PERSONNEL MANUAL
BOYD BAPTIST CHURCH
BONHAM, TEXAS

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Revised 5/9/04
SECTION 1
Job Descriptions

1.a. Pastor

**Principle Function:** The pastor is responsible for providing administrative leadership for the church and for using his skills in proclamation and pastoral care in meeting the needs of persons in the church and community.

1. He is the spiritual leader and overseer of the congregation.
2. Provide administrative leadership for the total church program.
3. Proclaim the gospel and lead the church in proclaiming the gospel to the church and community.
4. Lead the staff and the church in a caring ministry for persons in the church and community.
5. Lead or delegate the leadership of the congregational services: plan, coordinate and evaluate congregational services.
6. Preach at all worship services that include preaching or arrange for someone to perform this function.
7. Serve as moderator for the church. Designate a substitute moderator when absent.
8. Give supervision to other members of the church staff.
9. Plan and provide leadership in the observance of church ordinances.
10. Counsel with and assist in training deacons for their responsibilities.
11. Give direction to the week-day operation of the church office.
12. Work with the Chairman of the Budget Committee in promoting the annual stewardship emphasis of the congregation. Promote a year-round stewardship emphasis.
13. Work with the organization leaders, the Building and Grounds Committee and the Deacon Body on projecting and evaluating the need for additional facilities.

14. Work with leaders of church organizations to assign church facilities for regular meetings and special activities.

15. Serve as ex-officio member of the Deacon Body and on all church committees.

16. Periodically review wage and salary structures, personnel practices, fringe benefits, and make recommendations to the Personnel and/or Finance Committee.

17. With the help of the church staff plan and produce general church publicity and promotion materials.

Concluding Statement: Realizing the impossibility of putting into writing all responsibilities pertaining to this office, the aforementioned are simply guidelines and would herein express the faith that said employee will work compatibly with all concerned for the success of the entire church.

1.b. Associate Pastor- Minister of Discipleship
**Principal Function:** The Minister of Discipleship is charged with the Discipleship Ministries (Sunday School, Discipleship Training, etc.) and is responsible to the Pastor for the overall direction and planning for the best possible Discipleship Ministry for Boyd Baptist Church.

1. Give direction to the lay leadership in planning and conducting of a comprehensive Discipleship Ministry.

2. Lead in enlisting and training of teachers and workers for the Discipleship Ministries of the church.

3. Provide regular Sunday School workers’ meetings designed to equip the leaders to do their personal best in leading their classes in Bible Study, Evangelism, Ministry and Fellowship.

4. Plan and conduct regular Sunday School campaigns to promote growth in the Sunday School.

5. Coordinate and implement ongoing outreach efforts with the Associate Pastor in charge of outreach.

6. Periodically evaluate facilities, equipment, and teaching aids in each department to ensure the best possible physical arrangements for continued growth in our Sunday School.

7. Administer the Discipleship Ministry (locate curriculum, enlist teachers, secure dates and times).

8. Assist the Pastor in hospital, nursing home and other various ministries, Employing other spiritual gifts you possess, and doing whatever is Necessary to foster church-wide unity and fellowship.

9. Be responsible for submitting budget needs of the Discipleship Ministries of the church and oversee the spending of those budgets.

10. Perform other duties as directed by the Pastor.

**Concluding Statement:** Realizing the impossibility of putting into writing all responsibilities pertaining to this office, the aforementioned are simply guidelines and would herein express the faith that said employee will work compatibly with all concerned for the success of the entire church.

1.c. Associate Pastor- Music and Senior Adults
**Principal Function:** The staff member in charge of the Music Ministry and Senior Adult Ministry is responsible to the pastor for developing plans, and for implementing the same to provide the best possible program of music and senior adult activities and support.

1. Give direction to the planning and conducting of a comprehensive music program.

2. Be responsible for the coordination of all music for all worship services of the church.

3. Be responsible for planning, rehearsing and directing the Sanctuary Choir.

4. Be responsible for the overall implementation and coordination of a comprehensive music program for the various age groups (children, youth, adult, senior adult) of the church.

