

# **Policies & Procedures**

**First Baptist Church  
Chataignier, LA 70524**

## Policies and Procedures Index

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## **General Church Policies**

1. No activities, which charge admission, may be scheduled for church facilities.
2. Due to the lack of recreation facility, recreational activities not related to the church program may not be scheduled for existing church facilities.
3. Funerals and Weddings are to be scheduled with the pastor.
4. No outside activity may occur simultaneously with church services.
5. Certain equipment may be used/borrowed (by Church members only) for non-church related activities with permission of the appropriate committee.

i.e.: Kitchen items thru Hostess Committee

Music equipment thru Music Committee

Tables and Chairs thru Maintenance & Grounds Committee

The church member is responsible for contacting the chairman of the appropriate committee, for checking out the desired item, and returning the item to the church. The committee Chairman is responsible for monitoring use and timely return of borrowed items.

6. All other church equipment - i.e. copy machine, typewriters, TV, VCR's, nursery items, may not be used for non-church related activities, and may not leave the church building.
7. The use of alcoholic beverages and tobacco is not permitted on the premises.
8. Weddings and baby showers sponsored by ladies of the church for members of the church or someone who is marrying a member may be held at the church.
9. Young People will not be left unattended on church premises. When there are meetings, choir practice, etc., where children come with parents, but are not taking part, they must be in an (approved) activity. This will eliminate commotion outside the church building as well as inside. If they do not participate in any activity, they are to remain with the parents. (For instance during choir practice).
10. Food or Drink will not be served at any time in classrooms. Exception will be Christmas. Any activity that requires food must be served and eaten in the kitchen and fellowship hall area. If the kitchen is used, it must be left clean and in an orderly condition. Wastebaskets will be emptied. No food or drink will be allowed in the sanctuary.

11. Dress Code: For junior high age and above, no shorts or mini-skirts will be worn in the church auditorium at any time.
12. Non-church related items are not to be sold at church (i.e. – school organization sales, girl scout cookies, etc.) See “Policies Regarding Fund Raising.”

## **Fund Raising Policy**

1. Church members shall not solicit for outside organizations on church property.
2. Fund raising activities such as cake bakes, car washes, etc., shall be restricted to church family members.
3. There shall be no public advertising for fund raising activities.
4. Fundraisers shall be approved by the Church Council.

## **Baptismal Committee**

The primary function of the Baptismal Committee is to assist the pastor in preparing for all administering the ordinance of baptism.

### **Duties:**

1. The committee will have all necessary supplies available and ready for use prior to each baptismal service such as robes and towels.
2. The pastor will provide the committee with a list of names of those who will be baptized.
3. The committee recommends that the pastor meet with the candidate and offers a period of instruction, preferably immediately before the baptismal services.
4. A copy of that list should be given to the church clerk as soon as the baptismal service is over.
5. The Committee will assist the candidates at the time of the baptism, take the candidates to the dressing rooms, answer questions that may arise, assist them while changing, etc.
6. The Committee will assist the pastor at baptism time by placing candidates in proper order for baptism and by making sure that the lighting is handled properly in the pool and auditorium. The committee will assist the candidate in and out of the pool and into the dressing room.
7. The committee is responsible for drying the floor in the baptismal area as a safety precaution.
8. The committee will bring any problems to the church's attention at regular monthly business meetings.

## Collection Counters

The Church Collection Counter Committee's principal functions are to receive, count, record and deposit all collections and offerings.

### Duties:

1. The committee receives Sunday School collections, counts and makes deposits. They are to be sure deposit slips are legible and that carbons in deposit book are in good order.
2. When Sunday morning and Sunday night offerings have been counted and recorded, the deposit bags are to be dropped in the night deposit at the bank.
3. At least two people are to be present when money is counted.
4. Offering envelopes are to be dated and if a check is used the check number should be listed on the envelopes.
5. The committee will be responsible for counting any monies collected for special events and report given to the church treasurer.
6. Whoever makes out a deposit slip is responsible for initializing and numbering each page.

## **Finance Committee**

The Finance Committee is responsible for preparing a workable annual budget for the church year and presenting the committee's recommendation to the church for action.

### **Duties:**

1. The committee will review the past budget, consider goals that were adopted, and project anticipated expenditures, taking into consideration the growth of the church. This must be done by August of each year.
2. The committee is responsible for reviewing requests for unbudgeted expenditures in excess of \$25.00. The review will consist of financial feasibility of the expenditure.
3. The committee will make a monthly financial statement to the church.
4. The committee will give out the proposed annual budget to the church for consideration one week before the business meeting in which the budget is to be adopted.
5. The committee will meet monthly and submit a report to the church business meeting.

## **Hostess Committee**

The Church Hostess Committee is responsible for the smooth operation of the social functions of the church.

### **Duties:**

1. The committee will maintain sufficient supplies of food service items.
2. The committee will plan the food service of the church-wide social functions.
3. The committee will recruit volunteers for preparing and serving food for social functions.
4. The committee will insure that groups using kitchen facilities leave the area and equipment in a clean and sanitary condition.
5. The committee is responsible for providing food for bereaved church families.
6. The Committee will meet and submit a report to the church at the first business meeting of each quarter as needed.

## **Library Committee**

The Library Committee's function is to work together to keep the library working and expanding.

### **Duties:**

1. The committee will select materials for the library for purchase. They will review any donated materials.
2. The committee will catalog materials for the library.
3. The committee will promote and aid circulation of materials in the library.
4. The committee will meet and submit a report to the church at the first business meeting of each quarter as needed.

## **Lord's Supper Committee**

The Lord's Supper Committee is responsible for making preparations for observation of the Lord's Supper.

