidance to meet the special needs of young people and their parents.
8. Develop a program to meet unique needs of the parents of young people and involve them in the youth ministry.
9. Work with program leaders and teachers and appropriate staff members to resolve philosophical, procedural, and scheduling problems in grades 7-12 division.
10. Must be able to communicate effectively: This position works closely with other ministerial staff, youth, their parents, teachers, workers, and church members at large.
11. Develop a systematic program of outreach.
12. Keep up-to-date on the latest educational methods and share them with the workers.
13. Prepare and administer the youth budget.
14. Comply with all established church policies and procedures as well as all applicable federal and state laws.
15. Hold regular office hours as agreed upon by the staff as well as to work with the pastor in making emergency pastoral care visits as needed.
16. Visit prospects and members related to ministry to youth and as assigned by the pastor.
17. Serve as Staff Advisor for church committees as assigned by the pastor/minister of education.
18. Cooperate with association and state leaders in promoting activities of mutual interest.
19. Perform other duties as assigned by pastor/minister of education.

Requirements: Knowledge, Skills, Abilities

1. Requires seminary degree and/or extensive education and experience in the ministry to youth.
2. Requires commitment to biblical Christian principles and teachings both professionally and personally.
3. Requires sufficient good health to discharge duties properly.
4. Must be present on Sunday mornings and evenings, and Wednesday evenings (except during vacation).
5. Complete confidentiality is required on all church and personnel information.
6. Must be a member of Acton Baptist Church.
7. Requires passing criminal, financial, and sexual misconduct background checks.

Revised 11-03, updated 7-04,05-08, 03-2015,01-2019,
11-2019

**Children's Minister
Job Description 11-2019**

Principle Objective: The children's Minister is responsible for the development and the promotion of a comprehensive process of discipleship for children, birth through sixth grade through the efforts of the Church and the equipping of parents.

Job Classification:

This position is a full time and exempt (salaried) position.

Working Relationship:

The Children's Minister (CM) is under the supervision of the Senior Pastor and works in conjunction with all the church staff in planning, scheduling, and directing the ministry to Children and their parents. The Children's Minister will provide direction for Preschool and Nursery Ministries, and Weekday Early Education Program.

Responsibilities:

Intentional Discipleship:

The discipleship program for children should be scheduled to include but not be limited to: Sunday School/Children's worship/Sunday and Wednesday night. All Activities should be process-driven not event or program driven. (Event or program has an intentional purpose at its core).

The discipleship goals should be clearly understood by all leadership and parents, clearly communicated by the best

means necessary and in line with the overall discipleship strategy of the Church.

The discipleship program should include family Ministry as a vital part of the discipleship goals.

The CM should keep up to date on methodologies and materials in Children's ministry in a constant effort to reach and disciple children more effectively.

The CM should provide direction with regard to curriculum and discipleship efforts in the Preschool and Nursery Ministries.

Equipping of Parents:

The CM is responsible to aid in the equipping and encouragement of parents to disciple their children.

Strategy should include but not necessarily be limited to: Agreed upon milestones and on-going home discipleship.

Leadership Development:

The CM will be expected to value, recruit, train and equip leaders to accomplish the goals of the Ministry, including Preschool and Nursery Directors.

Clear lines of communication to and from volunteers must be established and maintained through a relational and intentional environment of discipleship. (What is poured into leaders will be poured into children.)

Environment:

The CM should foster a SAFE and FUN learning environment for kids in their child's context.

Administration:

The CM will prepare and manage the education budget and other budgets.

The CM should compile and manage policies and procedures.

The CM will serve as a liaison to other teams as assigned by the Board.

The CM shall coordinate with the Education Committee regarding preparation. *

The CM shall meet with the Education Committee as required.

The CM shall prepare and manage the School Education Director's budget.

(Currently not filled)

General Job Description: Acton Baptist Church is seeking God's person who has a heart for ministry to preschoolers and their families. This person will be responsible for families with preschoolers birth through kindergarten and will be considered a part of the church's ministerial staff.

Position: Part time (salaried)
Education: Bachelor's degree or equivalent with emphasis in childhood education and/or child development.
Experience: Working with preschoolers as a paid or volunteer staff in a church or organization for at least three years.

Qualifications:

1. A born again believer whose moral character models the Christian lifestyle for children, their parents and their families.
2. Called by God to serve specifically in preschool ministry.
3. Possess a basic understanding of age-level characteristics, child development and teaching/learning theory.
4. Able to communicate effectively. This position works closely with other ministerial staff, preschoolers, their parents, teachers, workers and church members at large.
5. Aware of multiple resources that will facilitate the improvement and effectiveness of current preschool ministries and the development of new preschool ministries.
6. Requires passing criminal, financial and sexual misconduct background checks.
7. Must be a member of Acton Baptist Church.

Specific Duties:

1. Coordinate the preschool educational program in Sunday School/ Bible Study, Discipleship Training, Mission Education, Vacation Bible School and weekday activities. Supervise the extended session coordinator. Help enlist and train those volunteers.
2. Enlist, train and develop leadership for the various organizations in the preschool area.
3. Coordinate the outreach activities of the preschool area.
4. Supervise the paid nursery staff and coordinate any church activity where child care is requested.
5. Greet visitors to the preschool division on Sunday mornings and Wednesday evenings, helping them to feel comfortable and secure with leaving their children in our care.
6. Act as a liaison between regular church activities and the WEE school, coordinating the use of facilities, equipment and supplies.
7. Prepare and administer the preschool budget. Purchase and make available necessary supplies
8. Provide resources and/or classes for parents with preschoolers.
9. Visit preschoolers who are sick or hospitalized and make new-baby visits.
10. Plan and coordinate baby dedication services.
11. Provide summer and seasonal activities for preschoolers. (summer day camps for four-and five-year olds, Christmas and Easter activities, etc.)
12. Work with the Pastor of Discipleship and Family in supporting the adult Sunday School classes with members who have preschoolers, especially in providing child care for class parties, etc.
13. Keep up to date on the latest materials and methods in preschool and children's work.
14. Perform other duties as assigned by the Senior Pastor or Pastor of Discipleship and Family.

Direct Supervision:

The Minister to Families with Preschoolers will be under the direct supervision of the Pastor of Discipleship and Family. Office hours will be coordinated on appropriate days (actual number of hours will vary depending upon status of position.)

Acton Baptist Church

Position Description

Media Design and

Primary Purpose:

Develop and oversee all media, audio/visual technology, and marketing design for Acton Baptist Church. Be responsible for the planning, development and implementation of all the marketing strategies, external communications, internal audio and media usage, and public relations.

