

THE CHANDLER BAPTISTCHURCH
Church Operations Manual

ARTICLE I: OFFICERS OF THE CORPORATION

The officers (President, Vice President, Clerk and Treasurer), having been nominated by the Nominating Committee, shall be elected at the October Business Meeting for three-year terms beginning January 1st of the next year. The officers shall be lay persons who have been members for at least three years and serve on the Church Council. Officers of the Corporation shall be signatories of church financial accounts.

Section 1. Duties of the President

The President shall serve as the Chief Executive Officer of the Church and shall transact business and sign all necessary documents after approval by the Church as authorized in the Church Constitution and Operations Manual. The President shall moderate all Business Meetings and Church Council Meetings of the Church, or, with the consent of the Church, appoint a Moderator.

Section 2. Duties of the Vice President

In the absence of the President, the Vice-President shall perform the duties of the President, including moderating Business Meetings and Church Council Meetings of the Church.

Section 3. Duties of the Clerk

It shall be the duty of the Clerk to keep accurate records of the proceedings of Business Meetings and Church Council Meetings; to conduct all correspondence; to keep a correct list of all members of the Church; to file the Annual Report to the Association; and to issue all letters of recommendation or dismissal which the Church shall grant. The Clerk shall act as Secretary of the corporation, “The Chandler Baptist Church, Clay County, Liberty Missouri.”

Section 4. Duties of the Treasurer

It shall be the duty of the Treasurer to receive all monies collected for the Church; to keep an accurate account of same; to pay or oversee payment of all financial obligations, according to the budget guidelines, with the approval of the Finance Committee; to make quarterly reports; and, at the Annual Business Meeting, give a full financial report for the year. The Treasurer will supervise the Church Accountant. The Treasurer shall act as Treasurer of the corporation, “The Chandler Baptist Church, Clay County Liberty Missouri.”

ARTICLE II: BUSINESS

Section 1. Annual Meeting

The Annual Meeting shall be held on the fourth Wednesday in January. The Treasurer shall give the financial reports of the previous year.

Section 2. Church Year

The fiscal church year shall be January 1 through December 31.

Section 3. Quarterly Business Meetings

- A. The Quarterly Business Meetings shall be held on the second Sunday in April, July and October of each year. In October each year the Finance Committee shall present a budget. The Nominating Committee shall present a slate of officers, leaders, and committees for election. The elected shall assume their duties on January 1 the following year.
- B. The Church Council or the President of the Corporation may change the date if needed.

Section 4. Special Business Meetings

A church officer, church committee or a group of five (5) church members may call special Business Meetings. The meetings notice shall be published in the church bulletin at least seven (7) days prior to the meeting and announced twice at regular church functions before holding the meeting.

Section 5. Suggested Order of Business

- A. Reading of minutes
- B. Report on membership
- C. Report from the Treasurer
- D. Report from the Committees
- E. Reports of Program Leaders
- F. Unfinished business
- G. New business
- H. Adjournment

Section 6. Parliamentary Rules

The Church shall use *Robert's Rules of Order*, as revised, as the authority for parliamentary rules of procedure for all business of the church.

Section 7. Quorum

There must be a quorum (27 members) present for the transaction of business.

Section 8. Signatures

Two officers of the Corporation and/or designee shall sign all checks and other financial instruments of The Church.

ARTICLE III: DEACON MINISTRY

Section 1. Deacon Ministry Guidelines and Responsibilities

- A. Care for members through the family ministry plan.
- B. Support and work with pastor and church staff.
- C. Support worship experiences in cooperation with pastor and staff.
- D. Support the programs of the church.
- E. Facilitate and enhance the outreach and mission of the church.

Section 2. Deacon Qualifications

Under the guidance of the Holy Spirit, The Chandler Baptist Church affirms that Christ's call to service is not limited by factors such as gender (Galatians 3:27-28) or sins in the past that have been forgiven by the Lord. (Romans 2:22-23).

- A. Scriptural basis: 1 Timothy 3:8-13, Acts 6:1-7
- B. Summary of a deacon
 - 1. Model Christian servanthood.
 - 2. Demonstrate mature Christian faith.
 - 3. Be a good steward of all resources.
 - 4. Refrain from abuse of alcohol or mind-altering drugs.
 - 5. Be a good model of Christian family leadership.
- C. Deacons shall be 21 years of age or older and shall have been members of The Chandler Baptist Church for at least two (2) years.

Section 3. Deacon Selection

- A. When the number of active Deacons falls below the number needed to effectively fulfill the Deacon Ministry Program, the Chair of the Deacons shall communicate the need to members of the church.
- B. By October 1, Deacon nomination forms shall be mailed to each member accompanied by an explanation of the qualifications and duties of a

deacon and a list of members eligible to become Deacons. The deadline for returning the nomination forms shall be one month later. Each member may nominate as many people as there are openings.