### **Duties:**

1. The committee will have all necessary supplies in place prior to each observance of the ordinance.
2. The committee will assist in planning and evaluating the observance of the ordinance. It will assist the pastor in developing the ordinance procedure including the dates of the ordinance.
3. The committee will arrange for the ordinance materials to be collected, cleaned, and stored following the service.
4. The committee will keep a stock of supplies on hand and make recommendations to the finance committee when additional supplies are needed.
5. The committee will meet and submit a report to the church as needed.

## **Maintenance & Grounds Committee**

The primary function of this committee is to be responsible for the maintenance and the grounds of the church property.

### **Duties:**

1. The committee will inspect the church property monthly, and report any maintenance necessary. The chairman is responsible for seeing that the inspection is done.
2. The committee must see that action is taken to correct any problem that is brought before the committee.
3. The committee will be responsible to see that the lawn is mowed and taken care of properly. Recommendations will be brought at the monthly business meeting.
4. The committee will be responsible for recommending a person to open and close the church building at all scheduled services.
5. The person appointed to open and close the building will also be allowed to set the air conditioning and heating controls for the church building.
6. The committee will be responsible for cleaning the outside storage building.
7. The committee will meet as needed and report to the church at the regular monthly business meeting.
8. The committee is responsible for securing pest control services for the church each quarter and that these services are properly done.

## **Nominating Committee**

The basic responsibility of the Nominating Committee is to locate, screen, and recommend to the church qualified persons to fill all church-elected positions requiring volunteer leaders. The committee works with the pastor.

### **Duties:**

1. Locate, interview, screen, and recommend qualified persons for all church positions requiring volunteers (program organization leaders, church committee members, and general officers).
2. Counsel with church leaders regarding the need for volunteer workers and the performance of present volunteer workers.
3. Develop and operate by a plan that distributes leadership according to priority needs.
4. Nominate qualified members for special church committees and positions that need to be filled.
5. Present names of recommended workers to the church for approval.
6. Distribute copies of proposed personnel to the congregation one week prior to the business meeting in which these positions are presented for church approval.
7. In the event any concern occurs regarding any person appointed to any church position, it will be referred to the Church Council.

## **Policy & Procedures Committee**

The primary function of the committee is to be aware that policies are necessary in any organization and that a statement of duties provides boundaries for the committees work.

### **Duties:**

1. The Policy and Procedures Committee shall meet on an annual basis to review and revise the Policy and Procedures and make recommendations as/if necessary.
2. The Policy and Procedure Committee will review the duties of:
  - A. Paid church employees, volunteers and their job descriptions.
  - B. Church Committees
  - C. Rules governing the function of the church
3. The committee will meet annually and submit a report to the church at the regular business meeting.
4. The last review date will be updated and shown in the Policy and Procedures document footnote showing that this has been done. This will ensure the Policy and Procedures are kept up to date.

## **Transportation Committee**

The principal functions of the (Van) Transportation Committee are to make decisions concerning the ministry, maintenance of vehicles and transportation of various church groups.

### **Duties:**

1. The committee will appoint qualified persons as drivers. These drivers will be placed on an approved drivers list as required by the Insurance Company. No one other than an appointed qualified driver on the current list furnished to the Insurance Company is to be allowed to drive a church van. As the approved drivers list changes it will be forwarded to the Insurance Company. The new people on the list will not be allowed to drive the van until the church is notified by the Insurance Company that they have received the list.
2. The committee will be responsible for all rules and regulations regarding the vehicles such as conduct on the van, speed limits, church groups using the vehicles for non-church related activities.
3. The chairman of the committee will suggest a responsible person for the general upkeep and maintenance of the vehicle.
4. The committee will report to the church of any major maintenance problems or repairs that need to be taken care of.

### **Use of Church Vehicles:**

1. The use of vehicles for transportation to and from worship services at First Baptist Church, Chataignier shall have top priority over any alternate use.
2. The use of vehicles for group transportation to functions other than worship services at First Baptist Church, Chataignier is permitted provided the activity is sponsored by the church or is a ministry of the church.
3. Smoking and the use of alcoholic beverages are not permitted on the vehicles at any time.
4. Adequate supervision is required on trips. It is the responsible of the Trip Sponsor to secure adequate supervision.
5. The person in charge shall be the driver unless otherwise directed or agreed upon. The person in charge shall be responsible for operation, maintenance and safety.

In the event of an accident or emergency situation, he shall be the church spokesman in any discussion with authorities.

6. Any group using the van is responsible for having it cleaned. Clean the entire vehicle.

**Procedure for use:**

The following is a step procedure to be followed by any member of First Baptist Church, Chataignier wishing to schedule use of a church vehicle.

1. Review the transportation policy to verify that the general requirements for use of the vehicle are satisfied and to become familiar with the policy governing use of the vehicles.
2. Secure a driver from the list of approved drivers.
3. Make reservations with the Chairman of the Transportation Committee for use of the desired vehicle.
4. Clean all refuse from the vehicle, return to designated storage area, secure the vehicle. Make sure all electrical switches "are off.
5. Driver and sponsor complete the trip report and turn it into Chairman of the Transportation Committee.
6. Whoever is responsible for filling van (with gasoline) needs to sign the ticket and write in the destination.
7. Vans are to be returned immediately following the activity.

## **Church Council**

The responsibility of the Church Council is to assist in coordinating the work of all church programs and services. The Church Council is made up of the following members: Pastor, Youth Minister and/or Youth Committee Chair, Music Director, Educational Director, Deacon(s), Church Clerk, Sunday School Superintendent, Church Training Union Director, WMU Director, Chairpersons of the following committees – (1) Nominating, (2) Finance, (3) Maintenance, (4) Youth and Students and (5) Children's Activities.

