



# Personnel Policy Manual

(January 2019)

**First Baptist Church of Pendleton**

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## PREAMBLE

The policy statements that follow govern the job descriptions, hiring, supervision, evaluation, leave and bonuses for personnel hired by First Baptist Church of Pendleton.

Part I repeats relevant sections from the By-Laws of the church and may be changed only by amendments to that document according to its established procedures. (The Church's By-Laws is the official document.) Parts II and III concern policy approved by the Personnel Committee of the Church and reported to the Church at a regular or called meeting. Parts II and III may be amended by majority vote of the Personnel Committee.

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## **PART I -- RELEVANT SECTIONS FROM THE BY-LAWS**

Key relevant sections from the church By-Laws relating to the responsibilities of the Personnel Committee are as follows (full text is in the church By-Laws document):

- Article IV. Church Officers sections B. Pastor, C. Other Ministers
- Article V. Church Service Staff
- Article VIII. Standing Committees, section C. Personnel Committee
- Article X. Special Committees, section C. Search Committees

## Part II – STAFF JOB DESCRIPTIONS

### A. Minister of Music and Youth

**Overview:** The Minister of Music and Youth shall work under the direction of and in cooperation with the Pastor to lead the Music and Youth ministries of the church. She/he is expected to provide a music program of the quality and diversity required by our church and to provide leadership and encouragement for our middle and high school youth to mature in their faith.

#### General Qualifications:

- a. a committed Christian
- b. self-motivated with ability to take initiative and work independently
- c. organized, exhibits good time management and planning skills
- d. a team player with the ability to recruit and motivate volunteers

#### Music Qualifications:

- a. formal training in music; graduate degree preferred
- b. proficiency with both contemporary and traditional music
- c. demonstrated experience in church music leadership
- d. ability to play piano/keyboard
- e. experience and knowledge in the use of software such as PowerPoint

#### Music Responsibilities:

- a. Work closely with the Pastor, music committee, staff and volunteers to lead and coordinate the church music program, including music education
  1. This includes the regular choir and praise team as well as groups such as children and youth choirs, praise teams or chimes, adult hand bells, and so forth
  2. Coordinate/schedule performances by the different groups
- b. Cooperate with the Pastor, worship team and other staff in planning the music for worship services, and direct the agreed upon music in both regularly scheduled and special worship service
- c. Direct the Sanctuary Choir and Praise Team
- d. Plan, direct and coordinate music programs on special occasions such as Christmas and Easter and other times as appropriate
- e. Recruit and train members for choir and praise team and lead their weekly rehearsals
- f. Arrange for guest musicians and soloists as appropriate
- g. Arrange for a qualified substitute whenever the Minister of Music or Organist is not present
- h. Ensure that appropriate computer presentation slides are prepared for the weekly worship service and for special services if needed
- i. Coordinate the purchase, use and maintenance of musical instruments, music equipment and music supplies, including the church's music library
- j. Establish relationships with music groups in other churches and in the community and promote participation in musical opportunities outside the church as appropriate

- k. Manage the portions of the church budget related to music
- l. Other duties as assigned

**Youth Qualifications:**

- a. Bachelor's degree from an accredited college or university or equivalent work experience (It is preferable that he/she be a graduate of an accredited seminary and/or an ordained minister.)
- b. experience in teaching and leading Bible study
- c. experience in leading youth in a Christian setting
- d. able to relate well to middle and high school youth
- e. demonstrate interest in the lives of youth

**Youth Responsibilities:**

- a. Coordinate, design, plan, and lead programs that will nurture spiritual development of our youth
  - 1. Work with Youth Ministry Council, Sunday School leaders, staff, parents and youth to plan programs and activities including worship, Sunday School, missions, outreach, evangelism, trips, fundraisers and joint youth activities with other churches in the area as appropriate
  - 2. Teach and lead Bible study
  - 3. Identify and recommend age-appropriate literature
- b. Establish and maintain a mature Christian example for youth, serving as a minister and mentor/role model
- c. Maintain discipline/control during youth activities
- d. Arrange for qualified driver(s) for youth events or activities
- e. Maintain regular contact with youth away from church
- f. Model and teach interpersonal relationship and conflict resolution skills
- g. Cooperate with other churches in the area to conduct joint youth activities
- h. Manage the budgeting, collection and disbursement of funds for youth programs
- i. Ensure that proper procedures are followed regarding safety, release forms, number of chaperones required and so forth
- j. Other duties as assigned

## **B. Director of Children's Ministry**

The Director of Children's Ministry shall work under the direction of the Pastor to develop and lead programs for children (currently defined as birth through grade 5) that will provide a strong foundation for understanding of spirituality, worship, outreach, evangelism, missions and discipleship. This is a salaried part-time position with a time commitment that is expected to average 25 hours per week.

### **Qualifications:**

- a. Committed Christian
- b. Passion for God and children
- c. Knowledge of developmental stages of children
- d. Able to relate well to parents and children of all ages (birth through grade 5)
- e. Demonstrate a servant's heart
- f. Team player
- g. Able to teach
- h. Willingness to learn and grow
- i. Self-motivated with ability to take initiative and work independently
- j. Organized, good time-management and planning skills
- k. Bachelor's degree from an accredited college or university in education, religion, or a related field

### **Job responsibilities:**

- a. Work with Children's Council, Nursery-Preschool Council, Sunday School leadership, other volunteers, and parents to coordinate and plan programs and activities including Sunday School, Wednesday nights, Vacation Bible School, camps, mission projects, and social activities. This includes arranging for appropriate qualified drivers/transportation.
- b. Help children participate in worship by scheduling and sometimes leading A Time for Children, helping recruit candle lighters, distributing children's bulletins, and coordinating children's chapel.
- c. Communicate with parents and volunteers about upcoming activities.
- d. Provide leadership for major children's ministry events such as Vacation Bible School, Fall Festival, and Easter Egg Hunt.
- e. Work with Children's Council and Nursery-Preschool Council to recruit volunteers for programs.
- f. Coordinate with volunteer teachers to ensure all classes are covered. Teach children's classes as needed.
- g. Ensure that needed materials are available for children's ministry activities.
- h. Coordinate with the Minister of Music to plan children's music activities.
- i. Recruit and supervise paid nursery workers for Wednesday nights and special events.
- j. Manage the budgeting, collection and disbursement of funds for children's programs.
- k. Establish and maintain a mature Christian example for the children, serving as a mentor/role model.