Position:

Professional staff, Full-time; Salaried, Exempt
Direct Supervisor: Minister of Music

Qualifications and Experience:

Associates Degree preferred and/or equitable experience in technical field;
Born-again believer whose moral character models the Christian lifestyle;
Successful completion of Ministry Safe training and Criminal Background Check

Major Responsibilities and Duties:

Multimedia:

- Serve as church consultant for media needs for all ministries.
- Manage and maintain the installation and operation of all multimedia equipment including, but not limited to, the soundboards, multi-media recording equipment, TV's, DVD's, duplicators, projectors, screens and stage lighting systems.
- Develop and implement policies and procedures for the operation and maintenance of media equipment.
- Recruit, train, schedule and supervise all paid and volunteer staff for the operation of equipment as needed for all services, funerals, weddings and other special events.
- Develop and maintain the church's website.
- Work with the Minister of Music and Finance Committee to plan and oversee the av/ media budget.
- Oversee purchase and installation of all av/media equipment.
- Oversee maintenance and operation of the church security system.

Office Communications:

- Work with the staff in planning, design, and promotion of church, special events, and other communication needs through bulletin, Acton Action announcements, media sources, blogs, and other communications.
- Develop, create, and implement ways to use graphic designs to enhance and promote the mission of Acton Baptist Church to unbelievers and the community at large.
- Attend regular meetings: Staff meetings, Church Council, and other assigned Committee/Ministry Teams.
- Assist with other duties as assigned by the Minister of Music.

Working Conditions:

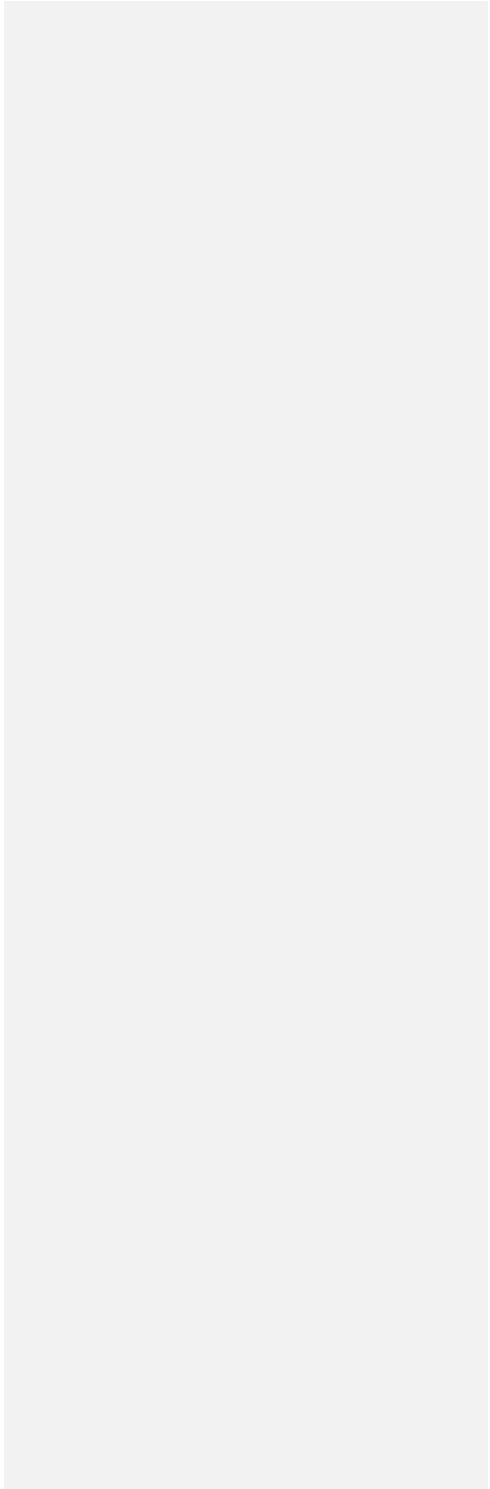
1. Ability to multi-task and work independently in a fast pace, changing environment, with frequent interruptions
2. Be available to attend conferences, seminars, and on-going training
3. Be available for all services and other special events
4. Maintain complete confidentiality in all church and personnel issues.
Must become a member of Acton Baptist Church who adheres to all church policies and procedures.

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Revised 11-03 updated 7-04, 05-08; 03-2015; [01-2019](#)

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Primary Purpose: Church Financial Assistant and Office Assistant to the Pastor



As the Financial Assistant the person will be responsible for all church finances, assist in managing day-to-day operations of the office, and assist with other special projects as assigned. The primary responsibility of a Pastoral Administrative Assistant is to provide clerical and administrative support.

Position:

Professional staff: Full time; salaried, Exempt

Direct Supervisor: Senior Pastor

Qualifications and Experience:

Born-again believer whose moral character models the Christian lifestyle;
Bachelor's Degree in Business Administration or a related field preferred, and/or 2 years of working in the business field
Working knowledge base in accounting, finances, and online banking
Proficient with Microsoft Office, internet, email applications, spreadsheets, and computer software (currently using ACS)
Excellent in critical thinking, written and oral communication skills, and attention to detail
Must successfully complete Ministry Safe training and Criminal Background Check

Major Responsibilities and Duties:

Finances:

- Lead all financial operations and payments of the church
- Ensure accuracy of financial records in ACS Financial accounting system
- Complete weekly posting of church offerings and contributions
- Review and process payroll; coordinate employee benefits
- Process all church credit card bills
- Have available monthly budget updates for all staff and committee chairpersons to assist with accurate tracking
- Work with Finance Committee in the preparation and oversight of church budget
- Provide oversight and leadership for volunteer Counting Team
- Complete other finance-related tasks as needed

Pastor's Assistant:

- Taking notes and assisting in planning and preparing for meetings and special events
- Coordinate travel arrangements and create itineraries as needed
- Answer telephone calls/emails, and schedule all appointments, both personal and calendar
- Assist the Pastor with any follow-up of tasks
- Work with various ministers and office staff as needed to complete work projects
- Perform other duties as asked by the Pastor

Working Conditions:

1. Ability to multi-task and work independently in a fast-pace, changing environment, with frequent interruptions
2. Be organized, proactive, and have good follow-through.
3. Be available on occasional weekends as required.
4. Maintain complete confidentiality is required on all Church and personnel information.
5. Must become a member of Acton Baptist Church who adheres to all church policies and procedures.

