

# **ACTON BAPTIST CHURCH**

## **PERSONNEL POLICIES AND PROCEDURES MANUAL**

12-1997, 10-2000, 11-2003, 12-2006, 1-2008, 03-2015, 11-2016  
01-2019, 2-2022

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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.

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 Professional and 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**

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 DURNING 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.

### **Wee Staff**

Salaried and Part-time employees of the Weekday Early Education (WEE School are subject to the Constitution, By-Laws, Personnel Manuel, and WEE School Policy Manuel.

## **Office Procedures**

### **Space Allocation**

The Pastor shall assign office space to staff personnel. Careful consideration will be given to workflow, 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 Business Administrator 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 Business Administrator and 4) the Personnel Committee.

Personnel Files shall contain the following documents:

- I9
- 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
- Employee Search Consent 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 Business Administrator 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 Personnel 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

- 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 (By 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, and Chairman of the Finance 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.

## **Exempt Employee**

Exempt positions are excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers. Employers must pay a salary rather than an hourly wage for a position for it to be exempt. Typically, only executive, supervisory, and professional are exempt positions.

## **Nonexempt Employee**

Employees who fall within this category must be paid at least the federal minimum wage for each hour worked and given overtime pay of not less than one-and-a-half times their hourly rate for any hours worked beyond 40 each week. Time sheets are required to keep accurate time records for all non-exempt employees. Any overtime worked will be approved by the employee's supervisor and prior to the overtime being worked

### **Severance Pay**

Severance pay may be offered to exempt employees after 5 years of service. Severance shall have the value of one week's pay at the last pay rate. Severance will be capped at 8 week's pay.

All taxes and deductions shall be taken from severance pay as any other pay period.

Separation from employment due to Dissolution of position or lay-off will make exempt employee eligible for severance pay. The Personnel Committee shall be the one that determines who is awarded severance and the amount.

### **Overtime Pay**

**Is for 40 hour a week non-exempt employees calculated at 1 ½ times of regular rate of pay.**

**Over-time should be pre-approved by their supervisor as overtime.**

### **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 monthly Church Ministry Update.

## **EMPLOYEE BENEFITS**

### **Relocation Expense**

Ministerial Staff:

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 Business Administrator 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 Associate Pastor of Discipleship 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 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.
- 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 paycheck 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

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, at earliest date possible, 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.

All approved time away will be posted to the master calendar each year. The immediate supervisor will manage the master calendar to ensure 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 Senior Pastor'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 10 years of service at ABC up to 4 weeks may be requested.

After mutual consideration of the minister and the Personnel Committee, a request for extended leave (Sabbatical) will be presented to the Church Ministry Update 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. Employees are to use the job title listed for each position within this document in all circumstances. If a change is needed the staff member and their supervisor may submit in writing to the Personnel Committee for discussion and approval.

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 based on 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.

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 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.

**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 accessories that are appropriate for the work environment and the position are expected. Employees should appear clean and always groomed 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 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.

## **COMPLETE COMPUTER SYSTEM GUIDELINES AND PROHIBITIONS (Cont.)**

- Requests for new hardware or software should be made in writing to the Media, Design & Communications Director to be coordinated with Business Administrator.
- Requests for any maintenance to any portion of the Complete Computer System should be forwarded to the Media Design and Communication.
- 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 Director.
- 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 to be shared with the Safety & Security Team.

## **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 email must be treated as any traditional method of correspondence and should be reviewed for spelling and grammar to properly reflect the professional standards of the Church.
- Never send electronic mail anonymously or under an alias.

## **ELECTRONIC MAIL USE GUIDELINES AND PROHIBITIONS (Con't.)**

- 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.
- 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 through a written request and reported to the church at a CMU.

#### Support Staff

Outside employment is acceptable if the employee can 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 an all Staff Appreciation Day annually in April.

### **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. All employees can contribute through a formal salary reduction/adjustment 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 the responsibility of the employee. Information available through the Business Administrator.

### **Separation from Employment**

The Church requests employees who elect to resign to give the Church at least 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.

## 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  
**Senior Pastor**  
02-18-13, Rev 5-00, 2-22  
Full Time, Exempt

**Functions:** The pastor is accountable to God, the Personnel Committee, and members of ABC for the following:

1. Praying for the body at ABC
2. Proclaiming the Gospel of Jesus Christ to ABC in the power of the Holy Spirit. Preach in the power of the Holy Spirit, energized, committed to the Spirit, assuring the people that when they come to church they will be hearing the Word of God.
3. Present yourself as a pattern or an example of Biblical character, being a leader and shepherd in honoring and glorifying God, and leading believers as a servant.