- l. Be aware of church policies and procedures to ensure a safe environment for children's activities and regularly monitor compliance. Help identify and implement new policies as needed.
- m. Other duties as assigned.

## C. Office Manager

**Overview:** The Office Manager must combine effective interaction skills with technological savvy to provide support for the Pastor and the Church's organizational operations. Effective communication skills, both spoken and written, combined with the ability to follow instructions as well as work independently are required. The Office Manager shall be employed by the Church for an indefinite period of time. The relationship may be terminated at the request of either the Office Manager or the Church; however, in either case, thirty (30) days notice shall be given unless otherwise mutually agreed, with both parties seeking to follow the will of God and the leadership of the Holy Spirit. The Office Manager is a full-time salary position of approximately 37.5 hours a week.

### **Qualifications:**

- a. Must be a Christian
- b. Not a member of First Baptist Church of Pendleton
- c. Must have excellent communication skills (written and spoken)
- d. Able to hold in confidence privileged information regarding Church members
- e. Proficient in office management techniques
- f. Well organized and customer service oriented
- g. Must be able to interact positively with a diverse group of people
- h. Must practice good stress and time management
- i. Able to exercise good judgement and decision making
- j. Must have excellent computer skills, demonstrating proficiency in the use of software such as Outlook, Publisher, Word, Excel, PowerPoint, GSuite, and Realm and be able to quickly learn new software as necessary. Must be able to update the web site and post announcements to Facebook.
- k. Have Marketing/Advertising skills (or be willing to be trained in this area)

**Responsibilities:** Perform duties required to facilitate the administrative operations of the Church. This includes but is not limited to: maintaining records and files, dealing effectively with correspondence, operating and maintaining office equipment, monitoring office expenditures, preparing the annual administration budget request, promoting the Church programs to the community and becoming familiar with members of the congregation.

Daily: (approximately 20% of work time)

1. Serve as the receptionist for the Church office.
2. Pick up and deliver mail to post office.

Weekly: (approximately 20% of work time)

1. Maintain reservation list for family night meal.
2. Prepare and send church e-mails and newsletters (Proofread all documents for spelling and grammar.)
3. Prepare weekly publications such as worship bulletins, prayer lists and prayer cards.

Ongoing Basis: (approximately 50% of work time)

1. Keep the membership records of the church. This includes maintaining a mailing list of the church family and mailing lists of various organizations, as well as up-to-date lists of both active and nonresident membership.
2. Regularly update the website, church sign, and post announcements on Facebook. Identify other opportunities and media to advertise/promote church programs.
3. Communicate with and assist church staff, committees and officers to accomplish necessary functions. This includes the following:
  - a. Preparing materials for Church Conferences and other special events
  - b. Preparing and distributing correspondence for the ministerial staff and committees as well as general correspondence for the Church, such as letters to visitors, letters to organizations, letters to groups within the church, reminders and schedules for committees, etc.
  - c. Working with the Deacon Visitor Outreach Team to ensure current visitor packets and new member packets are readily available.
  - d. Updating church documents and distributing/posting online as needed.
  - e. Preparing and distributing long-term worship planning schedule under the direction of the Pastor.
  - f. Maintaining effective communication with committee chairs and volunteers to increase familiarity and understanding of the church and its people in order to improve the recruitment of volunteers.
4. Keep the master calendar for use of the church building and the church bus.
5. Make arrangements regarding use of the church building by outside groups and for special events, including weddings. Notify the Building Manager of funerals and other special events.
6. Serve as interface with vendors in coordination with the Building Manager and also unlock/lock building for special groups, funerals, and so forth as needed.
7. Supervise the Building Manager and Financial Assistant

Occasionally: (approximately 10% of work time)

1. Order necessary materials and supplies. This includes office supplies as well as assisting ministerial staff and other leaders in ordering literature and music supplies. Print and distribute downloadable material.
2. Change altar and pulpit cloths in sanctuary and fellowship hall according to the liturgical season or work with volunteers to assure that it is done.
3. Arrange for the performance of duties and responsibilities during annual leave times.
4. Update voicemail message when office is closed for holidays.
5. Other tasks assigned by the Pastor.

## D. Financial Assistant

**Overview:** Under the general supervision of the assigned supervisor, the Financial Assistant will have responsibility for financial operations. The Financial Assistant shall be employed by the Church for an indefinite period of time. The relationship may be terminated at the request of either the Financial Assistant or the Church; however, in either case, thirty (30) days notice shall be given unless otherwise mutually agreed, with both parties seeking to follow the will of God and the leadership of the Holy Spirit. The Financial Assistant is a part-time salaried position of approximately 25 hours a week.

### **Qualifications:**

- a. Must be a Christian.
- b. Not a member of First Baptist Church of Pendleton.
- c. Must be proficient in accounting and bookkeeping to the extent deemed necessary.
- d. Familiarity with good office procedure and an ability to hold in confidence privileged information regarding Church members.
- e. Must have excellent computer skills, demonstrating proficiency in the use of software such as Outlook, Word, Excel, GSuite, and Realm and be able to quickly learn new software as necessary.

### **Responsibilities:**

Perform duties required to facilitate maintaining of the financial records of the church. Act as a contact and provide support for the accountant.

1. Prepare, verify, and code all check requests, obtain proper authorization from committee chairs or staff liaisons, and enter data into Realm.
2. Contact Treasurer or Assistant Treasurer to sign checks when they are printed. Once checks are signed, process them for mailing out.
3. Reconcile corporate credit card accounts and maintain appropriate records of account activity.
4. Prepare and code deposit sheet information for Sunday offerings and mid-week deposits. Enter data into Realm.
5. Prepare, make and code mid-week deposit after balancing the Wednesday cash box and enter Wednesday night deposit data into Realm.
6. Access and prepare deposit sheet monthly for e-giving donations.
7. Record contributions into Realm.
8. Create quarterly contribution report in database and provide report upon request.
9. Create annual Charitable Tax Contribution Statement report in Realm, print and mail reports in early January each year.
10. Send payroll information to accountant's office twice a month on mutually agreed upon payroll dates. Request housing checks with each month's payroll, enter payroll into Realm and enter direct deposit online.
11. Maintain physical files of accounting records.
12. Distribute monthly report to church officers, staff, and any church members who request it.