Revised 11-03 updated 7-04, 05-08; 03-2015; [01-2019](#)

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Church Ministry Assistant

Primary Purpose:

Serve as the first point of contact to visitors, assist in managing day-to-day operations of the office, support specified members of the staff, and assist with other specific ministries as assigned.

Position:

Support staff; Part-time; Hourly pay scale, Non-exempt

Direct Supervisor: Associate Pastor

Qualifications and Experience:

Born-again believer whose moral character models the Christian lifestyle;

One year of college/technical school or one year of related experience and/or training;

Proficient in verbal and written communication, word processing, excel, power-point, file maintenance, basic math, etc;

Experience and understanding of general church ministry;

Must successfully complete Ministry Safe training and Criminal Background Check

Major Responsibilities and Duties:

1. Greet and assist office visitors.
2. Manage all communications - direct calls messages, emails, social media, etc.
3. Maintain files of correspondence, membership, attendance, personnel information, and committee action.
4. Inventory and order standard office supplies and materials as required.
5. Maintain and update information for church communications. (bulletins, fliers, posters, calendars, etc.)
6. Proficient in software programs. (Microsoft Office, ACS, Adobe, etc.)
7. Support the Pastoral Staff.
 - Assist in managing program data generated from these ministries – scheduling, records, minutes, etc
 - Assist in the schedule /coordinate elements of trips/events including transportation/accommodations/support
 - Prepare and manage registration forms and payments for ministry events
 - Maintain excel databases as needed
 - Assist with the preparation and updating of weekly/monthly ministry communications, calendars, email communications, etc.
 - Manage website or Facebook announcements of events and photographs
 - Purchase/order supplies as needed and directed by immediate supervisors
 - Assist supervisors in organization and communication with volunteers
 - Assist with the management of benevolence requests
 - – Other duties as assigned

Working Conditions:

1. Ability to multi-task and work independently in a fast-pace, changing environment, with frequent interruptions
2. Be organized, proactive, and have good follow-through.
3. Be available on occasional weekends as required.
4. Maintain complete confidentiality is required on all Church and personnel information.

Acton Baptist Church

Position Description

Upwards Intern (Currently not filled)

Description: Christ-centered person, seminary or college age student who feels the call of God to work in a Christian environment in the area of Church Recreation. The Upwards Intern is in charge of the Upwards Basketball program. This includes overall vision, enlisting and training of volunteers, serving as Upward Commissioner, and working with staff for follow-up of children and their families.

Hours/Salary/Working Conditions: This position will be funded beginning September and conclude at the end of the season. The pay will be \$600 a month. The weekly schedule will be flexible with core hours to be determined by the Youth Minister. This is a part-time position and hours will vary during the week. Weekend hours will be necessary during scheduled games.

Accountability: The Intern will work with the Upwards Committee and church staff on scheduling of practices and games. The intern is directly under the supervision of the Youth Minister. Maximum flexibility and open communication will be required since the intern must divide his/her church work and possible school. An end evaluation will be conducted.

Desired Gifts and Skills: Innovative, self-motivated servant leader with a heart for reaching children and their families. Experience in organization, communication, and a love for sports is desired. Must have valid driver's license and be able to pass a criminal background check and MinistrySafe.

Acton Baptist Church
Position Description

Children and Youth Ministry Summer Intern

Description: Christ-centered seminary or college age student who feels the call of God upon their life to pursue a life in full-time ministry. The Summer Intern would assist the Youth Minister, Children's Minister and the Associate Pastor/Education in a variety of tasks and ministries from June through August.

Hours/Salary/Working Conditions: The Summer Intern will serve June through August. The pay would be for 12 weeks at \$250 per week. (\$3000 for the summer), with a mileage stipend to be considered (up to \$200 per month). The weekly schedule will be flexible with core office hours to be determined by the Associate Pastor and Youth and Children's Ministers. This is a part-time position up to 30 hours per week. Weekend hours and camp will be necessary.

Accountability: The intern is responsible to the Associate Pastor/Education in conjunction with direction from the Youth and Children's Ministers. Maximum flexibility and open communication will be required since the intern must divide his/her time between youth and children. An end evaluation will be conducted.

Desired Gifts and Skills: We are looking for innovative, self-motivated servant leaders with a heart for reaching and discipling children and youth. Experience with Vacation Bible School, Sunday School, fellowship, and discipleship activities for both children and youth are desired. Must have valid driver's license and be able to pass a criminal background check and MinistrySafe.

Duties: Where possible, duties will be in line with personal gifts, as determined by the applicant, the Youth Minister, Children's Minister, and Associate Pastor. Likely tasks, activities, and areas of ministry will include:

- Help lead and/or assist in Youth or Children's Sunday morning and evening bible studies
- Help lead and/or assist in Youth or Children's Wednesday evening bible studies
- Attend Youth or Children's Camp and Mission Trip as needed
- Work with Youth Praise Band
- Help with summer fellowship activities for all church family
- Help with Healthy Kids feeding program
- Develop and foster relationships with children, youth, and their families
- Help Youth and Children Minister with various planned summer activities (lake days, Parent's Night Out, swimming, outreach ministries, etc.)
- Be available for meetings with Youth and/or Children's Minister
- Be available for other ministry opportunities that may arise

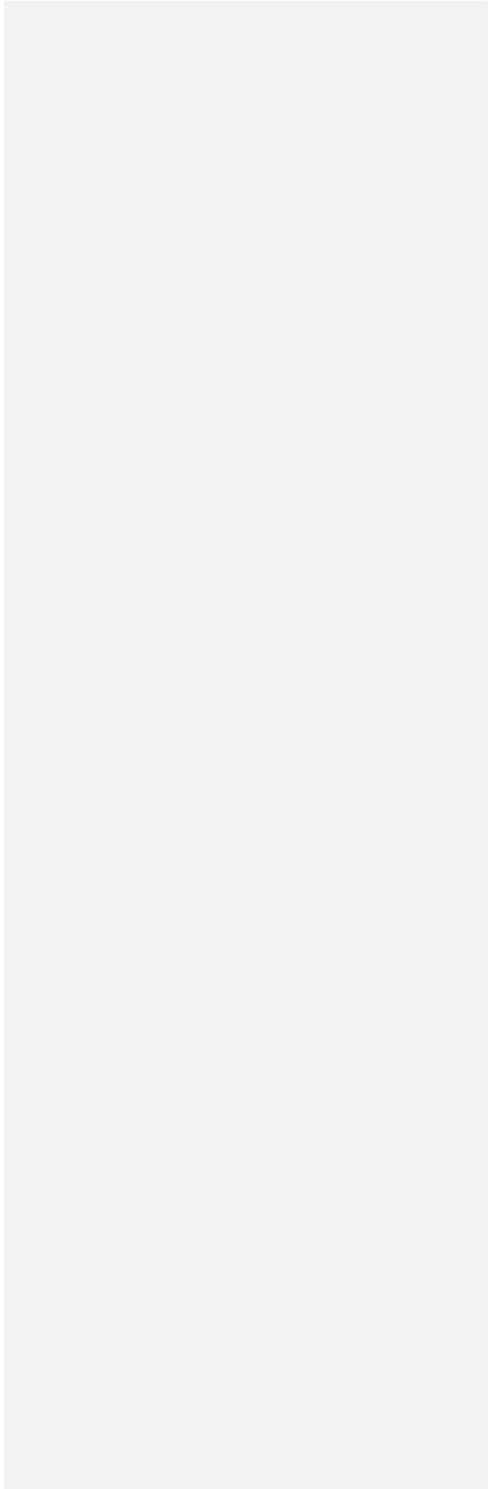
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Function: The Organist is responsible to the Minister of Music for providing music on the organ, acting as substitute pianist when the regular pianist is absent and assisting the Minister of Music in the music ministry.



