

*Clifford Baptist Church*  
*Policies and Procedures Manual*

<b>Staff Job Descriptions</b>
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<b>Senior Pastor</b>
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The Senior Pastor is in a key position of leadership in the church body. He must be properly trained to assume the Senior Pastor's role, and have an educational standard for the office. At a minimum, he should have attained the Master of Divinity degree from an accredited seminary (preferably a Southern Baptist seminary). The man who holds this office must be able to integrate a varying number of activities, meetings, decisions, and ministries into his daily calendar, the timing of which may change at any moment. The job description below encompasses the broad view of his duties within the church.

Major components of the Senior Pastor's job:

1. The Senior Pastor is the principle teacher of the church. He is the one who is primarily responsible for preaching on Sunday mornings, as well as other worship services which the church develops. This is a major responsibility of the pastor, and therefore each sermon will be prepared through deep study, prayer, and seeking the leading of the Lord. It is NOT a duty to be taken lightly. In the midst of all the Senior Pastor's week, ample time must be given to sermon preparation, and that time spent in study cannot be compromised. The pastor is to feed the flock on God's Word, and it is a most serious commitment.
2. The Senior Pastor is responsible for all teaching that takes place in the church, including Sunday School, mission groups, and special studies. Whenever a teacher's methods or material becomes Biblically questionable, he must immediately meet with the teacher and resolve the issue. If the Senior Pastor deems it necessary, he may take steps to have the teacher removed from the position.
3. The Senior Pastor will be a key leader in developing the worship services of the church body. He may be assisted by other church leaders, but his thoughts and input should be considered in each church worship time. He will carefully plan to include special emphases in worship meetings, including mission offerings, baptisms, baby dedications, etc. He is also responsible to plan or delegate planning of special programs, such as ordination, Thanksgiving, Christmas Eve, New Year's Eve, and special music services.
4. The Senior Pastor will be responsible for planning the program and leadership of Wednesday evening prayer meetings. The content of these meetings may vary widely, but the intent of each meeting is to lift up the prayer concerns of the church, as well

as provide a program of teaching, missions' education, or special topic presentations. There may be times that the Senior Pastor decides to dedicate the entire meeting to the great duty of prayer. It is his discretion to plan the content of each service.

5. The Senior Pastor will maintain a good working relationship with all church staff. He will attend the regularly scheduled staff meetings, as well as be available to discuss staff needs, problems, or changes to job responsibilities. While each staff member should be conscientious to maintain his or her area of church responsibility, the Senior Pastor will oversee his or her work, and provide support, direction, or counsel when necessary.
6. As the key individual in church leadership, the Senior Pastor will maintain a regular schedule of office hours during the week, so as to be available to church and community members. Of course, with the changeable nature of the Pastor's position, these hours may be suspended in order to take care of immediate or emergency needs in the church body.
7. While there may be a number of others on church staff who will share the counseling load of the church, the Senior Pastor is on call for counseling individuals in need. He is the lead counselor of the church, and as such, he shall be available to other counselors on staff, to advise them whenever counseling questions arise. All counseling, especially involving the opposite sex, must be done in a visibly recorded environment. This is for the protection of the counselor and counselee. At no time will the Senior Pastor meet with a female in a private, secluded area.
8. Visitation will play a key role in the life of the Senior Pastor. He will wisely plan his ability to visit on a weekly basis in order of descending need. Those who are ill at home or hospital are of first order. Then comes shut-in visitation in homes and nursing home facilities. He must make regular contact with the elderly members of the congregation. If he is aware of a family with a special need at any given time, he should visit to offer personal and church assistance. Lastly, when his schedule allows, he should "drop in" on a variety of people, just to maintain contact with his church and community. A pastor's good visitation schedule is integral to positive church relations.
9. The Senior Pastor will maintain constant contact with the Deacon Board of the church. He will meet with these men to list prayer concerns and pray each Sunday morning. He will faithfully attend all Deacons Meetings to contribute to their on-going ministry. The Deacons are the servant and spiritual leaders of the church, and therefore the Senior Pastor must maintain a good relationship with each Deacon as brother and fellow servant. The Senior Pastor will work closely with the Deacon Board in areas of church discipline, programs to reach out to the church and community, and to develop new, effective models of service.