### **Duties:**

1. The council will evaluate program achievements in terms of the church's objectives and recommend changes to enable the church to reach its stated objectives and to maintain efficiency.
2. The council will assist in scheduling all church activities.
3. The council is to be aware of church and community needs and to recommend a plan of organization work to meet those needs.
4. The council is to make a report as needed at the monthly business meeting.
5. If necessary, the Church Council shall have the power to bring members appointed by the committee to a church position, to the church for disciplinary action.
6. In the case of a grievance, the Church Council will act as a Personnel Committee in accord with the Discipline and Grievance Procedure for Paid Staff Members.
7. The Church Council will document the minutes of all of their meetings.

## **Funeral Policy**

1. Funerals are to be scheduled with the pastor.
2. Only church members and their immediate family member (father, mother, child, spouse) will be allowed to have a wake at the church.
3. The family is responsible for cleaning the church and returning everything back to its original condition and position.
4. The family will provide for coffee, cups, sugar and cream.
5. All food and beverages are to be served only in the kitchen area. The family is responsible for keeping this area clean.
6. No person is allowed beyond the double doors toward the Sunday School area. These doors will be locked. The nursery area will not be opened unless special arrangements are made by the family. During the wake, no children will be permitted beyond the double doors.
7. The family will be responsible for the music provided. They will have to meet with the music committee and/or Minister of music to work out arrangements.
8. The family will need to close the church at 10:00 p.m. They will be responsible for locking all doors and making sure all lights are out.
9. The family will need to meet with a member of the committee to secure supervisory directory to be on premises at all times. It will be the responsibility of the family to compensate the person for time.
10. No smoking or alcohol on church grounds.
11. No persons will be allowed upstairs.
12. If an outside pastor is asked by family members to participate in the services, he must be of like faith and order.

## **Wedding Policies & Procedures**

1. Weddings are to be scheduled with the pastor.
2. Only church members and their immediate family will be allowed to have weddings with reception at church.
3. Persons having the wedding are responsible for cleaning and returning everything back to original condition and position.
4. Rice is not to be thrown inside or outside the church for safety and maintenance reasons.
5. Music shall be checked by the Minister of music.
6. Playing of church musical instruments will be supervised by church accompanists.
7. If a wedding reception is held at church, the persons involved are responsible for applying all serving utensils.
8. Those having the wedding will be responsible for leaving the kitchen area, refrigerator, stove, etc. in good condition. It will be their responsibility to deposit all trash outside in the trash container.
9. No alcohol will be allowed at wedding or reception.
10. No persons will be allowed upstairs.
11. No persons will be allowed past the double doors toward the Sunday School area.
12. Nursery will not be opened unless arrangements are made before hand by the family. If nursery worker is obtained, it will be the responsibility of the family to compensate the worker.
13. If another pastor is invited to participate in the ceremony, he must be of like faith and order.
14. No one who is pregnant will be allowed to be married anywhere in the church.

## **Trustees**

The church trustees will be persons selected by the church who will represent the church in all legal matters.

1. The trustee's responsibilities will be to take care of any legal matters that arise. They will stand as spokesperson for the church.
2. The trustees will be responsible for any public information that is to be given out.
3. The trustees should make themselves aware of any liabilities that the church might face and correct the problem as required by law.
4. The trustees should report to the church any legal suits or claims of neglect that might arise.

## **Benevolence Committee**

The Benevolence Committee has the responsibility of helping persons of various needs in the church community.

1. The committee will meet to address any need that is brought before them that would require any donation of money or supplies.
2. The committee would be required to visit with the persons making the request to determine exact need.
3. The committee would be educated as to other areas of the community that might also help the person in need.
4. The committee would work with the finance committee to obtain needed monies. No money would actually be given unless determined by members of the benevolence and finance committee. Financial help would only be given to a service utility company; to purchase food by a member of the committee, or materials such as might be needed. No money would be given to an individual without supervision of the committee.
5. The benevolence committee would have the option of asking the church congregation for a special offering if a need arose.
6. The committee would ask the church to delegate one Sunday per year for an offering to the benevolence fund.
7. The committee would report to the church at monthly business meetings as needed.

## **Church Sign**

The Church shall select a person who will be responsible for preparing the church sign each week.

1. The person selected shall check with the pastor on the message to be placed on the sign.
2. The person will be responsible for keeping all letters in good condition and order.
3. It will be the selected person's responsibility to obtain extra letters as necessary to complete messages each week.

## Bulletin & Copy Machine

The Church shall select a person who will be responsible for preparing the church bulletin each week and take care of maintenance of the copy machine.

1. The person in charge of the bulletin will coordinate the bulletin by obtaining information from the pastor and receiving any additional information from church members or committees.
2. The person in charge will make sure that the bulletins are placed in a central location so members will have good availability to them.
3. The person in charge of the bulletins will make sure that only authorized persons are using the copy machine.
4. The person in charge of the bulletin will be responsible for supplies used by the copy machine. They will see that all necessary purchases are made.
5. The person in charge, when possible, shall make all copies. Every effort should be made by church members to get information to be copied to the person in charge. It is recommended that only specified persons use the copy machine.
6. The person in charge of the bulletin will be the one who shall contact the company, which services the copy machine. The person in charge should be present when all repairs and maintenance are done to the copy machine.
7. The person in charge of the bulletin is the only person who shall work on the copy machine. If a member is using the machine and a problem arises, they are to immediately turn off the machine and contact the person in charge for correction of the problem.
8. The copy machine is to be used for church related copies. **NO EXCEPTIONS TO THE RULE!**
9. The person in charge will bring a report and/or problems before the church at monthly business meeting.