5. Be responsible for purchasing and maintaining of church music and related literature.

6. Evaluate, plan, coordinate and direct the Senior Adult Ministry of the church.

7. Assist the Pastor in performing of pastoral ministries such as visitation of the sick, bereaved, and victims of other crises.

8. Be responsible for submitting the budget needs of the Music and Senior Adult Ministry of the church and oversee the spending of those budgets.

9. Assist the Pastor in the conducting of nursing home services, Bible Studies, etc.

10. Secure and recommend his supply to the Pastor in his absence.

11. Perform other duties as directed by the Pastor.

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**1.d. Associate Pastor-Minister of Students (Grades 1-12)**
**Principle Function:** The Minister of Students is charged with the Student (Grades 1-12) Ministry of the church and is responsible to the Pastor for developing the overall direction and plans for the best possible Student Ministry for Boyd Baptist Church.

1. Work closely with the Youth Ministry Council and the Children’s Ministry Council to seek to evangelize Elementary, Junior High and High School students for Christ and disciple them in their Christian lives through age-appropriate programs, training and events such as meaningful Bible studies, fellowships, camps, retreats, conventions, music, drama and other special emphases.

2. Provide hands-on mission opportunities (local and remote) for students and other interested members of the church.

3. Plan and promote a strong student Christ-centered evangelistic effort year-round.

4. Regularly visit school campuses and attend school-related events in order to be involved in the lives of students.

5. Work with students to plan or be involved in school campus ministries such as FCA, and other campus ministries and Bible studies.

6. Counsel with students in such matters as vocations, social life, and spiritual matters.

7. Encourage a balanced fellowship program among all student groups through regular Sunday night Fellowships, banquets, parties, outings and athletic activities.

8. Work closely with parents of students through involving them in evaluation and planning of student events and providing regular training and/or ministry events specifically designed for their needs.

9. Create opportunities for students to build relationships with people of all ages in church, seeking to bridge generation gaps that occur in church life.

10. Minister to people of all ages in the church and community through assisting the Pastor with hospital, nursing home and other various ministries, employing other spiritual gifts you possess, and enriching
church-wide unity and fellowship.

11. Be responsible for submitting the budget needs of the Student Ministry and oversee spending of the budget.

12. Perform other duties as directed by the Pastor.

Concluding Statement: Realizing the impossibility of putting into writing all responsibilities pertaining to this office, the aforementioned are simply guidelines and would herein express the faith that said employee will work compatibly with all concerned for the success of the entire church.

1.e. Church Secretary
**Responsible to:** The church secretary will be under the direction of the Pastor or designated administrator.

1. **Public Relations/Communication**
   
   **A. Receptionist**
   
   1. Greet each visitor to the church office in a cordial and friendly manner.
   2. Assist persons who come in need of help. Help collect necessary information and forward to the benevolence committee.

   **B. Telephone**
   
   1. Forward and direct calls to and/or take message for the appropriate person.
   2. Make calls, as needed for the pastor, staff, and church membership, which relate to the ministries and functions of the church.
   3. Keep pastor, hospitality chairman, teachers, and other responsible persons informed as to deaths, illnesses, and other crisis situations of church membership.

2. **Clerical Duties:**

   **A.** Maintain the church rolls and membership including all correspondence and permanent records.

   **B.** Organize and route incoming statements and invoices to appropriate line items in the budget.

   **C.** Inventory office supplies and requisition needed supplies in consultation with the administrator.

   **D.** Prepare, print and mail the monthly Newsletter.

   **E.** Maintain church mailing list for all regular publications.

   **F.** Be responsible for cleaning and/or securing maintenance of all office equipment.

   **G.** Preparing all church publications such as weekly prayer list, bulletin, materials for church council and church conference, etc.

   **H.** Perform other responsibilities as assigned by the Pastor or designated administrator.

   **I.** Notify families when memorial gifts are donated.
J. Maintain church calendar.

K. Perform other duties as directed by the Pastor.

Concluding Statement: Realizing the impossibility of putting into writing all responsibilities pertaining to this office, the aforementioned are simply guidelines and would herein express the faith that said employee will work compatibly with all concerned for the success of the entire church.
Responsible to: The Ministry Assistant will be under the direction of the Pastor or designated administrator.