10. The Senior Pastor will work closely with the Church Council (Board of Directors) in all aspects of church planning and leadership. He will attend all meetings of the Church Council as his schedule allows, and will contribute to decisions the Council will make affecting the future ministry and life of the church.
11. The Senior Pastor will be an ex officio member of all committees of the church. While he will NOT be expected to attend every committee meeting, he will be on call to advise and direct committee work within the church. He will support the work of each committee, so that their work will be effective as a contribution to the church's ministry.
12. A major factor of the Senior Pastor's ministry is grief support in the church and congregation. When a death occurs within the church, or in relation to church members, the Pastor is to be a first responder. He is to immediately make contact with the family to offer support and prayer. He will work with the family in the coming days to plan an appropriate time and place for visitation and funeral/memorial services, and will be available to conduct these services when called upon. The Senior Pastor will also be sensitive to the needs of grief support in the future days of those who have experienced loss. He should maintain contact with the family, and make sure the church does not neglect follow-up ministry to those in grief.
13. The Senior Pastor will be available for pre-marital counseling and weddings within the church and (at his discretion) community. He shall maintain high standards in Biblical counseling prior to marriage, and should be sure every couple is spiritually prepared to come to the altar for marriage. At no time will he perform a marriage ceremony without proper pre-marital counseling. The Senior Pastor reserves the right to refuse marriage to any couple based on his wise examination of the circumstances and Biblical guidelines. When circumstances are unusual, he may confer with other pastors or deacons to discuss proper procedure.
14. The Senior Pastor, in many ways, is the "face" of Clifford Baptist Church in the community. Although the Pastor cannot attend every function in the community, it is wise for him to be active in community events as a key representative of the church's presence. Although not all people will attend Clifford Baptist Church, the Pastor should be a friend to all.
15. There are many within the church who will be taking care of church facilities. However, the Senior Pastor should be so familiar with the physical property of the church that he can point out needs for repair or upgrade to responsible personnel. He will also be a key member of the Long Range Planning/Building Committee, as short- and long- term goals are set for physical property improvement and expansion.
16. While the duties and responsibilities are numerous and quite demanding for the Senior Pastor, it should be included in this job description that he is REQUIRED to take at least one day a week off for rest and renewal. Furthermore, he must schedule and

reserve ample time for spousal and family togetherness. No pastor can be productive and effective if his family is compromised to keep up with church responsibilities. It is a sure formula for ministry burnout. The church will be aware of the Senior Pastor's need for time outside of the church's ministry, and shall encourage him to take care of himself, home, and family.

## Associate Pastor/Minister of Education<sup>1</sup>

### Pastoral Ministry:

1. Preach whenever requested/needed. He will fill in for the Senior Pastor when he is absent or ill. The Associate Pastor will preach on fifth Sundays, and will share coordination of those Sundays with the youth minister. The Associate Pastor is also free to preach in sister church revivals and meetings when invited, as it fosters good relationships with other churches.
2. Available to conduct weddings as requested, based on his personal counseling of the couple. Conduct funerals as requested.
3. Participate in all scheduled Staff Meetings
4. Serve as a liaison between staff and various committees of the church.
5. Be open to all communication from church members, and respond to question/counseling needs in an appropriate manner.
6. Develop an active visitation schedule as much as feasibly possible, working within the time parameters of his dual ministry position.
7. Seek collegial relationships within the staff of Clifford Baptist Church, and work to maintain unity and decorum with staff members. The Associate Pastor is also encouraged to develop relationships with other ministers and churches, for accountability, information, and support.

The Associate Pastor may maintain and revitalize a thorough knowledge base of his area of expertise through a continuing education plan. He may also have the opportunity to teach a Sunday school class, weekly Bible study, etc.

### Minister of Education Ministry:

The Minister of Education will be the primary resource person and head cheerleader for all of the educational ministries. This does not mean he will be making all decisions for or superseding the authority of the Directors and Teachers. What this does mean is he will work side by side with the Directors in order to provide them with as many choices as possible (seminars for training, new Sunday School literature and other opportunities) to enable them to have resources to make the best decisions they can for our particular Sunday School Ministry. The chain of command for teachers does not change. They still answer directly to the Sunday School Directors who have full authority and the responsibility to guide the Sunday School. The Minister of Education will be the

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<sup>1</sup> Entire section amended 3/20/18

liaison between the SS Directors and the Senior Pastor and Staff, but will not exhibit micro-management control over the Directors which would stifle their creative ability to keep things fresh.

Administrative Ministry:

1. The Associate Pastor/Minister of Education shall be the primary purchasing agent of the church, and will purchase/order needed materials for legitimate requests from church members.
2. The Associate Pastor/Minister of Education will periodically review church policies, procedures, and programs, in order to keep them up-to-date and relevant. When he feels changes/updates are needed, he will bring suggested information to appropriate church personnel, or delegate the change/update request to the appropriate church board or committee.