**Job Responsibilities:**

1. Plan, lead and conduct all worship services, including the preparation and delivery of biblically based sermons.
2. Lead and conduct the administration of the sacred ordinances (baptism and Lord's Supper).
3. Lead by example in out-reach and in-reach ministries including witnessing and visitation (current members and prospects).
4. Lead by example and participate in the pastoral care of members and non-members of ABC. Coordinate ministry to, guidance for, and direction of the congregation with the deacons and church organizations (e.g., phone calls, cards, to members who are critically ill or have lost loved ones).
5. Meet with and communicate with the deacons in an effective manner to instill communications as needed.
6. Meet with the Pastor Advisory Team (PAT) composed of 3 Trustees and 4 Deacons monthly or no less than quarterly.
7. Equip the church members for ministry.
8. In coordination with the Leadership Team provide leadership and vision for the overall direction of the congregation. Chair the Leadership Team activities.
9. Perform funerals and weddings as requested and available.
10. Lead the church Ministerial Staff and give direction and guidance to those who lead and serve the congregation at ABC and the community to which ABC serves and ministers.
11. 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.
12. Supervise and provide administrative leadership to the ABC support staff.
13. Responsible for all outreach and evangelism in every ministry area of ABC

**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 or widowed
5. Maintain complete confidentiality about church and personnel matters. Failure to maintain complete confidentiality will result in disciplinary action up to and including dismissal (refer to Policies and Procedures-Employ Conduct)
6. A born-again believer whose moral character models a biblical lifestyle.
7. Experience in a multi-staff church.



Acton Baptist Church  
Position Description  
**MINISTER OF MUSIC**  
11-17-96, Rev 8-97, 4-00, 6-21,2-22  
Full-time Exempt

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 aid 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, establishing and maintaining a music library and necessary material and equipment. Must be present at all worship services.
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. Oversees the Director of Media and Communications and the Modern Worship Director.
8. Assist Senior Pastor with pastoral care (primarily visiting/planning) for hospitals, rehab centers, and funerals.
9. Liaison to the Finance Committee.

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 of office equipment may be required to perform the work.
5. Complete confidentiality is required on all church and Personnel issues. Failure to do so will result in disciplinary action up to and including dismissal (Reference Policies-Employee Conduct).
6. Must have a criminal history check and complete the Ministry Safe Training.
7. Must be a member of Acton Baptist Church. A Born-again believer who models a Biblical Christian lifestyle.

Acton Baptist Church  
Position Description  
**ASSOCIATE PASTOR OF DISCIPLESHIP**  
8-2014, 6-21, 2-22  
Full-time Exempt

**Responsible to: Senior Pastor**

**Qualifications:**

1. Testimony of salvation and the call of God
2. Ordination by a Southern Baptist Church
3. Minimum of a master's degree from an accredited Baptist seminary related to the SBC
4. Live a Biblical Christian lifestyle.

**Ministry:**

1. Oversee, organize, and equip Sunday School and Discipleship classes by:
  - Oversee and Designate Curriculum
  - Provide quarterly leader training.
  - Adding new SS and Discipleship classes
2. Oversee First Impressions and Assimilation ministries, i.e. connection class, ministry involvement.
3. Work with the Pastor to keep Discipleship goals in line with the overall Church Direction.
4. Oversee and implement Leadership Training in all areas of Discipleship areas.
5. Evaluate annually support of mission partnerships and make recommendations to the MAC. Staff representative to the MAC.
6. Lead and resource all ABC discipleship efforts including Wednesday night discipleship training, D-Groups, Precepts, etc.
7. Complete confidentiality is required on all church and personnel issues. Failure to do so will result in disciplinary action up to and including dismissal (Reference Policies-Employee Conduct)
8. Pulpit Supply at Pastor's request.
9. Other tasks as assigned by the Senior Pastor.

**Pastoral Care:**

1. Assist Senior Pastor with Pastoral Care to ensure that no one in need "slip through the cracks." Hospital Visits, Meals, funerals, etc. It is preferred that our Sunday Schools and small groups will be trained and are trained to provide much of the care. Checking with the teachers will be expected so that no one slips through the cracks.
2. Work with the Team:  
Administration – Overseeing the Summer Interims along with the Youth and Children's Ministers.
3. Work with the rest of the Acton Baptist Staff by whatever means necessary to accomplish our overall mission for the Kingdom of God.