13. Assist the Budget & Finance Committee in preparing and distributing budget request packets in August.
14. Prepare annual church offering envelope list and order offering supplies.
15. Work with the Treasurer, Budget & Finance Committee, and any others committees as needed.
16. Ensure proper IRS and INS forms are completed for new employees, following E-Verify procedures online for US DOL, and transmitting W-4 form scans to accountant. Request background checks as needed.
17. Complete Personnel Change Forms as needed due to annual salary changes or change in employment. Ensure I-9 files for current and past employees are available to state or federal officials who may request to review them at any time.
18. Work with Audit Committee each year to provide bank statements, accountant's monthly financial statements, invoices, petty cash, and other bank records for annual audit.
19. Perform Workers' Comp Audit: W-9 and Certificate of Insurance forms from subcontractors/vendors.
20. Reconcile monthly bank statements.
21. Order Sunday School literature.

## E. Organist

The Organist shall be directly responsible to the Minister of Music and shall assist him/her in developing and completing the Church music program under the leadership of the Pastor. He/she should coordinate with the Minister of Music concerning the music to be played. The Organist position is a part time position expected to require approximately 10 hours per week. The employment relationship may be terminated at the request of either the Organist or the church; however, in either case, thirty (30) days notice shall be given unless mutually agreed, with both parties seeking to follow God's will and the leadership of the Holy Spirit.

**Qualifications:** The Organist shall be a Christian individual sufficiently trained and experienced in music to provide organ and/or piano accompaniment to meet the needs of our blended worship style.

**Responsibilities:**

- a. Play the organ and/or piano for official worship services of the church (Sunday a.m.).
- b. Serve as accompanist for choir and soloists in regular and special rehearsals and performances.
- c. Coordinate with the Minister of Music, the Pastor, and the worship team in planning worship services and special musical events.
- d. Arrange for the maintenance and upkeep of the Church organ.
- e. Perform other related functions as negotiated.
- f. Arrange for substitutes to cover his/her duties during any absences.

## F. Building Manager

**Section 1.** General duties of the Building Manager include cleaning, repair and maintenance and preparing the church building for use and securing the building after use. He/She will be responsible to the assigned supervisor and the Building & Grounds Committee. The Building Manager is a part-time salaried position averaging 25 hours a week which involves normal cleaning and arranging for special cleaning in addition to making and/ or arranging repairs as required. The Building Manager will assure that the church is unlocked and locked as needed and the heating/ AC is started and shut off as needed for events. The Building Manager shall be able to contract urgent repairs/ replacements under \$1,500 from the approved Church Vendor's List as required without prior authorization by the Building & Grounds Committee or the supervisor. Long term contracts will be coordinated with the Building & Grounds Committee.

**Section 2.** This employee must be able to do the following:

1. Safely climb stairs, lift or carry equipment or supplies weighing up to 30 pounds.
2. Maintain effective communication with Building & Grounds Committee, supervisor, church staff and vendors.
3. Perform or schedule/ supervise vendors for basic electrical, painting and plumbing repairs.

**Section 3.** Duties include, but are not limited to, the following:

1. Opening and locking the church building before and after regularly scheduled services.
2. Opening and locking the church for special events such as funerals, other church-wide events, and regularly scheduled activities as needed.
3. Unlocking and turning power on for handicap doors as needed.
4. Turning lights on/off at the appropriate time.
5. Turning heating and cooling units on/ off as needed to prepare for services and to conserve energy when the building is not in use.
6. Normal regular cleaning of the church.
7. Scheduling and arranging vendors for periodic cleaning such as carpet or tile.
8. Checking the condition of the church for burned out light bulbs, minor plumbing and other regular maintenance issues and work with Building & Grounds to assure they are corrected.
9. Investigating reported maintenance needs (for example: dishwasher); repairing or contacting the appropriate vendor.
10. Moving recycling for pickup as required by city pickup schedule.
11. Maintaining inventories of repair supplies – including light bulbs, ballast, and paint – and basic tools and equipment needed to make minor repairs to the church.
12. Communicating with Building & Grounds Committee monthly or more frequently to report on the status of church upgrades, repairs, problems, large expenditures or needs for building maintenance or contract services.
13. Utilizing a basic work order system in conjunction with supervisor to prioritize and track progress of repairs or improvements to the building.
14. Supervision of contract lawn and pest control services.
15. Fill baptistery as directed by staff.
16. Other duties as deemed appropriate by supervisor as time permits.

## G. Senior Fellowship Coordinator

### **Overview and Qualifications:**

The coordinator of Senior Fellowship must be able to meet with the participants once a week for a period of three hours. The coordinator should be imaginative, willing to learn, friendly, compassionate, and able to lead groups in activities appropriate for the abilities and interests of the group.

### **Responsibilities:**

1. Coordinate volunteers for each session, including volunteers to provide lunch.
2. Plan, prepare, and lead activities for each session.
3. Set up for and clean up after each session, or coordinate volunteers to do so.
4. Lead devotions and prayer, or recruit someone to do so.
5. Coordinate and encourage an active prayer ministry and spiritual focus.
6. Oversee Senior Fellowship spending; keep accurate financial information; work with church Budget & Finance Committee to recommend changes to annual budget.
7. For an accurate picture of the weekly ministry, keep accurate attendance records for all sessions, including number of volunteers, and number of lunches served.
8. Submit quarterly report of the Senior Fellowship ministry, to be included with church conference reports.
9. Encourage and coordinate Senior Fellowship participants to handle small weekly tasks, to foster ownership in the ministry.
10. Gather and keep current all participant contact and emergency information.

### **Weekly Time Commitment:** *Total number of weekly hours expected: 8 hours*

The time estimates are weekly averages based on a typical month.

- 4.5 hours -- Weekly Session Set up, lead activities, help with lunch, and clean up
- 1 hour -- Follow up care, phone calls, and written notes
- 1 hour -- Volunteer coordinating -- activities, guest speakers, and/or additional assistants
- 1.5 hours -- Program preparation -- Craft preparation, activity research and scheduling, special events, preparation of weekly hand-outs, newsletter, etc.

## H. Paid Nursery Caregiver

**Overview:** Paid Caregivers are expected to lovingly care for babies and toddlers, providing a Christian atmosphere which begins to form their spiritual development. Caregivers are recruited by the assigned supervisor and will be employed on an as-needed basis. Caregivers may be utilized for regularly scheduled church services, meetings, and other occasions as deemed necessary.