Summary of Job Description: The Ministry Assistant’s primary function will be to assist the Church Staff in a variety of office duties so they may have more time to connect with people.

Benevolence:
The Ministry Assistant will be the office point person who is responsible for attending to the needs of those in our church and coming in to our office who have physical needs such as food, clothing, assistance with utility bills, medicine, etc. While the Ministerial Staff will be the primary ones who give spiritual counsel, the Ministry Assistant will be responsible to offer some spiritual counsel in the absence of Ministerial Staff.

Pastor:
1. Process all correspondence including letters to new members, prospects, baptismal candidates and visitors/guests.
2. Assist Pastor in duties such as research, daily appointments, correspondence, filing, calendaring, and phone calls.
3. Maintain updated roster on computer.

Outreach:
1. Prepare prospects, visitors and absentees cards for weekly outreach.
2. Maintain prospect database including recording new prospects.
3. Schedule staff visitation partners and appointments.

Discipleship:
1. Maintain Sunday School attendance records and class rolls.
2. Process all literature orders for Sunday School and Discipleship Training.
3. Assist in the preparation and conducting of the on-going New Member’s Class.

Worship:
1. Prepare multimedia presentations for all worship services.
2. Assist Music Minister in the organizing and filing of the choral library.
3. Assist Music Minister in updating personal office files as needed.
5. Prepare mailings for choir, worship leadership team, praise team, and Sonrise Club.
7. Prepare weekly PrayerGrams.

Marketing/Publicity:
1. Maintain bulletin boards.
2. Oversee the marketing of church events through newspaper, radio, and internet.
3. Update the website on a weekly basis.

Youth Ministry:
1. Process all correspondence and mailing.
**1.g. Custodian**

**Principal Function:** The custodian is responsible to the Pastor or designated administrator for maintaining the building in a clean neat condition.

1. Dust furniture and vacuum floors in every department and classroom. (wet mop where tiled) each week.

2. Empty trash cans.

3. Sweep cobwebs from department ceilings and walkways.

4. Report leaks, or damage in building proper.

5. Clean bathrooms weekly.
   a. Wet-mop floors with cleaner.
   b. Clean mirrors.
   c. Replace toilet tissue and hand towels as needed.
   d. Sanitize urinals and commode bowels and wipe clean.
   e. Replace deodorant bars in bowls and urinals as needed.

6. Perform other related duties as directed by the Pastor.

**Concluding Statement:** Realizing the impossibility of putting into writing all responsibilities pertaining to this office, the aforementioned are simply guidelines and would herein express the faith that said employee will work compatibly with all concerned for the success of the entire church.
1.h. Church Clerk

A. Take minutes at all regular and/or called business meetings of the church. Type these minutes.

B. Communicate to Church Secretary the results of church votes on membership, transfer of letter, etc. so church rolls can be maintained.

Concluding Statement: Realizing the impossibility of putting into writing all responsibilities pertaining to this office, the aforementioned are simply guidelines and would herein express the faith that said employee will work compatibly with all concerned for the success of the entire church.
SECTION 2
Vacations

1. Vacation is accrued from start date (first day on the job).

2. Full time staff receive two (2) weeks of vacation (14 days, which includes two (2) Sundays), after one (1) year of employment. They may take one (1) week after six (6) months of employment.

3. Vacations should be scheduled through consultation with the church staff and deacon body and noted on the official church calendar as soon as possible.

4. Vacations cannot be accrued (carried over) or retroactive from one year to the next. (Exceptions will be evaluated by the Pastor and deacon body.)

5. Ministers that maintain employment with Boyd Baptist Church for a period of three (3) years will receive three (3) weeks paid vacation. Only two (2) Sundays are allowed off in any 20 day period. Other full time staff receive three (3) weeks paid vacation after five (5) years of employment. (All schedules will be worked out in consultation with the pastor and staff to coordinate the best possible ministry calendar.) Vacations should be scheduled and placed on the church calendar as soon as possible.