**Working Conditions:**

1. Utilization of computer data and operation of various types of office equipment may be required to perform the work.
2. Complete confidentiality is required on all church and Personnel issues. Failure to do so will result in disciplinary action up to and including dismissal (Reference Policies-Employee Conduct).
3. Must have a criminal history check and complete the Ministry Safe Training.
4. Must be a member of Acton Baptist Church. A Born-again believer who models a Biblical Christian lifestyle

Acton Baptist Church  
Position Description  
**YOUTH PASTOR**  
11-96, 4-00, 12-06, 05-08, 5-21,2-22  
Full-time Exempt

Function: The Minister of Youth is solely responsible to the Senior Pastor for developing and administering a comprehensive education program for youth (grades 6-12.)

Responsibilities:

1. Provide direction and leadership for the youth education program of the church by coordinating and promoting Bible study, discipleship training, mission's 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 Pastor of Discipleship.
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 6-12 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 6-12 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 Liaison for church committees as assigned by the Pastor.
18. Cooperate with association and state leaders in promoting activities of mutual interest.  
Perform other duties as assigned by Pastor.

Requirements: Knowledge, Skills, Abilities

A born-again believer whose moral character models a biblical lifestyle for the youth, their parents, and their families.

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 issues. Failure to do so will result in disciplinary action up to and including dismissal (Reference Policies-Employee Conduct).
6. Must be a member of Acton Baptist Church.
7. Requires passing criminal, financial, and sexual misconduct background checks.

Acton Baptist Church  
Position Description  
**CHILDREN'S PASTOR**  
8-2014, 2-22  
Full-time, Exempt

**Principal Objective:** The Children's Pastor is responsible for the development and promotion of a comprehensive process of discipleship for children, birth through fifth grade, through the efforts of the Church and the equipping of parents.

**Working Relationship:**

The children's minister 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. The CP should be a born-again Christian living a Biblical lifestyle.

**Responsibilities:**

**Intentional Discipleship:**

1. 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. (Every event or program has an intentional purpose at its core).
2. 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.
3. The discipleship program should include Family Ministry as a vital part of the discipleship goals.
4. The CP should keep up to date on methodologies and materials in Children's ministry in a constant effort to reach and disciple children more effectively.
5. The CP should provide direction about curriculum and discipleship efforts in the Preschool and Nursery Ministries.

**Equipping of Parents:**

The CP 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 CP will be expected to 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 CP should foster a SAFE and FUN learning environment for kids that is dynamic and worshipful in the child's context.

The CP is responsible for the outreach activities to draw new families with children birth-fifth grade. May include VBS, Backyard Bible Clubs, Camps, Good News Club, and Invitation Events.

**Administration:**

1. The CP will Prepare and administer the childhood education budget and oversee the Preschool and Nursery budgets.
2. The CP will comply with all established Church policies and procedures.
3. The CP will serve as staff advisor for Church ministry teams as assigned by the Pastor.
4. The CP will coordinate with the WEE School director and Committee as required for operational review.
5. The CP will coordinate with the WEE School Director and Committee regarding shared space and budget preparation.
6. Complete confidentiality is required on all church and personnel issues. Failure to do so will result in disciplinary action up to and including dismissal (Reference Policies-Employee Conduct)
7. The CP will prepare the annual evaluation for the WEE Director, Nursery Coordinator, Preschool Coordinator.

Acton Baptist Church  
Position Description  
**Preschool Ministry Coordinator**  
5-08, 2-22  
Part-Time, Non Exempt

**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 15 hours a week.

**Education:** Preferred 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 Biblical lifestyle for children, their parents, and their families.
2. Possess a basic understanding of age-level characteristics, child development and teaching/learning theory.
3. Able to communicate effectively. This position works closely with other ministerial staff, preschoolers, their parents, teachers, workers, and church members at large.
4. Aware of multiple resources that will facilitate the improvement and effectiveness of current preschool ministries and the development of new preschool ministries.
5. Requires passing criminal, financial, and sexual misconduct background checks.
6. Must complete Ministry Safe training.
7. Must be a member of Acton Baptist Church.