## **Building Committee**

The Building Committee shall have the responsibility of evaluating the need of additions or structural modifications as needed for the growth and needs of the church building.

1. The Committee will evaluate requests made as to the need of additions or structural maintenance.
2. The Committee will set goals and promote needed funding.
3. The Committee will work with the finance committee to secure monies needed for projects.
4. The Committee will help in the selection of outside firms to work on the project.
5. The Committee will update the church on suggestions and make reports at the regular scheduled monthly business meeting.

## **Nursery Procedures**

1. Newborn to age 3 and their teachers are the only persons permitted in the classroom unless the teacher is not present. Please, only one person waits with your child.
2. When a child is sick, he/she is better off at home. We ask that your child be free of fever, contagious disease or any other sickness for 24 hours before you bring them to church. Such sicknesses may cause infection to other babies/toddlers. (Example: stomach viruses, “green” runny noses, chicken pox, ringworm, etc.)
3. Any serious allergies, unusual feeding habits or other problems should be reported to the nursery coordinator.
4. All items such as baby bottles, diaper bags, clothing, etc., should be labeled with the child’s name. Personal toys should be left at home.
5. When a child is placed in a bed, that bed should only be used by that child until services are over and the bed can be changed.
6. It is recommended that plastic bottles be used as glass bottles may get broken.
7. The Nursery Coordinator must know exactly where the parents can be reached in case of an emergency.
8. Child should be brought and called for by a parent. No child will be released to any other person unless pervious arrangements have been made. To avoid congestion in the nursery area, we ask that only one parent call for the child.
9. Children should be called for immediately after services. The nursery will remain open 15 minutes after the close of the service.
10. Nursery will not be opened for other than church services, except for special church-wide functions.
11. All parents of children left in the nursery will be expected to take a turn of work service.
12. Nursery workers should be in their place 15 minutes before the first child arrives.
13. Babies, creepers and toddlers are transferred to older departments as they mature and develop. Transfers are made at the discretion of the nursery coordinator with consultation of the parents. Transfers will be based on the needs of the children and the space available.

### **Nursery Procedures (Continued)**

14. The janitorial service is responsible for keeping the floors, windows, woodwork, bathrooms, etc., and for leaving the room in order after each service.
15. Older children will not be permitted in the nursery area.
16. No walkers permitted.

## **Nursery Procedures for Parents**

1. Newborn to age 3 and their teachers are the only persons permitted in the classroom unless the teacher is not present. Please, only one parent wait with your child.
2. When a child is sick, he/she is better off at home. We ask that your child be free of fever, contagious disease or any other sickness for 24 hours before you bring them to church. Such sicknesses may cause infection to other babies/toddlers. (Example: stomach viruses, “green” runny noses, chicken pox, ringworm, etc.)
3. Any serious allergies, unusual feeding habits or other problems should be reported to the nursery coordinator.
4. All items such as baby bottles, diaper bags, clothing, etc., should be labeled with the child’s name. Personal toys should be left at home.
5. It is recommended that plastic bottles be used as glass bottles may get broken.
6. The nursery coordinator must know exactly where the parents can be reached in case of an emergency.
7. Child should be brought and called for by a parent. No child will be released to any other person unless pervious arrangements have been made. To avoid congestion in the nursery area, we ask that only one parent call for the child.
8. Babies, creepers and toddlers are transferred to older departments as they mature and develop. Transfers are made at the discretion of the nursery coordinator with consultation of the parents. Transfers will be based on the needs of the children and the space available.
9. Older children will not be permitted in the nursery area.
10. All parents of children left in the nursery will be expected to take a turn of work service.
11. Parents need to bring a change of clothes and diapers.

## **Duties of Nursery Coordinator**

1. Hire/terminate workers for nursery department.
2. Give parents policy manual.
3. Enforce policies in policy manual.
  - a) First violation – One (1) verbal warning is given with a copy of the nursery policy.
  - b) Second violation – One (1) written warning is given.
  - c) If violations persist, worker will be terminated by Nursery Coordinator.
4. Keep nursery equipment up to date.
5. Train workers in sanitary procedures.
6. Make sure that all areas are cleaned as outlined by janitorial services.
7. Make sure that nursery workers are following their job description.
8. Nursery coordinator is responsible for placing schedule for extra services such as revivals, Vacation Bible School, etc.
9. Nursery coordinator should inventory toys. All broken or dangerous toys should be discarded.

## **Job Description for Paid Nursery Workers**

1. Must be responsible, dependable, and provide own transportation.
2. Practice good personal hygiene.
3. Required to be at church at least 15 minutes before and remain 15 minutes after completion of services.
4. Pick up toys, strip beds, take out trash after each service.
5. Practice sanitary procedures as follows:
  - a. Prepare diapering area with clean sheeting after each change.
  - b. Use disposable gloves when changing children.
  - c. Remove soiled diapers and place in plastic bag intended for disposal.
  - d. Remove plastic gloves and use and place in plastic disposal bag.
  - e. Wash hands after each changing. Use liquid soap and paper towel.
  - f. It will be the responsibility of the nursery workers to wash hard surface toys, beds and equipment each week with recommended solution of 1 part bleach to 9 parts of water. Extra paid time will be allowed for this procedure. It is recommended that this be done on Wednesday nights.
  - g. After toys are cleaned, they should be stored in container until next service.
6. Nursery workers are not allowed to bring friends to work.
7. Nursery workers should at all times show enthusiastic, kind and loving attitudes. They need to be cordial and encouraging to parents of children brought to the nursery.
8. If a worker will be late for any reason, they must call the church office to inform the Nursery Coordinator.

## **Janitorial Committee**

The primary function of the Janitorial Committee is to make sure that the church is clean and in good order.