**Qualifications/requirements:**

- a. Provide acceptable references and agree to a criminal background check.
- b. Complete required forms and other paperwork.
- c. Attend a training session with the Minister to Children or other designated minister.

**Responsibilities:**

1. Understand and follow policies and procedures specified in documents provided during the training session.
2. Follow posted classroom checklists.

## PART III - PERSONNEL POLICIES

### A. Insurance for Full-time Staff

**Section 1.** Medical insurance for full-time staff.

For full-time staff, medical insurance is negotiated as a part of the total compensation package at the time of employment. If the staff member desires, the church will pay for insurance coverage up to (but not exceeding) the amount listed for the Comprehensive Medical Plan (level One) offered by the SBC Annuity Board. Staff members are responsible for assuming the cost of family coverage. The staff member, however, may opt not to have medical insurance coverage as part of the initial package. Once declined, insurance coverage will not be assumed by the church without renegotiating the total compensation package of the staff member.

**Section 2.** Increases in cost of insurance coverage.

For full-time staff, the church will assume the cost of increases in insurance premiums for the staff member as long as the total amount (including increases) does not exceed the amount listed for the Comprehensive Medical Plan (Level One) offered by the SBC Annuity Board. If the full-time staff member opts initially to be covered by a family member's medical insurance, the church, after the first year, will pay the premium increase (up to, but not exceeding, \$300.00 per year) which the family member incurs to cover the full-time staff member's medical insurance at the existing level of coverage.

**Section 3.** Church paid insurance benefits (as identified in sections 1 and 2) apply only to full-time staff (as identified in job descriptions). However, part time staff with positions estimated at 20 hours per week or more can choose to participate in any available church medical insurance program. Eligible positions are Minister of Music, Minister to Youth, and Minister to Children. The staff person will be responsible for paying 100% of the cost of their participation in the program.

### B. Annual Evaluation

**Section 1.** The Pastor shall be evaluated annually by the Deacon Council as specified in the church Bylaws.

**Section 2.** Other staff shall be evaluated annually by their relevant supervisor who shall conduct the evaluation in conjunction with the Senior Pastor. Prior to the supervisor's evaluation, staff will provide to the supervisor a self-evaluation. The supervisor, accompanied by representative(s) of the Personnel Committee if desired, will review the evaluation with the affected staff member in private. Evaluation criteria will be developed in consultation with the Personnel Committee. All evaluations will be supplied in writing to the Personnel Committee by August 31 each year, unless changed by the Personnel Committee. The written evaluation will have been signed by the affected staff member, indicating that he/she has read the evaluation, although the signature does not imply that the staff member either agrees or disagrees with it.

In addition, staff will provide a signature which acknowledges having received a copy of the most current Personnel Policy Manual and his/her understanding of the job description for their position.

**Section 3.** A staff member may appeal an annual evaluation to the Personnel Committee within 30 days of the receipt of the evaluation.

### C. Annual Leave

**Section 1.** Leave with pay for employees is based upon the full-time or part-time status and length of continuous service of full employment as specified in the following table:

Position	Days of Paid Annual Leave				Paid Sick Leave	Paid Holidays	Convention/ Study Time
	1- 4 Yrs of Service	5-9	10 and over	Maximum Carry-over			
FT Minister	10 – up to 3 being Sundays	15 – up to 4 being Sundays	20 – up to 5 being Sundays	5	10	8	10 – no more than 1 Sunday
PT Minister & Organist	5 – up to 2 being Sundays	7 – up to 3 being Sundays	10 – up to 4 being Sundays	2	5	0	2
FT Other	10	15	20	5	10	8	0
PT Other	5	7	10	2	5	0	0

Annual leave for the first year and final year of employment will be pro-rated based on the number of months worked during the calendar year. No paid leave may be taken between the date of resignation and last day of employment. One day equals eight (8) hours.

## D. Convention and Study Seminar Time

**Section 1.** Full-time ministerial staff will be given up to two (2) weeks of convention/study seminar time. This time will include no more than one (1) Sunday. Additional convention/study time may be granted to the Senior Pastor by the Deacon Council, or to other full-time ministerial staff by the Personnel Committee.

**Section 2.** Other staff may be given up to two days of convention/study seminar time. Additional convention/study time for other staff may be granted by Personnel Committee

## E. Renewal/Study Leave for Ministers

**Section 1.** First Baptist Church of Pendleton recognizes that it is in the best interest of the health of the church for ministers to develop professionally and to have opportunity for renewal in their spiritual lives. Such provisions have been shown to encourage long term commitments between churches and ministers.

**Section 2.** Guidelines for Renewal/Study leave:

- a. A full-time minister who has served for five consecutive years shall be eligible to apply for renewal/study leave during his or her sixth year and remains eligible until a leave is approved and taken. Each five years served subsequent to a renewal/study leave makes the minister eligible for an additional leave. Renewal/study leaves will be approved on the basis of:
  1. The merit of the proposed program, and
  2. The availability of resources to provide for interim ministry.
- b. Only one minister will be awarded leave during a given year.
- c. The leave shall consist of no more than nine (9) weeks for the pastor and no more than six (6) weeks for other ministers.
- d. Ministers taking renewal/study leave shall forfeit the annual continuing education leave for that year, but not the annual (vacation) leave time.
- e. While the minister is on leave, he or she shall receive full salary and benefits.
- f. The minister on leave shall not be on salary for services in any other institution or organization.
- g. Acceptance of the renewal/study leave includes an agreement by the minister to return to First Baptist Church of Pendleton for at least two (2) years following the leave. If resignation occurs during the two year period, the minister may be liable for the costs associated with the leave that were incurred by the church during his or her absence. Death, disability, or dismissal of the minister for cause removes this liability.
- h. In general, the renewal/study leave may be used for activities designed to develop the minister professionally and spiritually, such as research and writing, travel with a definite purpose, continuing education, spending time at a retreat center or going on a mission trip.
- i. Application for leave and the related plan for an interim minister must be completed before the budget is set for the year in which the leave will occur.

- j. The Pastor's application will be submitted to the Deacon Council and the Personnel Committee. Applications of the other ministers will be submitted to the Personnel Committee. All such applications will be subject to approval by the church.
- k. A written report shall be submitted to the relevant party(ies) outlined above within three (3) months of the minister's return.