The church realizes that blending the Associate Pastor and Minister of Education roles sets a wide course of responsibility for this individual. He must take care of pressing matters on both sides of his ministry, and plan his days to take care of needs at hand. The church affords him the privilege of scheduling his days accordingly. Whenever possible, however, he is to give the greater emphasis to the pastoral role. Within this dual-role ministry, the position of Associate Pastor is his greater calling.

On average, the Associate Pastor/Minister of Education should give 70 percent of his week to ministry needs of the church. This would include study, preparation, and presentation time for teaching/preaching responsibilities, counseling sessions, visitation, staff meetings, and communication with staff, church, and community members. The remaining 30 percent would be directed to administrative duties. This would include making purchases for the church, and reviewing church policies and procedures as well as functioning as the primary resource person for all educational needs, whether it be programs, literature or simply purchasing whatever the Sunday School Directors need.

The church also recognizes this minister's need for time off and taking care of his wife and home. He is to have at least one full day off a week, and regularly scheduled vacation time.

## Youth Pastor

Reports to: Senior Pastor

Position Status: Part-time, Salaried

Purpose: The Youth Pastor seeks to provide a well-balanced program for youth that seeks to win the lost to Christ and to help those who are Christians to mature in Christ and discover the personal gifts and abilities with which God has blessed them. This includes areas of learning, worship, discipleship, and outreach.

### Job Responsibilities and Duties

#### Ministry to Youth:

1. Teach Sunday school classes, alternating between Middle School and High School age students.
2. Lead mid-week services for the entire youth group, including a lesson, prayer time, and praise music. Maintain supervision so that youth spend time together in a fun setting.
3. Encourage youth to live out the gospel through their lives by encouraging personal Bible study, prayer time, and outreach to other youth.
4. Build relationships with the youth at church as well as outside the church. Attend youth activities and school activities that happen outside the church.
5. Organize different types of trips/activities for the youth group in order to promote spiritual growth fun, and group interaction.
6. Coordinate Vacation Bible School activities, lessons, and teachers for youth group.

#### Ministry to Parents:

7. Be available to parents to discuss issues related to their child or youth ministry.

#### Ministry to Youth Leadership:

8. Lead a staff of youth leaders, schedule teaching assignments, and plan activities for leaders.

#### Other Responsibilities:

9. Oversee the youth budget.
10. Chair the Child Abuse Prevention Policy (CAPP) committee of the church.
11. Attend various meetings as required, including Deacon Board, Nominating Committee, Personnel Committee, Staff and others as necessary.
12. Be available to fill the pulpit, conduct funerals and weddings, assist deacons in hospital visitations, etc. as requested by the Senior Pastor.
13. Perform other duties as assigned by the Senior Pastor or Associate Pastor.

Personal Growth:

14. Schedule and reserve ample time for spousal and family togetherness.
15. Participate in continuing education for the ministry, as needed, and as available. This may include college courses, personal study, on-line courses, etc.

## **Minister of Music**

**Purpose:** The Minister of Music will develop and lead the overall program of church music so that children, teens, and adults will worship Jesus Christ as Savior, praise Him through the gift of music, and effectively experience His presence in their lives.

### Job Responsibilities:

1. The Minister of Music will be responsible for directing the choir in rehearsal and presentation of all worship music.
2. He/she will work with the Music Committee to establish Sunday choir specials.
3. He/she will choose Easter and Christmas music/cantatas, and have the Music Committee preview and approve the program. He/she will also consult the Ministry Assistant and church calendar to schedule special practices and presentations for the choir.
4. He/she will work with particular specialty groups to complement the music program of the church (e.g., orchestra, bell choir, praise team, youth group, or special groups such as quartets, women's or men's ensemble).
5. He/she will choose weekly worship music that will blend traditional and contemporary styles and lyrics. The Minister of Music will work with the Senior Pastor to suit the time frame and theme of each worship service, and will lead the musical selections in worship, with enthusiasm.
6. He/she will serve as the coordinator/liaison of all music programs and music ministry personnel. He/she will be in contact with children's music directors, youth praise team, etc. to schedule when these groups will rehearse and present music to the church.
7. The Minister of Music will assist with funeral, wedding, and special services when asked to do so, and when it is possible with his/her personal schedule.
8. He/she will schedule and reserve ample time for spousal and family togetherness.
9. The Minister of Music is encouraged to continue education for this ministry. This may include college courses, personal study, on-line courses, etc.
10. The Minister of Music will be a part-time employee of Clifford Baptist Church, and will be a part of the staff. His/her employment with the church is contingent upon a clean periodic background check. If possible, he/she is encouraged to attend bi-monthly staff meetings.