Responsibilities:

1. Play for all services of the Church, both regular and special.
2. Serve as accompanist for choirs, ensembles, and soloist in regular and special rehearsals and performances, as assigned by the Minister of Music. Act as substitute pianist when the regular pianist is absent, as requested by the Minister of Music.
3. Play for weddings and funerals, when available.
4. Assist in planning worship services, choir rehearsals, and special music events. Perform other related responsibilities as assigned by the Minister of Music.
5. Maintain a regular schedule of organ practice and study.
6. When absence from regular Church services is anticipated, report intended absence to the Minister of Music.

Working Conditions:

1. Monthly salary based on service at regular Church worship, choir rehearsals, and special events.
2. Must be a member of Acton Baptist Church.

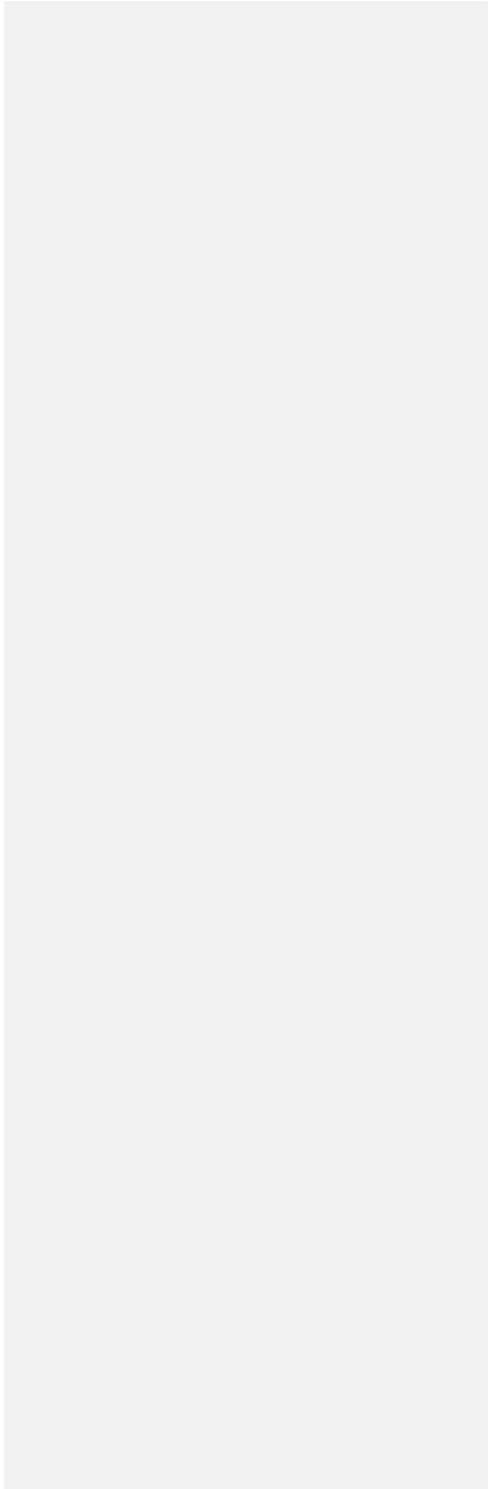
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Function: The Pianist is responsible to the Minister of Music for providing music on the piano and assisting the Minister of Music in the music ministry.



Responsibilities:

1. Play for all services of the Church, both regular and special.
2. Serve as accompanist for choirs, ensembles, and soloist in regular and special rehearsals and performances, as assigned by the Minister of Music.
3. Play for weddings and funerals, when available.
4. Assist in planning worship services, choir rehearsals, and special music events. Perform other related responsibilities as assigned by the Minister of Music.
5. Maintain a regular schedule of piano practice and study.
6. When absence from regular Church services is anticipated, report intended absence to the Minister of Music.

Working Conditions:

1. Monthly salary based on service at regular Church worship, choir rehearsals, and special music events.
2. Must be a member of Acton Baptist Church.

Acton Baptist Church
Position Descriptions
06-97

CUSTODIAN

Function: The Custodian is responsible to the Pastor or Designee for maintaining clean buildings and grounds, making minor repairs.

Responsibilities:

1. Sweep, mop, buff, clean and wax floors; dust furniture and equipment; wash walls and windows and vacuum carpets; as scheduled.
2. Maintain clean rest rooms; replenish tissue and towels; empty trashcans.
3. Request cleaning and maintenance supplies and equipment as needed.
4. Move furniture, set up tables and chairs for suppers, banquets, and other similar occasions; set up assembly and classroom areas for regular activities.
5. Inform Building Superintendent of electrical, plumbing and equipment repair need.
6. Prepare Church facilities before and immediately after all regular and special services and Church related activities.. Make certain that lights, coffee pots and other equipment are turned off. Set thermostats at appropriate temperatures and perform other duties as assigned by the Business Administrator.

Working Conditions:

1. Compensated on an hourly basis. Normally requires thirty hours per week.
2. Works without direct supervision and must document time worked and duties performed.
3. Some weekends are required.
4. Moderate to heavy physical activity is required.
5. A background security check may be required.