1. The committee that shall have the responsibility of making sure that the janitorial service is doing a proper job and that they are following their job description.
2. The committee will be responsible for ordering supplies (toilet paper, hand soap, and trash can liners).
3. The committee will be responsible upon request of letting the janitorial service know of activities, which would take away from their cleaning time (weddings, funerals, youth activities, special church services).
4. The committee will report to the church at regular business meetings any additions or recommendations.

## **Job Description for Janitorial Service**

The janitor is to provide all cleaning supplies, cleaning materials and equipment necessary to do cleaning job. The church will provide toilet paper, paper towels, hand soap, trashcan liners and wax.

### **Occasional Services:**

1. Shampoo carpet to be done at extra cost to be agreed upon.
2. Complete stripping and waxing of floors to be done at extra cost to be agreed upon.

### **Weekly Services:**

1. Empty wastebaskets and wash baskets as necessary.
2. Dust all furniture (tables, chairs, pews, shelves, desks, piano, organ, lights, etc.).
3. Clean telephones.
4. Clean drinking fountains.
5. Check refrigerator and deep freezer, clean out as necessary.
6. Dusts all horizontal surfaces such as ledges, moldings and windows.
7. Clean all interior windows.
8. Clean all exit doors inside and out.
9. Dust venation blinds.
10. Remove cobwebs from ceiling areas.
11. Damp mop all floors and vacuum all carpets.
12. Spot clean spills on carpet.
13. Clean all restrooms. (sanitize toilet bowls, clean lavatories, refill toilet paper, hand soap and hand towels).
14. Spray buff floors each week.

15. Clean pew book racks each week.

**Job Description for Janitorial Service (continued)**

16. Sweep outside areas around exit doors.

17. Notify maintenance people of any irregularities.

18. Turn off all lights, air conditioners, etc. when leaving. Lock all doors and secure building when cleaning is complete.

19. Agree to a months notice if termination of employment is anticipated.

20. Any complaints should be forwarded to the janitorial committee.

### **Job Description for Yard Maintenance**

1. The lawn service will supply all needed equipment and supplies to properly maintain the yard at the church.
2. It is recommended that the lawn be mowed approximately every ten days. The sidewalks are to be trimmed with a weed-eater. If ditches need to be sprayed, they are to care for this. They are to trim bushes as needed.
3. All trash and excess grass is to be picked up and discarded.
4. Lawn service is to blow off all sidewalks and parking areas.

## **Personnel Policies & Procedures for Youth Minister**

### **Purpose and responsibilities:**

1. Youth Sunday School – Coordinate all assemblies, classes and teaching positions.
2. Youth Discipleship Training – Coordinate all assemblies, classes and teaching positions.
3. Wednesday night youth program.
4. Youth Outreach
  - a. Establish and promote a visitation program.
  - b. Weekly public school campus visits.
5. Youth Activities – Plan and coordinate:
  - a. Spiritual Enrichment Retreats/events
  - b. Youth Discipleship Training Events
  - c. Mission Projects
  - d. Social Activities
  - e. Holiday / Banquets/ Special Events
6. Goals – Submit an annual written report to the pastor establishing and outlining long-range and immediate goals for youth program.
7. Miscellaneous:
  - a. Assist pastor in performing pastoral duties as workload permits.
  - b. Coordinate ministry to parents of youth.
  - c. Provide training opportunities for youth teachers.

### **Office hours – Time off – Vacation time:**

1. It is recommended that the youth pastor spend at least half a day at his church office. The remainder of the day should be used at his discretion.
2. The youth minister shall choose one weekday as his day off.
3. The youth minister shall be allowed two weeks off for Revival, Seminars, and or conventions.
4. The youth minister may have seven (7) days per year for personal illness. Absences due to serious illness of immediate family members are allowed under this policy. These days may not be used for other purposes.

5. Time off for personal business may be granted by the pastor. It will be without pay or may be made up at a later time as workload warrants.

### **Personnel Policies & Procedures for Youth Minister (continued)**

6. Holidays:

|                         |        |
|-------------------------|--------|
| New Years Day           | 1 day  |
| Memorial Day            | 1 day  |
| 4 <sup>th</sup> of July | 1 day  |
| Labor Day               | 1 day  |
| Thanksgiving            | 2 days |
| Christmas               | 2 days |

When any of the Holidays fall on a weekend, employee shall select weekdays later to be observed.

7. Vacation: Youth minister shall have two weeks (10 workdays) paid vacation each year. It will then be increased to three weeks (15 workdays) after five (5) years and four weeks (20 workdays) after 10 years of continuous service. Vacation time must be taken within the calendar year it is due, or it will be lost. No vacation time may be taken during the first six months of employment. Vacation time should be scheduled one month in advance and should be added to the church calendar in the office.

### Vacation & Time off for Pastor

**Vacation:** Pastor will receive two weeks (10 workdays) of paid vacation each year. It will then be increased to three weeks (15 workdays) after five (5) years and four weeks (20 workdays) after 10 years of continuous service. Unused vacation time cannot be carried over into the next year, nor will employee receive additional pay for vacation not taken.

**Holidays:** The church holidays will include the following:

|                         |        |
|-------------------------|--------|
| New Years Day           | 1 day  |
| Memorial Day            | 1 day  |
| 4 <sup>th</sup> of July | 1 day  |
| Labor Day               | 1 day  |
| Thanksgiving            | 2 days |
| Christmas               | 2 days |

When any of these holidays fall on the weekend, employee shall select weekday(s) to be observed.

**Outside ministry:** The pastor shall be allowed four (4) weeks per year (not to exceed four Sundays) for revival, conferences and/or educational meetings in which they serve as guest minister or clinician.