- C. Church members who have been ordained at other Baptist churches may be selected as active Deacons using the same process.
- D. A Selection Committee, composed of two (2) representative Deacons chosen by the Deacon body, two (2) non-Deacon members of the church who shall be appointed by the Church Council, and the pastor, shall be formed to review the nominations.
 - 1. Duties of the Committee
 - a. A member of the Selection Committee shall contact those persons nominated to determine their willingness to serve.
 - b. Those willing to serve shall be interviewed and evaluated according to the above qualifications, and all candidates meeting these qualifications shall be published prior to their being recommended for election at the Annual Business Meeting in January. The number of candidates recommended by the Selection Committee may exceed the number of Deacons needed.
 - c. At this meeting the number of Deacons needed to fill the openings shall be elected by the church. The vote shall be held by secret ballot with each member being allowed to vote for as many Deacon Candidates as there are openings.
 - 2. Each year that new Deacons are needed, a new Selection Committee will be chosen as described above with no members except the pastor serving on the committee for two consecutive terms. If the deacon body determines new Deacons are urgently needed before October 1, the process above can be initiated before October and culminated at the next quarterly meeting. If a Selection Committee was formed in October, it will be used for the special election.

Section 4. Deacon Status

- A. Rotation of active Deacons
 - 1. Active (12)
 - 2. Sabbatical (4)

- B. Sabbatical Non-rotation status
 - 1. Inactive (by request of individual deacon)
 - 2. Emeritus (honor by approval of the church membership)

- C. Rotation System Management
 - 1. Active deacons serve three-year active periods followed by a one-year sabbatical period
 - 2. An inactive deacon may request to participate as an active deacon by requesting the deacons make a recommendation to be considered by the church membership.
 - 3. The deacons will complete an annual rotation review during the September deacon's meeting to ensure the stability of the system.

- D. Emeritus
 - 1. A Deacon whose service and contributions have been exemplary and has chosen to retire as a Deacon and become inactive.
 - 2. In order to recognize Deacons whose service and contributions have been exemplary, the Active Deacons and Pastor may recommend to the church membership Inactive Deacons who should be distinguished as a Deacon of Emeritus status.
 - 3. Qualifications:
 - a. Is unable to regularly participate in the meetings and activities of deacon.
 - b. Served a minimum of 15 years as a Chandler Baptist Church Deacon.
 - c. Attained the minimum age of sixty-five (65), (can be waived with Active Deacons approval).
 - d. Provided significant service in his or her capacity as a Deacon.
 - 4. Implementation:
 - a. Nominations for this office shall be made by the Active Deacons and Pastor, then presented for approval by the church membership.
 - b. Appropriate recognition will be given to bestow this designation.
 - c. A Deacon who is designated Deacon Emeritus may perform duties (e.g. distributing of the Communion Elements) on a voluntary basis and may attend Active Deacons' meetings as a non-voting member.

ARTICLE IV: NOMINATING COMMITTEE

Section 1. Purpose

The Nominating Committee shall evaluate the committee structure of the Church and nominate persons to serve as officers, as committee members, and as program leaders. The election shall occur at the Annual Business Meeting in January.

Section 2. Qualification of Committee Members

- A. Must be a member of Chandler Baptist Church for two (2) years.
- B. Must be at least 18-years of age.
- C. Shall not be a staff member.
- D. Be a resident, living in the church community.
- E. Active in church within the last year.

Section 3. Election of Members

- A. The Nominating Committee shall consist of six (6) members.
- B. The Nominating Committee shall be chosen by secret ballot at the regular July Business Meeting.
- C. Each Church member present may vote for two (2) nominees, with the two (2) receiving the most votes being elected. In case of a tie, another secret ballot is taken on the tied names.
- D. In case of a vacancy on the committee, it shall be filled by secret ballot at the next Business Meeting.

Section 4. Rotation

- A. The members of the Committee shall serve for three (3) years. At the end of their term, they are ineligible for one (1) year.
- B. Two (2) new members are elected each year.

Section 5. Duties

- A. Nominate the officers of the corporation.
- B. Yearly review all existing committees and their duties, and suggest any changes to the Church through the Church Council.

- C. Nominate persons to serve on all standing committees and leadership positions. Determine the number of members needed on each committee and select a Chair, or determine the process for selecting a Chair, for each committee.
- D. Nominate Church Program Leaders, such as Bible Study, Sunday School Directors and Secretaries; Wednesday Night Activities Coordinators; Vacation Bible School; and such others as indicated by the Church Council.
- E. Publish prospective slate of officers, leaders and committees at least two (2) weeks prior to the October Business Meeting.
- F. Nominate persons to fill all vacancies that occur during the year.
 - 1. Vacancies in positions may be filled at any Church Business Meeting.
 - 2. In extreme circumstances regular rules of rotation may be disregarded upon approval of the Church.