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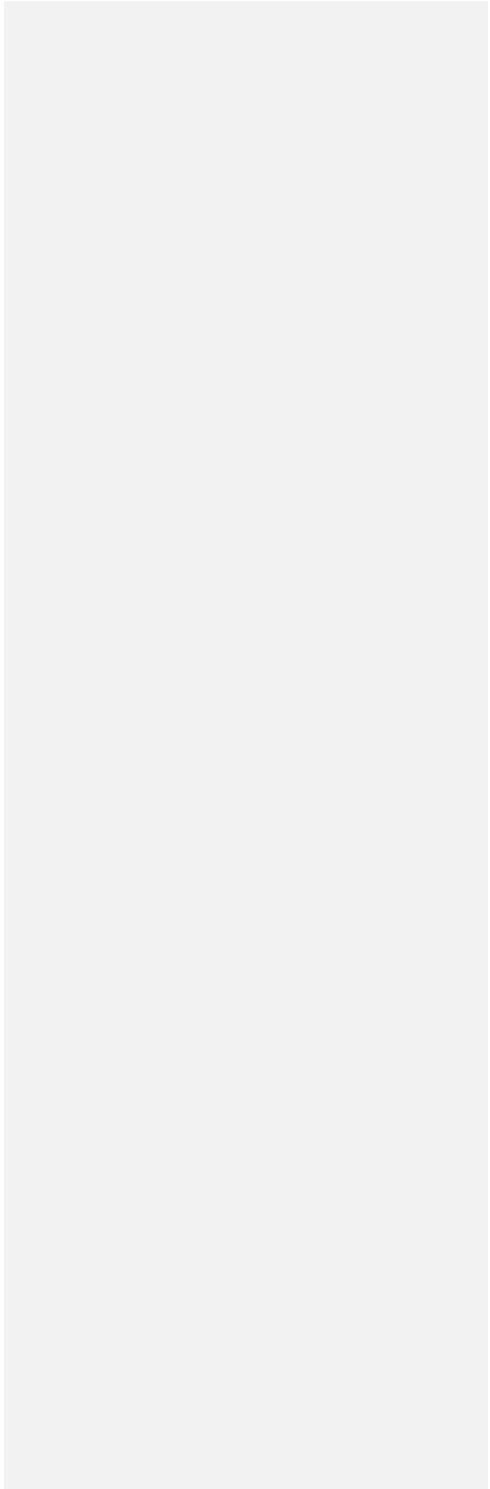
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FACILITIES MAINTENANCE SUPERINTENDENT

Function: The Grounds/Facilities is responsible to the Pastor or designee for the maintenance of the clean grounds and making minor repairs.

Responsibilities:



1. Check with Secretary and Custodian for special assignments, which may have been requested by Church members (lights out, plumbing needs, broken furniture, etc.)
2. Replace all light bulbs as needed-- inside and outside (except those maintained by Johnson County Electric).
3. Maintain heating and air-conditioning units, change filters and makes repairs when necessary in compliance with all laws. Keep all plumbing working properly.
4. Oversee the borrowing of tables and chairs for use away from Church facilities.
5. Purchase supplies and equipment as necessary in keeping with constitutional guidelines.
6. Serve as ex-officio member of the Property Maintenance and Planning Committee and perform other duties as requested by the Business Administrator.

Working Conditions:

1. Monthly salary based on minimum time required each week.
2. Some weekend's work is necessary.
3. Moderate physical activity is required.
4. Works without direct supervision.
5. Previous experience in Plumbing and/or Electrical and/or HVC is required.

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FOOD SERVICE SPECIALIST

Function: The Food Service Specialist is responsible to the Pastor or Designee for operation of the Acton Baptist Kitchen to meet the overall food service requirements of the Church.

Responsibilities:

1. Following established menus, secure and provide for the storage of adequate supplies to meet the anticipated demands of the church's food needs.
2. Lead in the preparation of all food according to standardized recipes.
3. Coordinate and assist volunteers, as necessary, in the actual serving of meals to ensure the timely delivery of

all food.

4. Follow established policy in handling the storage and/or disposal of leftover food.
5. Assist in the clean up and proper storage of all utensils and equipment to ensure that the Kitchen is maintained in a clean and orderly manner at all times.
6. Follow the established policy of the church regarding the kitchen activities and work with the Business Administrator and Kitchen Committee to change the policy as required.

Working Conditions:

1. Compensated on an hourly basis when utilized. Hours may vary based on activity each week. Weekend hours may be required from time to time.
2. Must be able to perform duties without direct supervision.
3. Moderate to heavy physical activity is required including bending, stooping, reaching and lifting.
4. Must utilize an assortment of kitchen equipment and work with variable temperatures and noise levels.
5. Must be able to read and comprehend instructions and communicate to others clearly.
6. Previous food service experience is preferred but not required.

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WEEKDAY EARLY EDUCATION (WEE) DIRECTOR

Function: The WEE Director is responsible to the Senior Pastor or designee for the supervision of the Church's Weekday Early Education program. This involves oversight of personnel, budget, material and program aspects of this ministry.

Responsibilities:

1. Supervise the WEE staff:
 - a. Interview and recommend to the Personnel Committee potential WEE staff.
 - b. Maintain records on each WEE staff member reflecting attendance, pay, and health requirements.
 - c. Make frequent visits to classrooms to observe teaching methods and techniques, as well as checking for cleanliness and safety. Enlist substitute teachers as needed.
 - d. Conduct staff meetings for planning and evaluating the program.
2. Work closely with other Church program leaders to coordinate the effective use of equipment and space. Keep the Church Administrator and Building Superintendent informed on building and playground needs.

Make sure facilities are left clean and orderly at the end of each day.

3. Maintain records on each child reflecting attendance, charges, and payments. Meet with child's parents/guardians as needed.
 4. Maintain state standards in order to retain state license.
 5. Plan the Weekday Early Education budget in conjunction with the Minister of Education and the Weekday Early Education Committee. Administer the approved budget. Meet with the Weekday Early Educational Committee and Minister of Education as required for operational reviews.
 6. Attend professional conferences and workshops.
- Working Conditions:
1. Monthly salary based on normal five-day workweek.
 2. Lifting of children of moderate weight is required.
 3. Some overnight travel may be required.
 4. Utilization of computer data and record keeping is required.
 5. Should be a member of Acton Baptist Church.
 6. A security background check is required

CHILD CARE COORDINATOR (Not currently filled)

Function: The Child Care Coordinator is responsible to the Minister of Children for the supervision of child* care workers and for the safety and security of the children entrusted to their care.