**Specific Duties:**

1. Coordinate the preschool educational program in Preschool Worship, Sunday School/ Bible Study, Discipleship Training, Mission Education, Vacation Bible School, and weekday activities. Help enlist and train those volunteers.
2. Oversee the Preschool Wednesday Night Program, "Cubbies"/AWANA. Coordinate and schedule volunteers.
3. Coordinate Preschool Vacation Bible School with the Preschool VBS Director.
4. Communicate with the Children's Pastor about needs in enlistment, leadership training and development for the various organizations in the preschool area.
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. Assist the Children' Pastor in coordinating the use of facilities, equipment (including check in station) and supplies between regular church activities.
7. Prepare and administer the preschool budget with the children's minister. Purchase and make available necessary supplies.
8. Coordinate with the Children's Pastor to visit/contact preschoolers who are sick or hospitalized. Coordinate with the children's minister, Adult SS of parents of children or new babies to provide meals if needed.
9. Assist in planning and coordination of parent/baby dedication services with the Children's Pastor and Nursery Coordinator.
10. Keep up to date on the latest materials and methods in preschool and children's work.
11. Perform other duties as assigned by the Children's Pastor.
12. Learn ABC Connect and coordinate rosters with office staff to provide accurate attendance/membership.
13. Maintain complete confidentiality about church and personnel matters. Failure to maintain complete confidentiality will result in disciplinary action up to and including dismissal (refer to Policies and Procedures-Employ Conduct)

**Direct Supervision:**

The Preschool Ministry Coordinator will be under the direct supervision of the Children's Pastor.

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 Communications Director**  
3-15, 1-19,6-21, 2-22  
Full-time, Exempt

**Primary Purpose:**

Develop and oversee all media, audio/visual technology for Acton Baptist Church. Be responsible for the internal audio and media usage, networking & website, information technology and securities coordination. Aid in the ministries of the Church according to Spiritual giftedness.

**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 Biblical 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 AV Team volunteer staff for the operation of equipment as needed for all services, funerals, weddings, and other special events.
- Develop, maintain, and update the church's website and mobile Apps weekly. (Preferably on Mondays)
- 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. Keep an accurate inventory for insurance purposes.
- Cooperate with Director of Security, Building Superintendent, Business Administrator and church ministry assistant in maintenance and operation of church security system.
- Produce, edit, and distribute all digital video (i.e., Announcements, testimonies, baptism, promo, etc.)
- Develop and implement social media marketing strategies that align with the mission and vision of Acton Baptist.
- Support ministries by developing, creating, and implementing digital content for video platforms like You Tube, Facebook, Instagram that help the congregation stay engaged with ministry of Acton Baptist.
- Serve as consultant for as well as manage and maintain stage equipment for the all worship services.
- Produce, direct, and oversee Sunday morning livestream with excellence.
- Prepare all media (presentation slides, video, lyrics, graphics) for Sunday morning services.
- Work with the Senior Pastor, Minister of Music, and Worship Team Director to support and implement weekly Worship plans.

**Office Communications:**

- Work with the ministry staff and office staff in planning, design, and promotion of church, special events, and other support graphics for communication needs for website, media sources, video announcements, bulletin, blogs, and other communications in a timely way to encourage each ministry. Meet deadlines so staff and minister may publish information when needed.
- Maintain and oversee computers and networking system at any time troubleshooting needs arise.
- Attend regular meetings: Staff meetings, and other assigned Committee/Ministry Teams.
- Serve as an ex-officio member of the Worship Advisory Council.
- Assist with other duties as assigned by the Minister of Music and Senior Pastor.

**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. Failure to keep confidentiality will result in disciplinary action up to and including dismissal. (Reference Policies—Employee Conduct)
5. Must become a member of Acton Baptist Church who adheres to all church policies and procedures.

Acton Baptist Church  
Position Description  
**Church Business Administrator/ Pastor Assistant**  
Proposed 5-2, 2-22  
Full-time, Exempt

**Position Overview:**

The Business Administrator assumes the responsibilities as the primary contact point for all business-related issues at Acton Baptist Church (ABC). This position has the overall responsibility for the coordination between non-pastoral church office staff and Church Departments and Committees; the facilities operations including custodial support and insurance issues; the accounting and financial business operations; and computers and technology issues. As well as assisting the Senior Pastor in communication, church scheduling, and other duties as assigned by the Senior Pastor.

**Relationships:**

The Business Administrator shall be a full-time staff member and serve under the direction of the Senior Pastor. He/She shall be an ex-officio member of the departments and committees to which he/she is assigned by the Senior Pastor.