**Note:** The pastor will be responsible for pulpit supply as well as personal compensation to guest speakers in his absence. This will not apply during vacation time.

## **Job Description for Secretary (Full Time or Part Time)**

**Scope:** The Church Secretary shall be responsible directly to the Pastor and / or the Church Council in the absence of a Pastor. In addition to the stated responsibilities, the Pastor shall direct daily oversight of the job. This is necessary for the efficient administration of the receptionist and clerical tasks necessary to accomplish the mission and ministry of the Church.

**Personal Characteristics:** The following characteristics are requirements for the person serving as the Church Secretary:

- Possess a born-again relationship with Jesus Christ
- Be loyal, first to the Lord, his Church and the Pastor and Staff
- Maintain a cooperative team spirit and an attitude of caring for the Pastor, Staff, Church Members and General Public
- Possess unquestioned integrity
- Maintain a genuinely cheerful, friendly, caring attitude with all people
- Be punctual and professional in work attendance
- Maintain confidentiality of the Church's business and workings
- Possess a working knowledge of the computer programs used by the Church
- Maintain personal dress and appearance that is appropriate to the mission and ministry of the Church

### **Secretary Duties:**

#### **Pastoral Support:**

1. Perform typing and mailings as requested by pastor or other staff. (Full time employee).
2. Forward prayer requests that are called in, to the Pastor and to prayer chain volunteers. (Full time employee)
3. Keep current Church calendar, and inform Pastor of committee meetings and any relevant information regarding these. (Full time employee)
4. Forward all e-mails to the Pastor.
5. Support Pastor and all ministerial staff with any office related requests.

#### **Church Support:**

1. Print labels, envelopes, and letters as requested by Church leaders.
2. Supply names, addresses, phone numbers, class rosters, and other information as requested by church leaders.
3. Support the VBS effort by copying, cutting, and distributing any request made by the VBS Director.
4. Supply sign-up sheet, volunteer rosters, and fliers as requested by church leaders.

5. Use the Church e-mail to forward pertinent information or prayer requests. (Full time employee)

### **Office Responsibilities:**

1. Answer the phone and receive messages at church during regular business hours (Full Time employee).
2. Check Post Office box daily, sort and distribute incoming mail. Send outgoing mail. (Full time employee).
3. Oversee office equipment and its maintenance. Maintain office supplies.
4. Input data into church computer system.
5. Maintain: Family records; Committee reports; Financial reports; Contributions; Sunday School; Worship and Discipleship Training records.
6. Compose, type, fold, and distribute weekly Church bulletins.
7. Complete the Annual Church Profile.
8. Keep and update a filing system as necessary.
9. Send welcome letters to visitors, type the business meeting agenda, type weekly prayer request for Wednesday night, etc.
10. Function as Church Clerk. (Full Time Employee)
11. Maintain all necessary attendance reports as necessary to include:
  - Gather all attendance reports from the Sunday School office weekly
  - Enter all attendance reports into the "Servant Keeper" software program weekly
  - Print attendance Rosters for Sunday School classes and distribute into Sunday School folders
  - Prepare and report attendance averages monthly for business meetings

The Church Secretary is expected to fulfill all of the above requirements and to carry out any other tasks or responsibilities assigned by the Pastor, Staff, or Church Leaders that are of a secretarial nature.

If a full time position, the Secretary would be required to work a 40-hour week. This is broken down with 5 hours per week considered evening meetings and/or Sunday responsibilities. The remaining 35 hours will be used during the weekdays, which would normally be from 8:30 a.m. until 4:30 p.m. or as needed to complete the weekly tasks from Monday through Thursday. On Friday, the normal hours would be 9:00 a.m. until 12:00 p.m. The distribution of the 35 hours would also be as needed by the Pastor. If the fulfillment of the duties listed above or those, which may arise outside the normal job description, requires work beyond the regular hours on any given day, those hours can be taken from another day (comp time). Therefore, if the 35-hour requirement were met Monday through Thursday it would not be necessary for the Secretary to report to the office on Friday.

The Pastor and Church Council will determine Part Time or Volunteer secretary's hours and responsibilities in concert with the candidate. Both parties would agree to these responsibilities, duties, and work hours. A copy of the agreement will be filed in the Church office with a copy being retained by the Church Council and the Pastor.

The Secretary's salary will be determined by the Financial Committee and voted on by the church body.

The Secretary will receive two weeks (10 workdays) paid vacation each year (not to be taken for the first six months of employment). It will then be increased to three weeks (15 workdays) after five years and four weeks (20 workdays) after ten years of continuous service.

The Secretary will have off all regular office holidays as outlined by the Pastor, and is allowed five paid sick days per year (sick days can accumulate up to 20 workdays). The church body in the case of severe illness can vote additional sick days.

### **Job Description for Part-time Minister of Music**

1. Work with Adult Choir to develop special music for worship services.
2. Select hymns and arrange both worship services.
3. Provide for a song leader in song leader's absence.
4. Work with volunteer(s) to coordinate Children's Choirs.

The Minister of Music shall get 2 Sundays off per year with pay (Vacation). They shall also get one sick Sunday per year (with pay) and are allowed for Sunday evenings to work with the choir of Acadian Baptist Center. The Minister of Music shall get replacements for every service they are away.

## **Use of Alcoholic Beverages**

Everyone in a position of leadership shall abstain from the use, purchase, or sale of alcoholic beverages. Any use, purchase, or sale of alcoholic beverages by anyone in leadership results in immediate resignation or they will be voted out of that position by the church.