REVIVAL/EDUCATION/CONFERENCES

1. Any time a staff member is away the church body needs to be informed.

2. Two weeks absence for Revival (including two non concurrent Sundays) after one year of employment with Boyd Baptist Church, is available to the Ministerial staff.

3. Additional time for staff away from the church field can be requested by the Pastor and/or the deacon body for approval by the church.
4. Participation and expenses for attendance at State, Evangelistic, National Conferences/Conventions and special mission endeavors are granted to the professional staff based upon scheduling and compliance with budget guidelines. Formal approval shall be confirmed through a regular church business meeting.
Section 3
Office Hours

1. Ministerial staff should work four (4) out of five (5) days, Monday through Friday. Sundays and Wednesdays shall be considered effective work/Ministry time toward anticipated work load. (i.e. Leadership responsibilities in Sunday School, Worship and Church Training responsibilities.)

2. Days off shall be scheduled with the Pastor (or designated administrator) and other staff in regard to an effective ministry calendar.

3. Days off shall not be accrued or retroactive from one month to the next. (Days off are not accrued during conferences or revival time away from the church).

4. Regular office hours are 8:00 a.m. until 5:00 p.m., Monday through Friday. Staggered work hours are expected and understood by the church to compensate for night meetings, church appointments, and hospital and bereavement calls by the ministerial staff.

5. Schedules for hourly employees will be coordinated with the Pastor (or designated administrator).
Section 4
Bereavement / Sick Leave / Extended Absence

1. Time off is allowed for the death of an immediate family member of hourly employees and ministerial staff. Immediate family is considered to be spouse, children, parents, parents-in-law, siblings, siblings-in-law, grandparents, grandparents-in-law, son/daughter-in-law, grandchildren. Paid leave will be three consecutive working days for funeral services.

2. Leave of absence will be recommended by the Pastor to the Deacon Body. Recommendations will then be presented at the next Church Conference for approval. Unless determined otherwise leave of absence will be without pay.

3.a. Sick leave (with pay) for the Ministerial Staff will be allowed as needed. Extended sick leave and sick leave pay will be monitored and evaluated by the Deacon Body.

3.b. Paid sick leave for full time hourly staff will be two days per quarter (quarters based on calendar year January through March, etc.). Sick leave will be administered by the Pastor (or designated administrator) and communicated to the Church Treasurer for payroll purposes. Sick leave cannot be accumulated or carried over from quarter to quarter.
SECTION 5
Holidays

1. Holidays

(1) New Years Day
(2) Good Friday
(3) Memorial Day
(4) July 4th
(5) Labor Day
(6) Thanksgiving (2 days)
(7) Christmas (2 days)

2. If holidays fall on Saturday/Sunday the previous or following work
day may be taken as holiday. The Pastor (or designated
administrator) will determine the holiday schedule for the church
office.
SECTION 6
Compensation

1. All employees are paid weekly (52 checks per year). Checks will be
distributed on Monday. If Monday is an office holiday, checks will be
distributed the following scheduled work day.

2. Ministers will have the privilege of allocating their compensation for
personal benefit. (Instruct the treasurer to distribute their salary for tax,
retirement, insurance, car expense, etc.)

3. Hourly employees will be eligible for overtime pay when they work more
than 40 hours in a pay period (week). Overtime should be pre-approved
by the Pastor (or designated administrator). Overtime will be paid at 1.5
times the regular hourly rate (time and a half).

4. Hourly employees who must miss work for personal reasons or
business may make up lost time by working additional hours in the
week in which they were absent. “Make up” time must be performed in
the same pay period (week) as the lost time. “Make up” time cannot be
carried over to the following week. This time will not be counted toward
overtime accumulation. All “make up” time shall be coordinated with
and approved by the Pastor (or designated administrator) in advance.
SECTION 7
Severance

1. Employees are requested to give two weeks notice before leaving the employment of Boyd Baptist Church.

2. Full time staff who give two week notice of departure will receive two weeks salary (less any advance payments) as severance. Severance will be administered by the Personnel Committee and Treasurer.