**Qualifications:**

1. A strong, mature Christian with a desire to serve and model a Biblical lifestyle.
2. Has demonstrated the gift of finance and administration;
3. Has a thorough understanding of nonprofit accounting, bookkeeping and financial management information requirements;
4. Bachelor of Science/Arts in Business Administration, Finance, or equivalent and two years in the management of an ongoing business entity are highly desirable;
5. Seminary training is desirable but not mandatory;
6. Expect excellent computer skills in financial software, spreadsheets, and word processing;
7. Expect excellent oral and written communication skills;
8. Expect strong organizational, problem-solving, and conflict-resolution skills;
9. Expect the ability to motivate and train other staff members and volunteers with a servant-leadership management style;
10. Expect excellent interpersonal communication skills and the ability to work as part of a diverse team;
11. Basic Technical competence (general computer maintenance, network) required.
12. Successful completion of Ministry Safe training, financial and criminal background checks.

**Responsibilities:**

1. Coordinate the activities of all non-pastoral staff members and Departments and Committees as designated by Senior Pastor.
2. Provide evaluation of assigned staff personnel and assist the Personnel Committee and Senior Pastor in resolving any evaluation conflicts, when necessary.
3. Develop and maintain an effective system of internal controls (financial, calendar, church wide events, facilities, and maintenance, use of church vehicles, etc.).
4. Develop and maintain an inventory of church property for insurance and valuation purposes.
5. Manage the overall purchasing and spending guidelines of the church and monitor the adherence to the Constitution and Bylaw's and Financial Policy Manual policies.
6. Oversight volunteer Counting Team per Financial Policy Manual.
7. Perform or oversee all accounts payable.
8. Supervise or perform payroll calculations, including all employers' tax returns and payments.
9. Prepare or oversee preparation of monthly Financial Statements.
10. Perform or oversee reconciliation of bank statements.
11. Coordinate and prepare yearly budget in cooperation with each Department.
12. Coordinate use of "people" software (ABC Connect) and ACS reporting.
13. Coordinate contracts with Building Superintendent (lawn, security system/Key Card Maintenance, facilities equipment maintenance/repair/replacement, etc.).
14. Coordinate office computer maintenance, repair, replacement with Media Communications Director.
15. Work in close association with the entire staff to build and maintain a strong team environment among the staff to complete the work necessary to fully serve and support the ministries and events at ABC.
16. Assist in planning and coordination of church meetings and special events to include calendaring, tracking schedule preparation for the events, conduct of events, after-action report of the event—as required.
17. Maintain personnel files as required by Personnel Policy Manual.

Acton Baptist Church  
Position Description  
**Church Business Administrator/ Pastor Assistant Con't.**  
Proposed 5-2, 2-22  
Full-time, Exempt

18. Assist Senior Pastor, as required, with weekly staff meetings to include tracking system of assigned tasks and maintenance of church calendar.
19. Assist the Senior Pastor with communication and any follow-up of tasks and pastoral care.
20. Assist with travel arrangements for Ministerial staff as needed to accommodate spending or geographic limits on forms of payment.
21. Work with Trustees as described in ABC constitution & Bylaws, Financial Policy & Procedures and Personnel Policies and Financial Policy Procedures and as required by the financial institutions.
22. Cooperate with the Senior Pastor by performing any other duties when asked.

**Work Week and Conditions:**

1. This position will be based on a minimum of a flexible 40-hour work week as determined through consultation with the Pastoral Staff.
2. Ability to multi-task and work independently in a fast pace, changing environment, with frequent interruptions.
3. Be organized, proactive, and follow through with tasks.
4. Be available on occasional weekends, as required.
5. Complete confidentiality is required on all church and personnel information. Failure to maintain complete confidentiality will result in disciplinary action up to and including dismissal. (Reference Policies-Employee Conduct)
6. Must be or become a member of ABC who adheres to all church policies and procedures.

All leave is subject to the current Staff Leave and Benefits Policy.

This is an "At Will Employment" position and is not subject to a contract.