## **Baby and/or Bridal Shower Policies & Procedures**

1. Baby and/or bridal showers are to be scheduled with the secretary.
2. Only church members and their immediate family (father, mother, child, spouse) will be allowed to have baby and/or bridal showers.
3. Persons having the shower are responsible for cleaning and returning everything back to original condition and position.
4. When a shower is held at the church, the persons involved are responsible for supplying all serving utensils.
5. Those having the shower will be responsible for leaving the kitchen area, refrigerator, stove, etc. in good condition. It will be their responsibility to deposit all trash outside in trash container.
6. No alcohol or smoking is to be allowed at shower.
7. No persons will be allowed upstairs.
8. No persons will be allowed past the double doors toward Sunday School area.
9. No unwed mothers will be allowed to have a baby or bridal shower at the church.

## **Process for Calling a Pastor & Responsibilities of the Pastor Search Team**

1. Pastor Search Team member must be a member of the church at least six months.
2. Pastor Search Team is to inform the church about the prospective pastor who is to come "in view of a call."
3. Pastor Search Team is to give the church a summary or fact sheet about the prospective pastor.
4. The church will vote the same Sunday night prospective pastor comes "in view of a call."
5. The prospective pastor has up to one week to respond to the call either by phone or letter.
6. The percentage to call a prospective pastor is 75%.
7. The Pastor Search Team will see that a "Supply" pastor is provided. They will then seek an Interim pastor to be voted upon by the church until a pastor is called.
8. The Chairman of the Pastor Search Committee will act as the moderator of a called business meeting, immediately after the prospective pastor preaches on Sunday evening. The purpose of the called business meeting is to conduct the vote on the prospective pastor.
9. The Pastor Search Committee will conduct the vote on the prospective Pastor after the evening service, by passing out ballots and then conducting the count. The count on the vote will be announced to the church after it is tallied. The Pastor Search Committee will call the prospective pastor to announce the count to him.

## Disciplinary & Grievance Procedure for Paid Staff Members

**Purpose:** In order to maintain the Church's mission of reaching the lost, the work of the Church's paid staff must be conducted in a Christian and orderly manner. The Pastor being the Shepherd of the Lord's flock is the overseer of the Church. This is borne out in: Hebrews 13: 17 and in 1 Peter 5: 1-3.

If it becomes evident that an employee is not serving in a Christian manner, it may be necessary to discipline, up to and including possible termination, for poor job performance or misconduct, as determined by First Baptist Church Chataignier, Louisiana.

Keeping this in mind First Baptist Church of Chataignier, Louisiana has the right to terminate the employment relationship at any time, with or without cause or advance notice. The paid staff members are to be aware of the following standards and work rules. Employees who do not comply may be subject to disciplinary action, up to and including possible termination.

Some examples of **poor job performance** follow, but are not limited to:

- Below average work performance or quality.
- Poor attitude, including rudeness, or lack of cooperation.
- Excessive absenteeism, tardiness, or abuse of privileges.
- Failure to follow instructions of First Baptist Church Chataignier, Louisiana's policies and procedures.

Some examples of **misconduct** (conduct not becoming a Christian) follow but are not limited to:

1. Insubordination.
2. Violating God's laws that affect how others see you biblically, spiritually, and ethically.
3. Abuse, misuse, theft, or unauthorized possession or removal of First Baptist Church Chataignier, Louisiana's property, ministry funds, or the personal property of others.
4. Falsifying or making a material omission (purposefully) on First Baptist Church Chataignier, Louisiana's records, reports or documents, such as payroll, personnel, and employment records. This includes marking/signing documentation of another employee or knowingly allowing another employee to mark or sign your documentation.
5. Divulging confidential information of First Baptist Church Chataignier, Louisiana to unauthorized persons.
6. Disorderly conduct on First Baptist Church Chataignier, Louisiana's property, including fighting or attempted assault. The use of profane, abusive, or threatening language towards others (verbal assault), or the possession of a weapon.

The method of discipline is found in Matthew 18: 15-20. The following steps will apply:

1. The Pastor as the leader of the flock will bring the problem to the staff member's attention. If the staff member changes their conduct, they will have met the intent of Matthew 18: 15. The Pastor will document this with the signature of the staff member with their agreement to change their conduct.
2. If the offending party does not agree to change their conduct, the Pastor with two or three witnesses will attempt to have the staff member agree to change their conduct. If this results in an agreement to change their conduct, again, they will have met the intent of Matthew 18: 15. The Pastor will document this with the signature of the staff member with their agreement to change their conduct. The two witnesses will also sign this documentation.
3. If the staff member reacts as in Matthew 18: 17, then it shall be brought to the Church Council. If the Church Council determines that the person is to be terminated this will be brought to the Church for its action. Again, this will be documented with signatures of all involved. The documentation will be kept in a file by the Pastor.

### **Grievances:**

If a paid staff person feels that he or she has a grievance, they may call upon the Church Council (acting in the capacity of a Personnel Committee) who will act as a Grievance Committee. The Church Council can elect to meet with the Pastor in order to clarify the situation and mediate if necessary. The majority vote of the Church Council will be required in order to bring this to the Church for its action.

## **Youth and Students Committee**

The primary function of this committee is to work with the Church's Youth and Students in order to encourage participation in Christian activities and training.

### **Duties:**

1. The committee will assist the youth minister with scheduling fundraisers, youth camps and youth events. The Youth and Students Committee is set up to work with 7<sup>th</sup> through 12<sup>th</sup> grade students.
2. Committee members must be members of First Baptist Church of Chataignier in good standing.
3. The committee will consist of a minimum of three (3) committee members with a maximum of seven (7) members.
4. The committee will take charge in the absence of a youth minister. This will be done in consultation with the pastor, or in the event the church has no pastor, the interim pastor or in the absence of an interim pastor, the church council.
5. The committee members are to serve on a three (3) year rotating basis. The committee member's terms will be staggered so they do not serve concurrently. This assists in maintaining knowledge of past actions of the committee. Members will be allowed to serve consecutive terms of three years if in accord with the nominating committee.