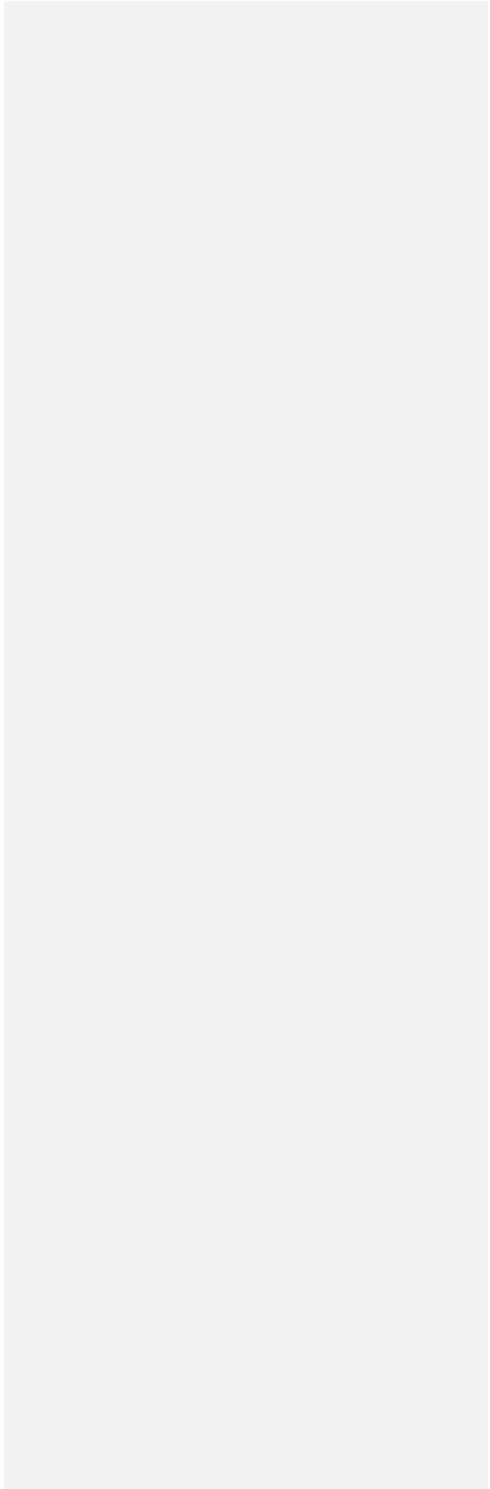
Responsibilities:

1. Read, understand, and follow policies that apply to childcare situations.
2. Insure paid childcare workers have read and understand any policy documents that pertain to their area of work.
3. Be aware of the state of cleanliness in areas used for childcare. Guide childcare workers to maintain a clean and safe environment in the nursery area.
4. Schedule childcare workers when requested for Church functions. Communicate and coordinate scheduling and staffing with the Nursery Coordinator.
5. Approve videotapes, movies, music, and books before they are used in childcare situations.

*Child is defined as school-age children from first grade through sixth grade

Working Conditions:

1. Compensated on hourly basis when utilized. Hours vary week to week.
2. Lifting of children of moderate weight is required.
3. A security background check is required.



4. Must be a member of Acton Baptist Church.

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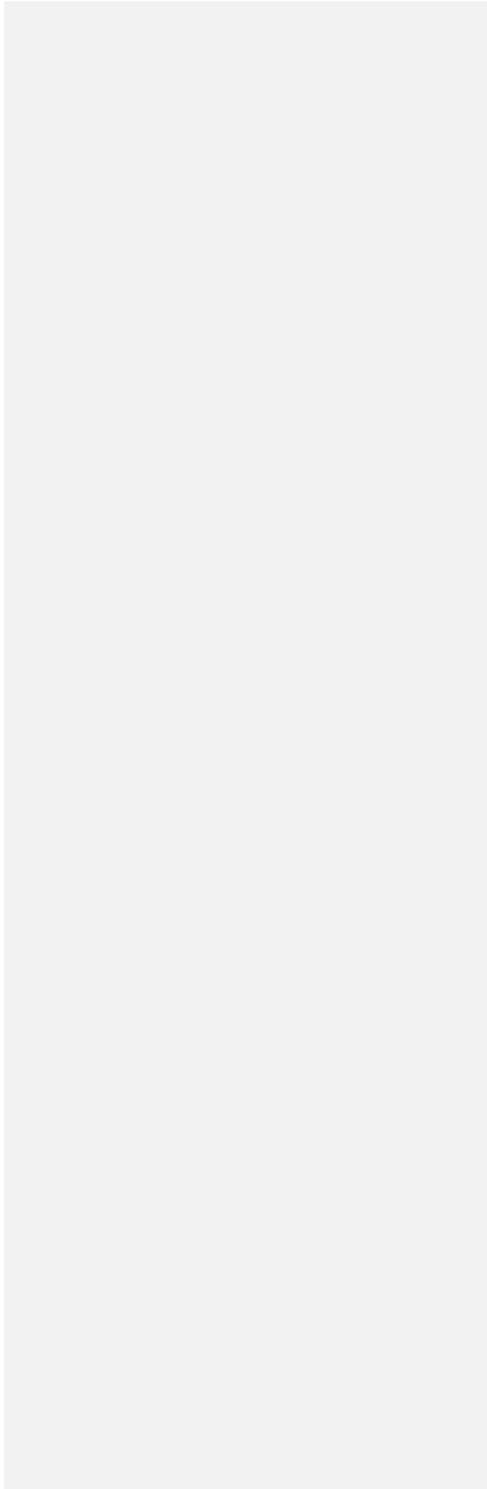
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CHILD CARE WORKER (PAID) Not currently filled

Function: Childcare Workers (Paid) are directly responsible to the Child Care Coordinator for the proper care of children from First grade through Sixth grade as assigned.

Responsibilities:

1. Insure the care and safety of all children entrusted to the Church.
2. Maintain a clean and safe environment in the area used for childcare.
3. Read, understand, and follow policies that relate to childcare situations.



4. Clear with the Child Care Coordinator all videotapes, movies, books, and music brought in from outside the Church before using in a childcare situation.

Working Conditions:

1. Compensated on an hourly basis when utilized. Hours vary week to week.
2. Lifting of children of moderate weight is required.
3. A security background check is required.

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Function: The Nursery Coordinator is responsible to the Minister of Children for the supervision of paid nursery workers and for the safety and security of the preschoolers* entrusted to their care.