## **F. Sick Leave**

**Section 1.** Full-time staff will be entitled to ten (10) paid days for personal or family sick leave annually. Unused sick leave may be accumulated up to thirty (30) days.

**Section 2.** Part-time staff will be entitled to five (5) paid days for personal or family sick leave annually. Unused sick leave may be accumulated up to thirty (30) days.

## **G. Professional Release Time**

**Section 1.** The Church celebrates with staff who are invited to exercise their professional skills outside the Church as well as in it and strongly encourages staff to accept invitations to do so, recognizing that such opportunities promote our Church and its mission.

**Section 2.** Staff may request paid professional release time to accept such occasional invitations, provided there will be no additional cost to the Church and the quality of the Church's function is not diminished.

## **H. Maternity/Paternity Leave**

FBC, Pendleton provides paid maternity/paternity leave for staff.

**Section 1.** Full-time and part-time staff will be entitled to 6 weeks of maternity leave. This policy shall also apply to staff who adopt children.

**Section 2.** Full time staff may also elect to use up to ten (10) days, not to exceed two (2) Sundays, of additional accrued personal or family sick leave.

**Section 3.** Part-time staff may also elect to use up to five (5) days, not to exceed two (2) Sundays, of additional accrued personal or family sick leave.

**Section 4.** Full-time and part-time staff will be entitled to one week of paternity leave. Staff may also elect to use up to two weeks of accrued personal or family sick leave. This policy shall also apply to staff who adopt children.

## **I. Leave Approval**

**Section 1.** The Pastor's annual leave and convention and study seminar time shall be approved in advance by the Deacon Council.

**Section 2.** Annual leave and, if appropriate, convention and study seminar time for all other Church staff shall be approved in advance by the immediate supervisor.

## **J. Holidays**

**Section 1.** The following will be allowed as paid holidays for the full-time Church staff:

- New Year's Day
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Christmas (3 days)
- One optional holiday per year (not to be taken on Sunday)

## **K. Christmas Bonus**

**Section 1.** The purpose of the Christmas Bonus is to express the Church's appreciation to the staff. Amounts in Section 2 will apply if the Personnel Committee approves each year.

**Section 2.** Each full-time employee will be given a monetary Christmas gift each year of \$150. Each part-time employee will be given a monetary Christmas gift each year of \$75. Nursery workers will be given a monetary Christmas gifts each year of \$25.

## **L. Grievance Policy**

### **Purpose & Background**

- The purpose of this policy is to establish a formal grievance process, in a way that meets Biblical teaching, for handling conflicts between staff employed by the Church, or between a staff member and church member.
- All documents and discussions that are part of this process will remain confidential.
- It is important that any conflict be resolved quickly between the individuals involved. The first step should always be for the individuals to resolve the issue themselves. If that doesn't result in resolution to the satisfaction of all individuals involved, then this grievance policy can be invoked by either individual within the timeframes below.
- For purposes of this policy, conflict includes disagreements and any situation where a staff member or church member believes he or she has received improper or inappropriate treatment from a staff member.

- If the complaint involves the Senior Pastor, then the current requirements in the church Bylaws take precedence. This policy will be considered as a process guideline for the Chair of the Deacons.
- If the complaint involves illegal or grossly immoral actions, then the process moves immediately to step 4.
- Relevant Scripture
  - Ephesians 4:26 -- In your anger do not sin: Do not let the sun go down while you are still angry, and do not give the devil a foothold.
  - Mark 11:25 -- And when you stand praying, if you hold anything against anyone, forgive him, so that your Father in heaven may forgive you your sins.
  - Matthew 18:15-18 -- If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.

### **Process**

1. The individuals in conflict should attempt to resolve the issue as quickly as possible, preferably the same day.
2. If resolution is not achieved, an informal complaint can be made with the staff member's direct supervisor.
  - a. The supervisor must meet with the individuals involved within one (1) week of the informal complaint and attempt to achieve some resolution.
3. If the informal process does not result in resolution, the individual(s) who feels he or she has received improper treatment may make a formal complaint under this grievance policy. The formal complaint will be a letter sent to the Senior Pastor with a copy to the other individual(s) involved.
  - a. The letter must be received by the Senior Pastor within three (3) weeks of the event.
  - b. The letter must be signed by the person making the complaint.
  - c. The letter must contain specific details, dates, times, a detailed description of the situation that occurred, and why the individual(s) believes he or she has been treated improperly.
4. Upon receipt of a formal complaint letter, the Senior Pastor must respond with the decision to the individual who made the formal complaint within three (3) weeks, following these steps:
  - a. Notify the individual sending the formal complaint in writing of the receipt date and anticipated decision date of the complaint with a copy to the chair of the Personnel Committee.
  - b. Conduct any necessary investigation.
  - c. Review and evaluate the facts.
  - d. Reach a decision.
  - e. If the Senior Pastor determines that termination is warranted, then the process moves immediately to step 6.
  - f. If the situation is determined to be of such a magnitude that additional time is required, approval for the additional can be obtained from the chair of the Personnel



## Appendix 1

### Former Positions Descriptions

The positions here are being retained in case we need to refer to them later or need to re-establish the job for which they were created, or define a very similar one.

#### **Contemporary Music Leader (Moved by Wayne Patterson July 2016)**

**Overview:** The Contemporary Music Leader shall work under direction of the assigned supervisor in conjunction with the Minister of Music, and shall be responsible for planning and leading contemporary music in worship services. Contemporary Music Leader is a part time hourly position requiring approximately 10 hours per week.

**Qualifications:**

- a. Must be able to read music.
- b. Must be able to sing and play either keyboard or guitar in practice and in worship services.
- c. Must have experience and knowledge for using computer software such as PowerPoint.
- d. Must have experience in leading music activities, preferably worship services.
- e. Must be a committed Christian.