Acton Baptist Church  
Position Description  
**Church Ministry Assistant, Full Time**  
2-22  
Full Time, Non-Exempt

**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

Direct Supervisor: Church Administrator

**Qualifications and Experience:**

Born-again believer whose moral character models a Christian Biblical 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. Acknowledge and greet and assist office visitors with honor, dignity, and respect.
2. Manage all communications - direct calls messages, emails, social media, etc.
3. ABC connect reporting and maintenance.
4. Handle ministry safe checks.
5. Inventory and order standard office supplies and materials as required.
6. Maintain and update information for church communications. (Bulletins, fliers, posters, calendars, etc.)
7. Proficient in software programs. (Microsoft Office, ACS, Adobe, etc.)
8. Support the Pastoral Staff. Family Ministry Assistant, Preschool, Youth and Children's Ministers
  - Assist in managing program data generated from these ministries – scheduling, records, minutes, etc.
  - Maintain excel databases as needed.
  - Assist with the preparation and updating of weekly/monthly ministry communications, calendars, email communications, etc.
  - 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.
  - Responsible for Building HVAC and Door Scheduling.
  - Update Wednesday night prayer list.
  - Back up posting attendance in Realm.
  - Check and distribute mail (fill out envelopes containing money).
  - Mail out usher cards weekly and make sure it is updated by the head usher quarterly.
  - Perform various tasks as requested by membership.
  - Prepare and distribute children's bulletins in bags.
  - 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.

Maintain complete confidentiality is required on all Church and personnel information. Failure to keep confidentiality will result in disciplinary action up to and including dismissal (reference Policies -Employee conduct).

Acton Baptist Church  
Position Description  
**Church Ministry Assistant, Part Time**  
6-21, 2-22  
Hourly, Part-Time, Non-Exempt

**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: Church Administrator

**Qualifications and Experience:**

Born-again believer whose moral character models a Christian Biblical 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. Acknowledge and greet and assist office visitors with honor, dignity, and respect.
2. Manage all communications - direct calls messages, emails, social media, etc.
3. Maintain files of correspondence, membership, attendance, personnel information, and committee action.
4. ABC connect attendance reporting and maintenance.
5. Maintain and update information for church communications. (Bulletins, fliers, posters, calendars, etc.)
6. Proficient in software programs. (Microsoft Office, ACS, Adobe, etc.)
7. Assistant to Pastor of Family, Discipleship and Evangelism, Minister of Music.
8. Support the Pastoral Staff:
  - Assist in managing program data generated from these ministries – scheduling, records, minutes, etc.
  - Literature ordering and distribution.
  - Maintain excel databases as needed.
  - Responsible for publications: Bulletins, newsletter, flyers.
  - Assist with the preparation and updating of weekly/monthly ministry communications, calendars, email communications, etc.
  - Post Facebook and newsletter announcements of events and photographs.
  - 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.

Maintain complete confidentiality is required on all Church and personnel information. Failure to keep confidentiality will result in disciplinary action up to and including dismissal (reference Policies -Employee conduct).

Acton Baptist Church  
Position Description  
**CHILDREN AND YOUTH MINISTRY SUMMER INTERN**  
6-21, 2-22  
Hourly, Part-Time, Non-Exempt

**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 of Discipleship 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 Pastor of Discipleship and Missions 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 the Associate Pastor of Discipleship 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. A born-again believer whose moral character models a Christian biblical lifestyle. Maintain complete confidentiality about church and personnel matters. Failure to do so will result in disciplinary action up to and including dismissal (reference Policies—Employ Conduct).

**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 Ministry Safe.

**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.

Working Conditions:

1. A born-again believer modeling a biblical lifestyle.
2. Complete confidentiality is required on all church and personnel issues. Failure to do so will result in disciplinary action up to and including dismissal (Reference Policies—Employee Conduct).

Acton Baptist Church  
Position Descriptions  
**ORGANIST**  
06-97, 2-22  
Hourly, Part-Time, Non-Exempt

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:

3. Monthly salary based on service at regular Church worship, choir rehearsals, and special events.
4. Must be a member of Acton Baptist Church. A born-again believer modeling a biblical lifestyle.
5. Complete confidentiality is required on all church and personnel issues. Failure to do so will result in disciplinary action up to and including dismissal (Reference Policies—Employee Conduct).

Acton Baptist Church  
Position Description  
**PIANIST**  
06-97, 2-22  
Hourly, Part-Time, Non-Exempt

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. Born again believer modeling a Biblical lifestyle.
3. Complete Confidentiality is required on all church and personnel issues. Failure to do so will result in disciplinary action up to and including dismissal (Reference Policies—Employee Conduct).

Acton Baptist Church  
Position Description  
**CUSTODIAN**  
06-97,06-21,2-22  
Full Time, Non-Exempt

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

**Responsibilities:**

1. Sweep, mop, buff, clean floors; dust furniture and equipment; wash walls and vacuum carpets as scheduled.
2. Maintain clean rest rooms; replenish tissue and towels; empty trashcans.
3. Order and pick-up 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 Maintenance 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. Perform other duties as assigned by the Business Administrator.