## Ministry Assistant

Reports to: Senior Pastor

Position Status: Part-time, Hourly position

The purpose of this position, which is considered ministerial, is to support the pastoral staff at Clifford Baptist Church. As necessary, work for individual church members and committees will be addressed per Pastor's direction and as Ministry Assistant's schedule allows.

The position requires, at a minimum, the following knowledge base and skill set:

- Proficiency in a range of computer skills, including Word, Publisher and additional church database software.
- Commitment to positive interpersonal relationships, teamwork and support of church ministries.
- Ability to maintain flawless confidentiality with regard to interpersonal ministry and church record-keeping.
- Commitment to dependability and a cheerful personality.
- Ability to communicate effectively, both orally and in writing.
- Ability to multi-task.

Job responsibilities include, but are not limited to:

- Provide clerical assistance to pastoral staff and other church ministries, as needed.
- Maintain church calendar and usage of facility and van.
- Maintain church website and Facebook page.
- Greet visitors, field phone calls and handle mail.
- Prepare weekly bulletin and additional marketing/advertising material for radio/newspaper, as needed.
- Copy weekly CDs.
- Maintain contact with radio and television stations concerning church updates.
- Seek and attend periodic professional development conferences and workshops.

## **Ministry Assistant Job Responsibilities**

A general list responsibilities:

- Answer phones, greet visitors, distribute mail
- Assist Pastors with various projects as needed

**Calendar & Facility Usage Coordination** - Maintain church calendar which involves scheduling every event that is to take place at Clifford on the church calendar along with scheduling and reserving the appropriate room for the meeting or event. If someone wants to reserve the facility, issue a contract to the person.

**Van and Bus Reservations** - Maintain van/bus reservations.

**Key Assignment** - Maintain key checkout to buildings and keep a list of keys with their assignment.

**Website & Facebook** - Keep website current with activities, sermons online & post information on Facebook.

Manage and maintain all aspects of website, Facebook & e-mail system.

**CD Ministry** - Make weekly copies of sermon and file master CD's.

Mail copies to those requesting weekly copies and place in designated location for other requests.

Make CD Sermon Series when needed (order all material and produce CD's along with packaging, etc.)

**Membership** - Enter new member information into the computer & send welcome packet. Information is given by Pastor or Clerk.

When someone passes away or transfers to another church, change computer records accordingly and add baptism dates. Work with Clerk in keeping records in computer in sync with his/her report.

**Prospective Members** - Mail Prospective Member packet to visitor.

Mail info to those requesting information via bulletin flap/through church website.

**Music** - Copy choir music for Minister of Music as needed. Prepare music from CD's for Music Committee to review and makes copies for choir as needed

**Bulletin** - Prepare & copy weekly bulletin, monthly calendar & birthday calendar.

Reorder bulletins as needed.

**Miscellaneous** - Assist Nominating Committee as needed with postcard publishing, labels, reports.

Maintain phone system, alarm system (codes and set up, etc. and extracting video from system on counseling sessions), copy machines.

**Deacons** - Provide assistance to Deacons as needed. Issue updated information (address/phone number/e-mail for deacons) as new deacons are elected.

Collect pictures of new Deacons to put on bulletin board & website when new church year begins.

Maintain form for yearly Deacon nomination to be issued each August. As men 21 & over join the church, add the name to Deacon nomination form. Submit form in July to Senior Pastor for review.

Set up for monthly deacons meeting by preparing coffee.

**Advertising** - Assist committee/organizations with advertising as needed (Examples: Fall Festival, VBS, etc.)

Coordinate general church advertising – newspaper, radio

Prepare PowerPoint slides, on occasion, for certain promotions as time allows. This is also done by the media person for Sunday service.

Prepare and maintain Welcome Folders for visitors.

**Baptism** - Send out baptism postcard/letters to candidates and keep a running list of new candidates.

**Ordering** - Order graduate gifts with input from Pastor.

Order paper products as needed when closet is low or requested for kitchen by committee. As time allows, put up supplies or kitchen committee will handle that. Restock conference room with various paper products and coffee items.

Order postcards for various committees and visitor packets as needed.

**VBS** - Assist with VBS matters as needed such as promotional advertising.

**Clerk's Reports** - As Clerk prepares Quarterly Business Meeting Minutes/Clerk's report, file in the office file.

**Visitor Packets** - Gather information for Visitor Packets. Order information for welcome packets as needed and assemble packets.

Supply maps to Greeters table as needed. Update Church Promotional folder as needed.

**Bulletin Board (across from elevator)**

Put notices on bulletin board as appropriate. Other members will redo bulletin board as needed

and posts new deacon photos that are taken.