**Responsibilities:**

- a. In partnership with the Senior Pastor, Associate Pastor and Minister of Music, plan and coordinate appropriate contemporary music worship for worship services.
- b. Recruit and train members and lead weekly rehearsals of the Praise Team.
- c. Work with pastors to ensure that appropriate computer presentation software slides for the contemporary music portions of worship services are prepared before the weekly Praise Team practice.
- d. Lead Praise Team to develop appropriate programs for special occasions and traditional church year occasions such as Christmas and Easter.
- e. Lead or otherwise participate in church services and activities that involve contemporary music.
- f. Work with the Minister of Music, the Pastor and Associate Pastor, and appropriate committees to manage the contemporary music library and the technology and instruments used in contemporary music.
- g. Work with the Minister of Music to recommend acquisitions of music, technology or instruments as appropriate.
- h. Arrange for appropriate substitutes during his or her absence.
- i. Other duties as assigned.

#### **Minister to Adults (Moved by Wayne Patterson July 2016)**

**Overview:** The Minister to Adults shall work under the direction of the assigned supervisor to plan and coordinate activities aimed at engaging adults of all ages and involving them in ministries, other activities and special events. The Minister to Adults is a salaried part time position with an estimated time requirement of 5-10 hours per week.

**Qualifications:**

- a. Must have a passion for and an ability to relate well to Adults.

- b. Must be creative and energetic.
- c. Must be a committed Christian.

**Responsibilities:**

- a. Plan and coordinate outings or gatherings of adults.
- b. Plan and direct performances of program(s) at nursing homes and other venues.
- c. Explore/identify ideas for helping adults connect with existing groups/ministries.
- d. Other duties as assigned.

## **Building Manager (Revised and moved by Wayne Patterson July 2016)**

(Revision July 2016 taking out reference to Assistant Building Manager) Reason—there is no description for Assistant Building Manager that I could find and we've agreed that the assistant position will not be filled now or in the near future.) Wayne Patterson

**Section 1.** General duties of the Building Manager include cleaning, repair and maintenance and preparing the church building for use and securing the building after use. He/She will be responsible to the assigned supervisor and the Building & Grounds Committee. Building Manager is a part-time salaried position averaging 25 hours a week which involves normal cleaning and arranging for special cleaning in addition to making and/ or arranging repairs as required. Assistant Building Manager is an hourly position averaging 5 hours/ week The Building Manager or the Assistant Building Manager will co-ordinate to assure that the church is unlocked and locked as needed and the heating/ AC is started and shut off as needed for events.

The Building Manager shall be able to contract urgent repairs/ replacements under \$1,500 from the approved Church Vendor's List as required without prior authorization by the Building & Grounds Committee or the supervisor. Long term contracts will be coordinated with the Building & Grounds Committee.

**Section 2.** This employee must be able to do the following:

- a. Safely climb stairs, lift or carry equipment or supplies weighing up to 30 pounds.
- b. Maintain effective communication with Building & Grounds Committee, supervisor, church staff and vendors.
- c. Perform or schedule/ supervise vendors for basic electrical, painting and plumbing repairs.

**Section 3.** Duties are to be coordinated or shared with the Assistant Building Manager. They include, but are not limited to, the following:

- a. Opening and locking the church building before and after regularly scheduled services.
- b. Opening and locking the church for special events such as funerals, other church-wide events, and regularly scheduled activities as needed.
- c. Unlocking and turning power on for handicap doors as needed.
- d. Turning lights on/off at the appropriate time.
- e. Turning heating and cooling units on/ off as needed to prepare for services and to conserve energy when the building is not in use.
- f. Normal regular cleaning of the church.
- g. Scheduling and arranging vendors for periodic cleaning such as carpet or tile.
- h. Checking the condition of the church for burned out light bulbs, minor plumbing and other regular maintenance issues and work with Building & Grounds to assure they are corrected.

- i. Investigating reported maintenance needs (for example: dishwasher); repairing or contacting appropriate vendor.
- j. Moving recycling for pickup as required by city pickup schedule.
- k. Maintaining inventories of repair supplies – including light bulbs, ballast, and paint – and basic tools and equipment needed to make minor repairs to the church.
- l. Communicating with Building & Grounds Committee monthly or more frequently to report on the status of church upgrades, repairs, problems, large expenditures or needs for building maintenance or contract services.
- m. Utilizing a basic work order system in conjunction with supervisor to prioritize and track progress of repairs or improvements to the building.
- n. Supervision of contract lawn and pest control services.
- o. Fill baptistery as directed by staff.
- p. Other duties as deemed appropriate by supervisor as time permits.

### **Minister of Music (Moved by Wayne Patterson July 2016)**

**Overview:** The Minister of Music shall work under the direction of and in cooperation with the assigned supervisor to oversee and coordinate all church music programs. She/he will work closely with the Pastor and/or Associate Pastor, Music Committee and other music staff to lead and coordinate the church music program, including music education. She/he will cooperate with the Pastor and/or Associate Pastor in planning the music portion of all worship services of the church, both regularly scheduled and special services, providing a music program of the quality and diversity required by the church. The Minister of Music is a salaried part-time position with an estimated time requirement of 10-15 hours per week.

**Qualifications:**

- f. Must have formal training in music; graduate degree preferred.
- g. Must have demonstrated experience in church music leadership.
- h. Must have ability to play piano.
- i. Must be able to work in a team environment.
- j. Must have genuine concern for all people.
- k. Must be a committed Christian.

**Responsibilities:**

- m. Coordinate the overall church music program, including music education.
  - 1. Lead/coordinate the work of other music staff and volunteers who direct or accompany church choirs.
  - 2. Coordinate/schedule performances by the different choirs.
  - 3. Work with other music staff to plan music training for all ages.
- n. Cooperate with the Pastor in planning the music portion of the traditional worship services, both regularly scheduled and special services.
- o. Direct the music portion of the traditional worship services, both regularly scheduled and special services.
- p. Plan, direct and coordinate special music programs from time to time and on traditional occasions such as Christmas and Easter.

- q. Establish relationships with music groups in other churches and in the community and promote participation in musical opportunities outside the church.
- r. Arrange for guest musicians and soloists as appropriate.
- s. Direct Sanctuary Choir.
- t. Ensure that a qualified substitute is present whenever the Minister of Music, Organist or Pianist is unable to be present for their normal duties.
- u. Coordinate the purchase, use and maintenance of musical instruments, music equipment and music supplies, including the church's music library.
- v. Manage the portions of the church budget related to music.
- w. Other duties as assigned.