ARTICLE V: CHURCH COUNCIL

Section 1. Purpose

Seek to coordinate Church programs and activities.

Section 2. Membership

- A. Pastor
- B. Ministerial Staff
- C. Church Officers
- D. Committee Chairs
- E. Program Leaders

Section 3. Duties

- A. Prepare and plan the implementation of the Church calendar.
- B. Make recommendations to the Church regarding programs and activities.
- C. Make recommendations to the Church for changes to the Church Operations Manual.
- D. Church members may bring requests to the council for approval of special programs, ministry activities, or expenditures above the budget.

- E. Meet monthly.

ARTICLE VI: CHILDREN’S COUNCIL

Section 1. Purpose

Seek to coordinate children’s programs and activities.

Section 2. Membership

All leaders of children’s programs including but not limited to: AWANA’s, Children’s Choirs, Nursery, Children’s Time, Children’s Church, Children’s Sunday School, and PDO.

Section 3. Duties

- A. Evaluate current programs.
- B. Secure and train workers for the appropriate programs.
- C. Make sure all personnel working with children shall undergo an abuse/police check that the Council decides is appropriate for the position.

ARTICLE VII: COMMITTEES AND GUIDELINES

All Committees shall develop a budget for supplies and needs for the appropriate programs and submit it to the Finance Committee prior to the preparation of the Annual Budget. All committee members shall be members of the Church. The Chair of each committee shall have been a member for at least one year.

Section 1. Baptism Committee

Purpose: The Baptism Committee shall prepare and assist the Pastor at baptism time.

- 1. Prepare the baptistery for the baptismal service.
- 2. Assist the baptismal candidates.

Section 2. Care Committee

Purpose: The Care Committee shall plan, budget and coordinate outreach programs that help our church meet mission, volunteer, and community need goals. Some of these are:

- 1. Thanksgiving Fundraiser

2. Community Thanksgiving Dinner
3. New Member Packets
4. Valentine Cookie Bake
5. CBC Phone Directory
6. Baby Dedication Coordination
7. Summer Small Groups
8. Mission Fair
9. Christmas Cookie Bake
10. Volunteer Directory

Section 3. Memorial Garden and Cemetery Committee

Purpose: This Committee consists of five interested persons who serve three year terms. The Committee shall oversee the maintenance of the existing Chandler Cemetery at the former site of Chandler Baptist Church and the Memorial Garden. The Committee oversees the Memorial Garden marker and orders new engravings as needed. The Committee maintains a permanent record in the Chandler Baptist Church office of those whose cremains are in the Memorial Garden. Such record will include the name, dates of birth and death, and any other memorial information the family of the deceased wishes to be included. The Committee administers a permanent fund for the care and maintenance of the Cemetery and the Memorial Garden.

Section 4. Fellowship Committee

Purpose: The Fellowship Committee shall plan, budget, coordinate and implement the food service needs of the Church economically and effectively.

1. Consult with the church leaders and staff to determine the foodservice needs of the church.
2. Recommend policies for the food service ministry, the use of the kitchen and any appropriate needs (working with the Properties Committee).
3. See that the Church complies with local health standards and has two (2) major cleanings a year.
4. Develop and recommend the food service budget and the purchase of any needed food service equipment (working with the Finance Committee).
5. Assist with planning special events.

6. Maintain an accurate inventory of kitchen equipment and submit a list to the Properties Committee.

Section 5. Finance Committee

- A. Purpose: The Finance Committee shall develop a program that includes budget development and budget administration along with stewardship development.
- B. The Finance Committee shall consist of eight (8) members, two members being elected each year and serves for four (4) years. At the end of their term, they are ineligible for one (1) year.
 1. Develop the budget.
 - a. Analyze current strengths and weaknesses
 - b. Evaluate budget requests
 - c. Direct the annual budget preparation
 - d. Consult with the Church Council and committees
 - e. Present the budget to the Church for adoption
 - f. May request an audit of financial records
 2. Administer the budget.
 - a. Approve budget expenditures
 - b. Compare expenditures with budget allocations
 - c. Recommend needed adjustments to the budget
 - d. Recommend adequate financial systems
 3. Promote annual budget.
 - a. Through pulpit emphasis
 - b. Educational programs
 - c. Announcement and publicity
 - d. Other helpful programs

Section 6. Flower Committee

Purpose: The Flower Committee shall decorate the sanctuary to enhance the worship experience.

1. Suggest and recommend procedures for securing, arranging and disposing of flowers for church services.
2. Secure and provide flower arrangements for church services.

3. Dispose and/or store flower arrangements.
4. Decorate the sanctuary for special events or seasons and arrange for other types of decorations (banners, *etc.*) for the sanctuary.