## **Children's Activities Committee**

The primary function of this committee is to work with the Church's Children in order to encourage participation in Christian activities and training.

### **Duties:**

1. The committee will coordinate activities with the youth minister. This includes scheduling of events such as but not limited to: Children's Valentine Party, Resurrection Celebration, Fall Harvest Fest, and the Christmas Parade. The Children's Activities Committee is set up to work with children age 3 through 11.
2. Committee members must be members of First Baptist Church of Chataignier in good standing.
3. The committee will consist of a minimum of three (3) committee members with a maximum of seven (7) members.
4. The committee will take charge of children's activities in the absence of a youth minister. This will be done in consultation with the pastor, or in the event the church has no pastor, the interim pastor or in the absence of an interim pastor, the church council.
5. The committee members are to serve on a three (3) year rotating basis. The committee member's terms will be staggered so they do not serve concurrently. This assists in maintaining knowledge of past actions of the committee. Members will be allowed to serve consecutive terms of three years if in accord with the nominating committee.

## Job Description for Bi-Vocational Youth Minister

1. **Wednesday Night Responsibilities:** (If not negotiated out): Conduct an appropriate Bible Study Youth Activity. This may evolve into a Mid-Week Youth Worship Service as facilities allow.
2. **Youth Sunday School:** Due to having Sunday School Teachers in place, the Youth Minister will coordinate a Youth Open Assembly where announcements will be made, future plans discussed and prayer requests made. The Youth Open Assembly will use the Sunday School literatures arrival activity and lesson overview. This Open Assembly should be no longer than 10 minutes in length and coordinated with the assistance of the Sunday School Teachers.
3. **Choir Hour:** The Youth Minister shall coordinate an activity, which may include a Bible Study, games, drama practice, or another event that will be appropriate to accommodate the youth whose parents are in Choir practice.
4. **Youth Discipleship Training:** The Youth Minister shall use appropriate Discipleship Training material or other Youth oriented Bible Studies and shall coordinate, assemble and teach these classes. It is the Youth Ministers responsibility to solicit assistance when necessary.
5. **Youth Activities:** There should be at least two (2) activities per month planned for the youth. The Youth Minister shall work directly with the Pastor and the Youth Council in planning and coordinating these activities, and the youth shall be notified via Sunday School Open Assembly, the Church Bulletin and monthly newsletter in advance to the activities.
6. **Youth Summer Trips:** The Youth Minister shall work with the Youth Council in coordinating the Summer Youth Trip and any Summer Mission Trips. These trips will be planned in advance working with the Youth parents, the Youth Council and the Pastor.
7. **Staff Meetings:** The Youth Minister shall be required to attend a scheduled staff meeting once a week with the Pastor and other staff members. This meeting will be scheduled at a convenient time for all involved. The purpose of this meeting is accountability, direction, calendar planning and prayer.
8. **Calendar Meetings:** The Youth Minister shall organize and develop a monthly calendar of activities as planned along with the Youth Council. This calendar shall be given to the Church Secretary prior to the month planned and it will be mailed to each member of the youth.

### **Job Description for Bi-Vocational Youth Minister (continued)**

9. **Vacation:** The Youth Minister shall have two (2) Sundays vacation each year. Vacation time must be taken within the calendar year it is due, or it will be lost. No vacation time may be taken the first six (6) months of employment. Vacation time should be scheduled one month in advance and should be added to the church calendar in the office.

### **Job Description for Part-time Pianist / Organist**

1. Provide accompaniment for both Sunday services.
2. Attend Adult Choir practice as needed.
3. In the event of absence, the Minister of Music must be notified prior to the Sunday service.
4. In the event of absence, salary is prorated at \$11.55 per service (based on \$1,200.00 year).

## Guidelines for Youth Trips

The following guidelines are for all church sponsored Youth Camps and Mission Trips – as deemed by the C.P.A.'s where the church aids financially.

1. For any youth, who is a member of the church, and plans to attend the event, they must attend no fewer that three (3) of the following options in the three weeks immediately preceding the event. They are:
  - a. Sunday School, Sunday Morning Worship, Discipleship Training, Sunday Evening Worship, and Wednesday Evening Worship.
  - b. In such case as the member does not comply, they shall be declined financial aid, and shall only receive the proceeds allotted them from the fund-raisers in which they participated.
2. For any member who plans to be financially aided by the church for that event, they must participate in no fewer than 75% of the scheduled fundraisers for that event.
  - a. If the member does comply, the church shall award up to 50% of the total trip (excluding, but not limited to, food to and from the event, and spending money). If a member reaches 100% of the cost of the event through fund-raiser proceeds alone, there is no need to award financial aid.
  - b. If the member does not comply, they shall not be awarded financial aid and shall only receive the proceeds allotted them from the fund-raisers in which they participated.
3. For any youth who is not a member of the church, they are welcome and encouraged to attend services and fund-raisers, but no financial aid shall be awarded them from the church and they shall only receive the proceeds allotted them from the fund-raisers in which they participated.
4. In the event any youth (member or not) does not achieve 100% of the costs of the event, they are required to pay the balance due by a pre-determined date.
5. In the event any youth (member or not) does not achieve 100% of the costs for the event through fund raisers proceeds alone – the excess monies shall be marked as a personal account, and can be applied towards the following year's events or will be forfeited.
6. In the event any youth (member or not) participate in fund-raisers, but does not attend the event, heir proceeds shall be forfeited.
7. All records of fund-raising, and records of accounts, will be kept by the Youth Minister with frequent updated copies given to the Church Treasurer.