## **Administrative Assistant (Moved by Wayne Patterson November 2016)**

**Overview:** Under the general supervision of the assigned supervisor, the Administrative Assistant will have responsibility for assisting in the Church's administrative operations. The Administrative Assistant shall be called by the Church for an indefinite period of time. The relationship may be terminated at the request of either the Administrative Assistant or the Church; however, in either case, thirty (30) days notice shall be given unless otherwise mutually agreed, with both parties seeking to follow the will of God and the leadership of the Holy Spirit. The Administrative Assistant is a part-time hourly position of approximately 25 hours a week.

### **Qualifications:**

- a. Must be a Christian individual
- b. Proficient in the administrative field to the extent deemed necessary
- c. Not a member of First Baptist Church of Pendleton.
- d. Familiarity with good office procedure and an ability to hold in confidence privileged information regarding Church members shall be prerequisites to this position.
- e. Must be able to interact positively with a diverse group of people and to remain calm in trying situations.
- f. He/She must have excellent computer skills; that is, he/she must demonstrate proficiency in the use of software such as *Publisher*, *Word*, *Excel*, *PowerPoint*, and *ACS* and be able to quickly learn new software as necessary.

**Responsibilities:** Perform duties required to facilitate the administrative operations of the Church.

1. Act as receptionist for the office, including all the functions usually attendant to the task.
2. Keep the membership records of the church. This includes maintaining a mailing list of the church family and mailing lists of various organizations, as well as up-to-date lists of both active and nonresident membership
3. Maintain reservation list for family night meal.
4. Prepare weekly publications such as worship bulletins, prayer lists and prayer cards.
5. Prepare and send church e-mails and newsletters.
6. Order materials necessary to the operation of the Church office and assist ministerial staff in ordering literature and music supplies.
7. Prepare and distribute correspondence for the ministerial staff and general correspondence for the Church, such as letters to visitors, letters to organizations and notification of meetings.

8. Pick up and deliver mail to post office.
9. Maintain records of service time for all Church staff and advise the Personnel Committee by September 1 each year of service award dates for the next budget year.
10. Keep the master calendar for use of the Church building and the Church bus.
11. Notify custodian and Building Manager of funerals and other special events.
12. Communicate with and assist Church committees and officers to accomplish necessary functions. This includes preparing materials for Church conferences, mailing reminders and schedules for committees and so forth.
13. Arrange for the performance of these duties and responsibilities during annual leave times.
14. Perform other tasks assigned by the Pastor that promote the spiritual well-being and organizational efficiency of the Church.

## **Associate Pastor (Moved by Wayne Patterson February 2017)**

**Overview:** The Associate Pastor shall work under the direction of and in cooperation with the Senior Pastor to plan, conduct and evaluate the spiritual formation, outreach and ministry programs of the church not covered specifically by other ministers, including worship planning and leadership. As a member of the ministerial staff of the church, she/he shall work as a staff team member and will supervise part time staff.

### **Qualifications:**

- a. Must have received a Bachelor's degree from an accredited college or university. It is preferable that he/she be a graduate of an accredited seminary with training in religious education.
- b. Must have experience in and a passion for religious education, a good general understanding of the working of a Baptist church and must act from a genuine concern for all people.
- c. Must be able to work in a team environment.
- d. Must have management skills and managerial experience.
- e. Must demonstrate pastoral, preaching and leadership skills.
- f. Must be a committed Christian.

### **Responsibilities:**

- a. Pastoral responsibilities
  1. Cooperate with the Pastor in planning both regularly scheduled and special worship services.
  2. Preach as scheduled by the Pastor.
  3. Partner with the Pastor in providing pastoral care.
  3. Serve as liaison to committees as assigned by the Pastor.
  4. Supervise part time staff as assigned by the Pastor.
- b. Education
  1. Work with other ministers, staff and volunteers to coordinate the education ministries of the church so as to provide a comprehensive approach to Christian education and serve as a resource to encourage spiritual development of all age groups.
  2. Provide pastoral leadership for youth ministry.
    - Work with Youth Ministry Team, Sunday School leadership and parents to coordinate, design, plan, and lead programs for the youth. These may

include worship, Sunday School, missions, fundraising activities, outreach and evangelism, and youth activities with other churches and organizations in the community.

- Teach and lead Bible study for youth.
- Identify and recommend age-appropriate literature for youth.
- Work with Youth Ministry Team to recruit volunteers for programs and arrange for appropriate qualified drivers/transportation for events.
- Establish and maintain a mature Christian example for the youth, serving as a minister and mentor/role model.
- Maintain regular contact with youth.
- Manage the budgeting, and collection and disbursement of funds for youth programs.

3. Provide administrative guidance for Sunday School and other education programs, including program materials.

4. Assist the Nominating Committee and Sunday School Director in recruiting lay leadership for the Christian education programs of the church.

5. Other duties as assigned.

## **Interim Minister of Music (moved by Wayne Patterson July 2017)**

**Overview:** The Interim Minister of Music shall work under the direction of and in cooperation with the assigned supervisor to oversee and coordinate music for worship. She/He will work closely with the Pastor and/or Associate Pastor, Music Committee, Worship Team, and other music staff to lead and coordinate the church music program, providing a music program of the quality and diversity required by the church. The Interim Minister of Music is a salaried part-time position with an estimated time requirement of approximately 16 hours per week.

### **Qualifications:**

- a. Must have experience in leading music, formal training and previous church experience preferred.
- b. Must be able to work in a team environment.
- c. Must have genuine concern for all people.
- d. Must be a committed Christian.

### **Responsibilities:**

- a. Plan and lead music for Sunday morning worship and other special events.
  1. Cooperate with pastors/ministers in planning the music portion of the worship services, both regularly scheduled and special services.
  2. Direct the music portion of the worship services, both regularly scheduled and special services.
  3. Plan, direct and coordinate special music programs from time to time and on traditional occasions such as Christmas and Easter.
  4. Arrange for guest musicians and soloists as appropriate.
- b. Prepare worship software for Sunday services, including inserting music, scripture, and other elements for each week.
- c. Provide leadership for sanctuary choir and praise team.

1. Organize and lead rehearsals.
2. Direct Sanctuary Choir.
3. Schedule Praise Team.
- d. Ensure that a qualified substitute is present whenever the Minister of Music or Organist is unable to be present for their normal duties.
- e. Coordinate the purchase, use and maintenance of musical instruments, music equipment and music supplies, including the church's music library.
- f. Manage the portions of the church budget related to music.
- g. Other duties as assigned.