**Working Conditions:**

1. Compensation is salaried based (40 hours a week).
2. Works without direct supervision and must document duties performed.
3. All weekends are required.
4. Moderate to heavy physical activity is required.
5. A background security check is required and completion of Ministry Safe Training.
6. Complete Confidentiality is required on all church and personnel information. Failure to maintain complete confidentiality will result in disciplinary action. (Reference Policies – Employee Conduct.),
7. Must exemplify a Christian, Biblical lifestyle.

Acton Baptist Church  
Position Description  
**FACILITIES MAINTENANCE SUPERINTENDENT**  
06-97, 9-03, 6-21,2-22  
Part-time, non-exempt

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

Responsibilities:

1. Coordinate with Business Administrator, Ministry Assistants 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.
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.
7. Responsibility of scheduling the unlocking and locking of all doors and scheduling of the thermostats.

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.
6. Must display Christian Biblical lifestyle
7. Complete confidentiality is required on all church and personnel information. Failure to maintain complete confidentiality will result in disciplinary action up to and including dismissal. Reference Policies—Employee Conduct)
8. A Security background check is required as well as Ministry Safe Training.

Acton Baptist Church  
Position Description  
**FOOD SERVICE SPECIALIST**  
01-00, 2-22  
Part-Time, non-exempt

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.



Acton Baptist Church  
Position Descriptions  
**WEEKDAY EARLY EDUCATION (WEE) DIRECTOR**  
06-97,2-22  
Full-time, Salaried, Exempt

Function: The WEE Director is responsible to the Children's Pastor and the 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 to retain state license.
5. Plan the Weekday Early Education budget in conjunction with the children's minister and the Weekday Early Education Committee. Administer the approved budget. Meet with the Weekday Early Educational Committee and Children's Minister 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. Prefer a member of Acton Baptist Church or **active** member of a local body of Believers for spiritual nourishment.
6. Must be a strong, mature Christian with a desire to serve and model a Biblical lifestyle.
7. Complete confidentiality is required on all church and personnel information. Failure to maintain complete confidentiality will result in disciplinary action up to and including dismissal. (Reference Policies—Employee Conduct)
8. A security background check is required as well as Ministry Safe Training.

Acton Baptist Church  
Position Descriptions  
**CHILD CARE COORDINATOR** (Not currently filled)  
06-97  
Part-Time, Non-Exempt

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. Ensure 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.

Acton Baptist Church  
Position Descriptions  
**CHILD CARE WORKER (Paid)** Not currently filled  
06-97  
Part-time, Non-exempt

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. Ensure 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.

Acton Baptist Church  
Position Descriptions  
**NURSERY COORDINATOR**  
06-97, 8-21, 2-22  
Part-time, Non-exempt

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 Children's Pastor.
4. Approve videotapes, movies, music, and books before they are used with preschoolers.
5. During normal preschool program hours (i.e., Sunday School, Wednesday Night AWANA, 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 and Ministry Safe must be maintained.
4. Complete confidentiality is required on all church and Personnel issues. Failure to do so will result in disciplinary action up to and including dismissal (Reference Policies-Employee Conduct)
5. Must be a member of Acton Baptist Church.

Acton Baptist Church  
Position Descriptions  
**NURSERY WORKER (Paid)**  
06-97,2-22  
Part-time, Non-Exempt, Hourly

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. Ensure 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. Must be a born-again Christian with a desire to serve and model a Biblical lifestyle.
2. Compensated on hourly basis when utilized. Hours vary week to week.
3. Lifting of children of moderate weight is required.
4. A security background check is required and must complete Ministry Safe Training.
5. Complete confidentiality is required on all church and personnel information. Failure to do so will result in disciplinary action up to and including dismissal. (Reference Policies-Employee Conduct).
6. Must be a member of Acton Baptist Church.