Responsibilities:

1. Read and understand existing preschool policies. Follow the policies that apply to the nursery area. Insure paid nursery workers have read and understand any policy documents that pertain to the nursery area.
2. Be aware of the state of cleanliness in the nursery area. Guide paid nursery workers to maintain a clean and safe environment in the nursery area.
3. Schedule paid nursery workers when requested for Church functions. Communicate and coordinate scheduling and staffing with the Child Care Coordinator.
4. Approve videotapes, movies, music, and books before they are used with preschoolers.
5. During normal preschool program hours (i.e., Sunday School, Extended Session, Mission Friends, Preschool Choir, etc.), respond to requests made by the program director.

*Preschooler is defined as a child from birth through age five.

Working Conditions:

1. Compensated on hourly basis when utilized. Hours vary week to week.
2. Lifting of children of moderate weight is required.
3. A security background check is required.
4. Must be a member of Acton Baptist Church.

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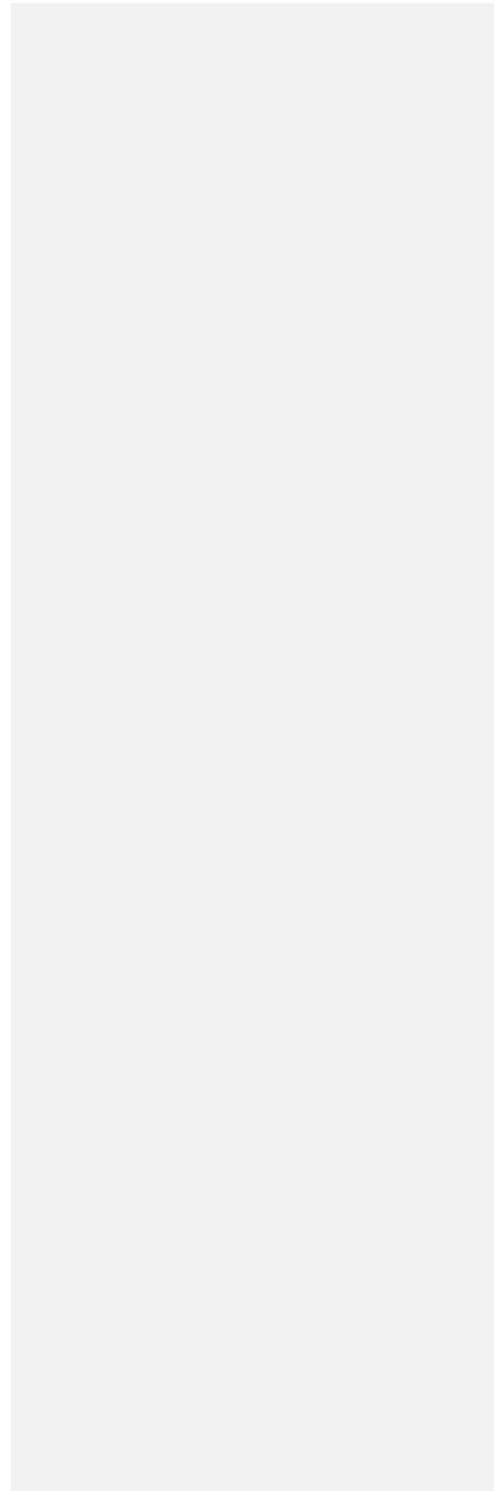
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NURSERY WORKER (PAID)

Function: Nursery Workers (Paid) are directly responsible to the Nursery Coordinator for the proper care of preschoolers from birth through age five as assigned.

Responsibilities:

1. Insure the care and safety of all children entrusted to the nursery.
2. Maintain a clean and safe environment in the nursery area.
3. Read and understand existing preschool policies. Follow the policies that apply to the nursery area.



4. During normal preschool program hours (i.e., Sunday School, Extended Session, Mission Friends, Preschool Choir, etc.), respond to requests made by the program director.

Working Conditions:

1. Compensated on hourly basis when utilized. Hours vary week to week.
2. Lifting of children of moderate weight is required.
3. A security background check is required.

ACTON BAPTIST CHURCH EMPLOYEE PERFORMANCE SUMMARY

EMPLOYEE NAME:

SUMMARY DATE:

JOB TITLE:

PERIOD OF SUMMARY: TO

PERFORMANCE DEFINITIONS:

OUTSTANDING- Performance during the period exceeded requirements in all essential area of assigned job duties and employee made significant contribution to the Church's success.

COMMENDABLE: Performance during the period exceeded the requirements in most areas of the assigned job duties.

COMPETENT: Performance during the period has been completely satisfactory and acceptable in every way for the assigned job duties.

NEEDS IMPROVEMENT: Performance during the period has been less than acceptable in some areas of the assigned job duties. Immediate improvement will be required to avoid further action.

UNSATISFACTORY: Performance during the period has not met the requirements in several areas for the assigned job duties. Immediate probation is required and termination is possible.

OVERALL PERFORMANCE RATING:

CATEGORY	SCORE
Outstanding	9.0-10.0
Commendable	7.5-8.9
Competent	6.0-7.4
Needs Improvement	4.0-5.9
Unsatisfactory	Below 4.0

*NOTE: The employee must score a minimum of 6.0 to be considered for a pay increase.
*Will not be implemented prior to 1999 Salary Administration process.

SECTION A-----NUMERICAL AVERAGE _
SECTION B-----NUMERICAL AVERAGE _

TOTAL POINTS (A+B) = OVERALL PERFORMANCE RATING

SECTION A

JOB DUTIES AND RESPONSIBILITIES

ASSIGNED JOB DUTIES

RATING (CIRCLE ONE)

<u>1.</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>2.</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>3.</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>4.</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>5.</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>6.</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>

Total number of points divided by number of job duties= Section A avg

**ADDITIONAL SUPERVISOR
COMMENTS:**

—

SECTION B PERSONAL FACTORS

PERSONAL FACTORS

RATING (CIRCLE ONE)

<u>1. Communicates in an effective manner</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>2. Plans and organizes effectively</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>3. Demonstrates ability to work effectively with others</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>4. Complies with Church policies and practices</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>5. Attendance and punctuality</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>

Total number of points divided by personal factors =Section B avg.