## **Minister to Children (moved by Wayne Patterson July 2017)**

**Overview:** The Minister to Children (birth through grade six), shall work under the direction of the assigned supervisor, to develop and implement a vision of ministry for children in our church and community. This vision will encompass spirituality, worship, outreach, evangelism, missions and discipleship. The Minister to Children is a salaried part-time position with an estimated time requirement of 25 hours per week.

### **Qualifications:**

- a. Must have knowledge of developmental stages of children.
- b. Must be able to relate to parents and children.
- c. Must be self-motivated with ability to take initiative and work independently.
- d. Must be organized, good time-management and planning skills.
- e. Must enjoy working with children.
- f. Must be able to provide Bible-based, timely, relevant materials for children's programs.
- g. Must have ability to recruit and motivate workers.
- h. Must be a team player.
- i. Must have bachelor's degree from an accredited college or university or equivalent work experience. It is preferable that he/she be a graduate of an accredited seminary.
- j. Must be a committed Christian.

### **Responsibilities:**

- a. Coordinate, design, plan and lead programs for the children.
- b. Work with Children's Council and Nursery-Preschool Council, Sunday School leadership and parents to plan programs and activities including Sunday School, Vacation Bible School, missions, social activities, activities on church conference evenings, retreats and camps.
- c. Work with Children's Council and Nursery-Preschool Council to recruit volunteers for programs.
- d. Identify and recommend age-appropriate literature.
- e. Provide training for teachers and workers.
- f. Develop new programs as needed.
- g. Teach church etiquette and respect.
- h. Manage the budgeting, and collection and disbursement of funds for children's programs.

- i. Oversee resource room; ensure that it is stocked appropriately and re-stocked as needed.
- j. Drive church bus for children's events and activities or arrange for appropriate qualified drivers/transportation.
- k. Establish and maintain a mature Christian example for the children, serving as a minister and mentor/role model.
- l. Recommend and implement policies and procedures to ensure a safe environment for children's activities and regularly monitor compliance.
- m. Other duties as assigned.

### **Interim Youth Minister (moved by Wayne Patterson July 2017)**

**Overview:** The interim minister to youth, grades 7-12, is expected to provide leadership and encouragement for youth to mature in their spiritual faith. The minister shall work with the Youth Ministry Team, Sunday School leadership and parents to coordinate, design, plan, and lead programs for the youth. These may include worship, Sunday School, missions, fundraising activities, outreach and evangelism, and youth activities with other churches and organizations in the community. The time commitment is expected to average of 15 hours per week and the following is an estimate of how time might be divided: (This is not a requirement, as we understand needs and schedules will vary.)

Sunday mornings 9:00 am – 12:00 pm (3 hours)

Wednesday evenings 5:00 pm – 8:00 pm (3 hours)

Administration – Contact with church staff/leaders, budget planning, and planning events (2 hours)

Study – curriculum planning, preparing Bible study (3 hours)

Relationship Building – youth or church wide events, youth council meeting, calls/texts/visits to youth (4 hours)

#### **Qualifications:**

- Committed Christian
- Passion for God and students
- Demonstrate a servant's heart
- Team player
- Able to relate well to middle school and high school youth
- Able to teach
- Willingness to learn and grow
- Self-motivated with ability to take initiative and work independently
- Organized, good time-management and planning skills
- Able to provide own transportation to and from the church

#### **Job responsibilities:**

- Nurture the spiritual development of middle and high school students.
- Work with Youth Ministry Council, other staff, parents, and youth to plan and lead activities for the youth that fit in with our church and youth group goals and vision.

- Attend Sunday morning worship weekly and lead in worship through prayers, reading Scripture, etc. on occasion.
- Provide leadership and encouragement for Youth Sunday School teachers as needed.
- Lead Wednesday night Youth Bible study.
- Work with Youth Ministry Council to recruit volunteers and arrange for appropriate qualified drivers/transportation for events.
- Establish and maintain a mature Christian example for the youth, serving as a minister and mentor/role model.
- Maintain regular contact with youth.
- Manage the budgeting, and collection and disbursement of funds for youth programs.
- Other duties as assigned.

### **Children's Ministry Intern (moved by Wayne Patterson September 2017)**

**Overview:** The Children's Ministry Intern shall work with our children, birth through grade six, under the direction of the assigned supervisor, to develop and implement a strong foundation for understanding of spirituality, worship, outreach, evangelism, missions and discipleship. The time commitment is expected to average 20 hours per week.

The following is an estimate of how time might be divided (we understand needs and schedules will vary)

Sunday mornings 9:00 am – 12:00 pm (3 hours)

Wednesday evenings 5:00 pm – 8:00 pm (3 hours)

Administration – Organizing volunteers, communicating with parents/volunteers, contact with church staff/leaders, budget planning (5 hours)

Teaching Preparation – Preparing Time for Children, lessons for children's classes, etc. (5 hours)

Special Events – church wide events, planning/leading special children's activities (4 hours)

#### **Qualifications:**

- Committed Christian
- Passion for God and children
- Demonstrate a servant's heart
- Team player
- Able to relate well to children of all ages (birth through grade 6)
- Able to teach
- Willingness to learn and grow
- Self-motivated with ability to take initiative and work independently
- Organized, good time-management and planning skills
- Able to provide own transportation to and from the church

**Job responsibilities:**

- Work with Children's Council and Nursery-Preschool Council, Sunday School leadership and parents to plan programs and activities including Sunday School, Vacation Bible School, Wednesday nights, camp, mission projects, and social activities. This includes arranging for appropriate qualified drivers/transportation.
- Attend Sunday morning worship weekly. Help children participate in worship. (This may include recruiting candle lighters, distributing children's bulletins, leading Time for Children, helping with children's chapel, etc.)
- Lead Children's Assembly at the beginning of Sunday School each week.
- Communicate with parents and volunteers about upcoming activities.
- Work with Children's Council and Nursery-Preschool Council to recruit volunteers for programs.
- Coordinate with volunteer teachers to ensure all classes are covered. Teach children's classes as needed.
- Ensure that needed materials are available for children's ministry activities.
- Manage the budgeting, and collection and disbursement of funds for children's programs.
- Establish and maintain a mature Christian example for the children, serving as a mentor/role model.
- Be aware of church policies and procedures to ensure a safe environment for children's activities and regularly monitor compliance.
- Other duties as assigned.