Acton Baptist Church  
Position Descriptions  
**FINANCIAL CLERK**  
Proposed 05-2021,2-22  
Part-time, Non-exempt, Salary

### **Job Description**

1. Born-again, committed Christian willing to follow biblical values regarding money and ethics.
2. Nonprofit full charge accounting experience managing multiple funds preferred. Will consider 5 years of for-profit accounting experience with multiple departments/ cost centers or Job costing.
3. Experience in cash basis accounting, balance sheet accounts and budgets.
4. HR and payroll processing experience from employee records through W-2's & W-9's.
5. Expertise with database programs, internet, and Microsoft Office and Excel. Willingness to learn ACS Financial (Church Accounting Software)
6. Willingness to follow written procedures and oral instruction to maintain consistent records and reports.
7. High personal integrity, work ethic and initiative, commitment to excellence, and a genuine, biblical servant attitude. Must model a Biblical lifestyle.
8. Ability to work collaboratively with people whose giftings do not always include administration.
9. Excellent attention to detail, ability to multitask and meet deadlines.
10. Ability to focus and work in shared office space with distractions.
11. Ability to receive verbal instructions, speak clearly and convey information in face to face and telephone interactions.
12. Ability to handle confidential information with discretion. Failure to maintain complete confidentiality will result in disciplinary action up to and including dismissal (reference Policies-Employee Conduct).
13. Complete Ministry Safe training and criminal background checks.

**Work Schedule:** Financial Clerk position is 20-25 hours a week, 16 hours on-site in a schedule that you request, possibility of work from home. We prefer you work at least 4-6 hours on Mondays, you can request your schedule for the additional hours.

### **Duties:**

- Accounting records: weekly processing and recording of all forms of income and expense. Review general ledger account and fund codes on all entries. Assure the approval and documentation of all income and expenses.
1. Receipts: Prepare and record bank deposits for all incoming monies. Review and reconcile donor records to assure great accuracy. Issue tax receipts.
  2. Expenditures: Process all invoices and credit card receipts to assure prompt payment of all bills. Prepare checks for signature. Reconcile 10+ credit card accounts.
  3. Process payroll, tax deposits and IRS reports. Review accounting records monthly, including restricted and designated fund activity and balances. Make journal entries as needed for accurate records.
  4. Complete weekly posting of church offerings and contributions.
  5. Maintain and issue accounting and statistical reports periodically from ACS Financials and Excel.
  6. Assist Business Administrator in research and special projects as requested.
  7. Attend staff meetings when needed and work as a team with the ABC Staff as needed.

### **Work Expectations:**

1. Ability to multi-task and work independently in a fast-paced, changing environment, with frequent interruptions.
2. Be organized, proactive, and have good follow-through.
3. Maintaining complete confidentiality is required on all church and personnel information.
4. Be willing to work cooperatively with the Pastor, Business Administrator, and Finance Team to promote unity within the church.
5. Must be or become a member of ABC who adheres to all church policies and procedures as stated in the Personnel Manual and the Church Constitution and Bylaws.

Acton Baptist Church  
Position Descriptions  
**Modern Worship Director**  
**Interim Position**  
Part-time, non-exempt  
Proposed 6-21,2-22

**Function:** The Modern Worship Director is responsible to the Senior Pastor and Minister of Music for the development of providing the music for the modern worship service at Acton Baptist Church. When and if services are combined the worship director will work directly under/with the Minister of Music.

**Responsibilities:**

1. Be the Leader of the Praise Band and singers for the Modern Worship service.
2. Plan all music for the service. Secure all the copies of music needed for the service (both instrumental and vocal).
3. Work with the Media Director each week to make sure all words are in the system for use by the congregation.
4. Lead and conduct all rehearsals as needed each week for the modern service.
5. Contact all people (singers and instrumentalists) that are needed each week.
6. Work with the Minister of Music on the annual budget for the Modern service.

**Working Conditions:**

1. This is a part-time, paid position. Approximately 10 hours per week.
2. Music Degree preferred but not required. Music experience is a must.
3. Must be a born-again Christian who lives a biblical lifestyle.
4. Confidentiality on all church and personnel information is a must. Failure to do so will result in disciplinary action up to and including dismissal (reference Policies-Employee Conduct).
5. Must have a criminal history check and Ministry safe training.
6. Must be a member of Acton Baptist Church.

# 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)**

1. \_\_\_\_\_ 1    2    3    4    5

2. \_\_\_\_\_ 1    2    3    4    5

3. \_\_\_\_\_ 1    2    3    4    5

4. \_\_\_\_\_ 1    2    3    4    5

5. \_\_\_\_\_ 1    2    3    4    5

6. \_\_\_\_\_ 1    2    3    4    5

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

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. \_\_\_\_\_

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## SECTION D EMPLOYEE COMMENTS/ACKNOWLEDGMENT

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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

**Acton Baptist Church  
Yearly Employee Performance Summary**

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.

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.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Name (Please Print) \_\_\_\_\_

Witness \_\_\_\_\_