### **Communication**

Assist with passing along information from congregation to appropriate committees. For example, Nominating committee, Welcome Home Committee (chairman calls office weekly to get members who have had overnight stay in the hospital), card ministry, etc.

Communicate through bulletin announcement, e-mail, Facebook, website, published fliers, etc.

Work with Media Committee to schedule video clips that are to be run during worship service to promote events.

### **CCLI (Church Copyright Licensing International)**

Keep license renewed and educate various groups of how they are supposed to use CCLI when projecting/copying songs. Every 2-3 years, report activity so that info has to be submitted via CCLI's website of our 6 month activity.

### **Inclement Weather Reporting**

Contact radio, T.V., put information on Facebook and Website, and e-mail congregation when there is a closing of the church due to inclement weather.

### **Photos**

Order photos for baby/child dedication and baptism candidates once photographer brings in the photos.

### **Warranties**

Keep any necessary paperwork on warranties in the file.

### **C.A.P.P. (Child Abuse Prevention Policy) Background Checks**

As background forms are completed and submitted, put the credit card info with the applications and mail them to the FBI. Once background checks are received back, notify the Safety Committee personnel that the information is back.

### **Volunteer Coordinator**

Coordinate volunteers to handle the task in the office that may need additional help.

**Video Counseling Room** - Transfer video from counseling room to file for records.

## Treasurer

Reports to: Senior Pastor and Board of Directors

Position Status: Part-Time salaried position

Position Summary: The purpose of this position is the financial management of the church's money. This includes the budgeted and designated allocations, as well as planning for future expenditures.

Job Responsibilities & Duties:

### Payroll

1. Accounts Receivable: Record all contributions, budgeted and designated, on a monthly report. Also deposit and credit appropriate accounts from monies collected, other than Sunday Morning.
2. Accounts Payable: Pay all invoices. Some invoices need authorization first.
3. Contributions Statements & Acknowledgement
4. Financial Management & Projection Study: Constant reviewing of upcoming expenditures and funds available.
5. Banking: Responsible for all checking, savings, CDs, Visa, Safe Deposit Box, and Loans.
6. Charge Accounts: Responsible for setting up account and authorization.
7. Reports: Prepare Tax Reports, Workman's Compensation, Monthly Financial Report, annual Associational report, and Incorporation report.
8. Benevolence: Handle all benevolence requests.
9. Oversee Custodians

## **Maintenance Coordinator<sup>2</sup>**

### Job Responsibilities:

- Maintains buildings, systems and equipment by completing ongoing preventive maintenance schedules
- Restores, repairs, rebuilds, or replaces faulty or inoperative components and parts
- Assists and supervises church volunteers who perform various grounds and building upkeep and repairs
- Reviews and approves all activities of vendors such building contractors, plumbers, electricians, and heating and air specialists

### Job Duties:

- Meets maintenance operational standards by contributing maintenance information to strategic plans and reviews, implements production, productivity, quality, and customer service standards, and resolves problems
- Meets maintenance financial standards by providing annual budget information, monitors expenditures, identifies variances, and implements corrective actions
- Evaluates functionality and reliability of facility systems and associate equipment by conferring with volunteers and vendors and identifies problems and requirements
- Maintains function and reliability of facility systems and associated equipment by implementing a preventive maintenance program, operates and tests systems and equipment, restores, repairs, rebuilds, or replaces faulty or inoperative components and parts
- Improves function and reliability of facility systems and associated equipment by studying performance results, identifies, recommends and implements changes, expansions, and additions.
- Maintains safe and healthy work environment by following standards and procedures, and complies with legal codes and regulations
- Updates job knowledge by participating in educational opportunities and reading technical publications
- Accomplishes maintenance and organization mission by completing related results as needed

### Skills and Qualifications:

Supervision, proficiency in State/County regulations, staffing, customer service, strategic planning, developing budgets, electronics troubleshooting, technical leadership, technical understanding, equipment maintenance, teamwork, job knowledge

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<sup>2</sup> New position description added 3/20/18

## **Part-time Custodian**

The **part-time** custodian is under the supervision of the **Treasurer**<sup>3</sup>, and responsible for cleaning of the church office and previous parsonage on a weekly basis. When time permits, they will perform duties assigned to them by the **Treasurer**.

Cleaning of the church office and previous parsonage consists of:

- Vacuuming carpets
- Cleaning kitchen
- Cleaning all bathrooms
- Dusting furniture, blinds, etc.
- Cleaning basement conference room

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<sup>3</sup> Amended 3/20/18