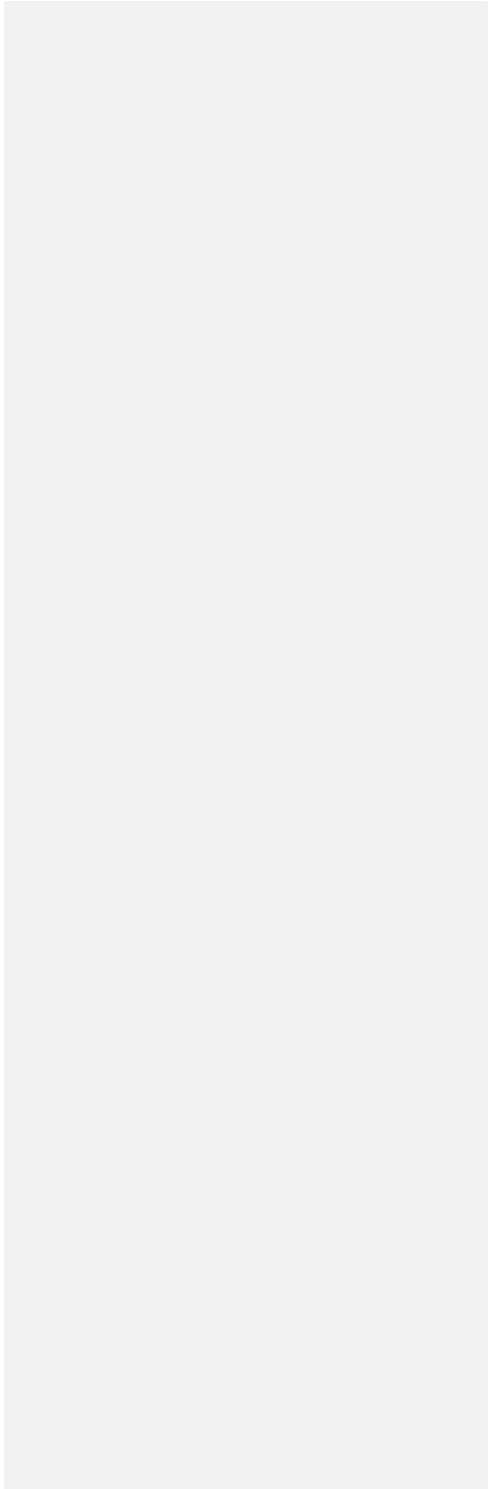
**ADDITIONAL SUPERVISOR
COMMENTS:**

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**SECTION C GOALS
AND OBJECTIVES**

List/evaluate goals from last appraisal. List goals to be accomplished during next period.

**SECTION D
EMPLOYEE COMMENTS/ACKNOWLEDGMENT**



I have read and understand my Performance Summary. I have had the opportunity to discuss my Performance Summary with my Supervisor and have completed any comments I felt were appropriate.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

Employee Statement of Acknowledgment

This is to acknowledge that I have received a copy of Acton Baptist Church's Personnel Policy Handbook. I understand that it provides guidelines and summary information about its personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, and understand, become familiar with, and comply with the standards that have been established. I further understand that Acton Baptist Church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both, Acton Baptist Church and I, have the right to terminate the employment relationship at any time with or without cause, in compliance with the Personnel Policy Handbook, and that this employment relationship will remain in effect throughout my employment with Acton Baptist Church unless it is specifically modified by an express written agreement signed by me and the Personnel Committee Chair.

I further acknowledge that this employment relationship may not be modified by any oral or implied agreement.

Employee's Name (Please Print)

Employee's Signature

Date

Witness

Employee Name: _____ Summary Date: _____
Job Title: _____ Period of Summary: _____ to _____

I. PERFORMANCE OF JOB DUTIES AND RESPONSIBILITIES:
PERSONAL MISSION STATEMENT

AREAS OF GIFTEDNESS

AREAS OF NEED

II. PERSONAL FACTORS

(Include: communication; planning and organizing; working effectively with other employees; compliance with Church policy and practices; attendance and punctuality)

III. ADDITIONAL SUPERVISOR COMMENTS

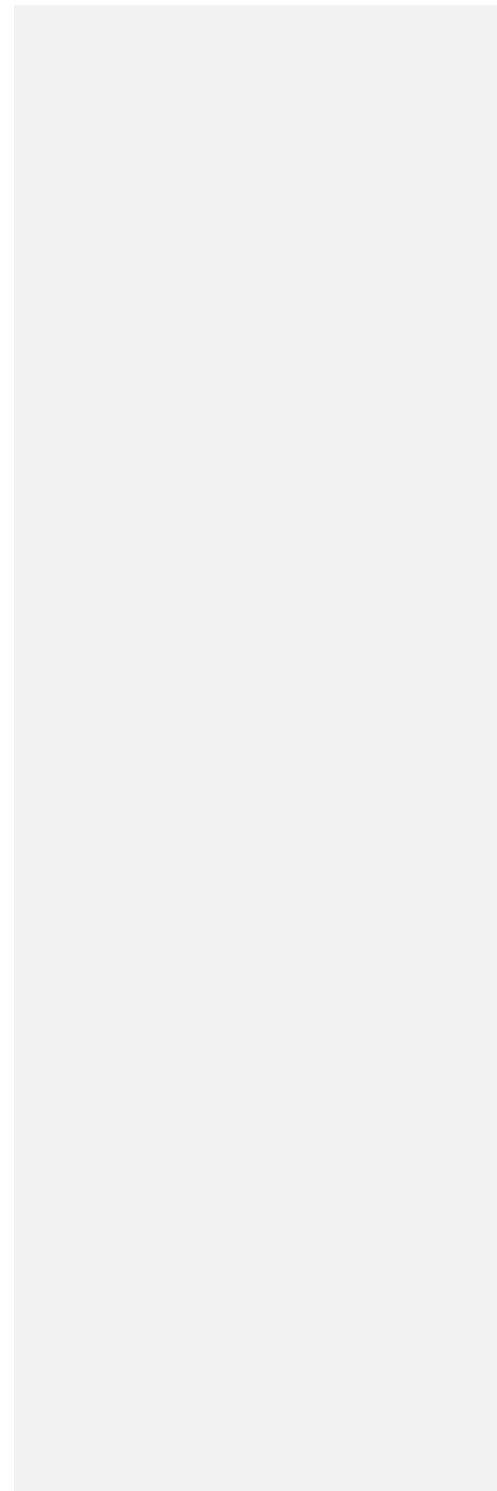
IV. ACTION PLANS

List/evaluate goals from last appraisal:

List goals to be accomplished during next period:

V. EMPLOYEE COMMENTS/ACKNOWLEDGEMENT

I have read and understand my Performance Summary. I have had the opportunity to discuss my Performance Summary with my Supervisor and have completed any comments I felt were appropriate.



Revised 11-03 updated 7-04, 05-08; 03-2015; 01-2019

EMPLOYEE SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

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Employee Signature

Date

Employee Name (Please Print)

Witness