Section 7. Landscape Committee

Purpose: The Landscape Committee shall plan, budget and implement the planning, planting, care and up keep of the grounds around the church building. This will entail all the ground around the signage and light islands as well. They will work in conjunction with the properties committee where needed to improve the landscape and a building facade.

Section 8. Library Committee

Purpose:

1. Maintain, modify, and up-date the existing library.
2. Work with the program directors on library/media needs (i.e., Sunday School Leaders, Children’s Leaders, Youth Ministers, etc.).
4. Maintain an accurate inventory of all the media items and submit a list to the Properties Committee.

Section 9. Lord’s Supper Committee

Purpose: The Lord’s Supper Committee shall prepare and assist the Pastor and the Deacons with the Lord’s Supper at designated services.

1. Prepare the bread and the juice for the service.
2. Clean up and store the Lord’s Supper cups and trays.
3. Keep an inventory of the Lord’s Supper utensils and submit the list to the Properties Committee.

Section 10. Mission Committee

Purpose: The Mission Committee shall develop mission opportunities for Chandler Baptist Church members.

1. Oversee church mission projects, offerings and education.
2. Serve as a resource and coordinating group for all benevolent actions carried out by the Sunday school classes, Deacon Family Ministry groups, and other church organizations.
3. Establish guidelines for considering requests for help and investigate all requests.
4. Review and evaluate periodically all assistance being provided.
5. Encourage and train church members in being more involved in benevolent ministries.
6. Set mission offering goals.
7. Plan and promote mission projects.
8. Coordinate mission education activities.

Section 11. Music Committee

Purpose: The Music Committee shall work with Music Minister and Pastor as needed.

1. Work with the Personnel Committee and pastor in recommending and evaluating the paid music staff.
2. Be responsible for obtaining choir directors, instrumentalists, song leaders or any other paid music staff.
3. Maintain and up-date the inventory of instruments and sheet music and submit a list to the Properties Committee.

Section 12. Nursery Committee

Purpose: The Nursery Committee shall direct the educational and nurturing programs for children ages birth – pre-K during worship and other special events.

1. Determine the need, secure, and train workers (volunteer and paid) for the worship services and special events.
2. Work with other preschool leaders to secure and maintain equipment and supplies.
3. Set policies for workers and parents that ensure safety, comfort and love for the children.

4. Inventory the interconnecting nursery rooms and submit the list to the Properties Committee.
5. Maintain nursery area to comply with the local health codes.

Section 13. Outreach Committee

Purpose: The Outreach Committee shall assist the church in planning, directing, promoting and evaluating the outreach to, nurture of, and training for all members but especially the new or prospective members.

1. Guide and evaluate outreach ministries and programs (events to reach out to non-members).
2. Develop, guide and promote evangelism programs and training.
3. Develop and implement processes to assimilate new members.
4. Work with the Deacons, Sunday school and other groups in providing a caring ministry to members of the church.

Section 14. Preschool and Parent's Day Out Program Committee

A. Purpose: The Preschool and PDO Program (PDO) is a program set up by the Church to serve the community. Its purpose is to provide 'a Christian, caring, safe, and educationally stimulating environment for pre-school children (3 months to Pre-K). 'The PDO Committee shall work with and provide guidance to the PDO Director to do the following:

1. Determine policies and procedures for operating and administering the program.
2. Determine pay rates for the PDO workers and submit proposed changes to the Personnel Committee.
3. Determine a budget for the program and submit the budget to the Finance Committee.
4. See that the program and facilities comply with legal and licensing requirements, and communicate with the Church about any non-compliance issues and request support in correcting areas of non-compliance as needed.
5. Coordinate work of the program with other church activities, seeking to make PDO a valuable and integrated ministry of Chandler Baptist Church.

- B. In coordination with the PDO Committee and Personnel Committee, the Pastor shall evaluate the PDO Director once a year.
- C. A PDO worker may serve on the PDO Committee as ex-officio (non-voting member).
- D. The PDO Director shall serve on the PDO Committee as ex-officio (non-voting member) and cannot serve as a Chair of the PDO Committee.

Section 15. Personnel Committee

- A. Purpose: The Personnel Committee shall assist in matters related to the employed personnel of the Church.
- B. Members of the Committee shall serve for three (3) years. At the end of their term, they are ineligible for one (1) year. Church employees are ineligible to serve on this committee.
 - 1. Survey the need for current and additional church staff positions.
 - 2. Prepare and update as necessary position descriptions for all employed personnel.
 - 3. Prepare and maintain an employee file.
 - 4. Recruit, interview, and recommend prospective personnel to the church and work with the proper committee or supervisor in the hiring process.
 - 5. Develop and recommend salaries and benefits for employed personnel and submit those figures to the Finance Committee prior to the annual budget.
 - 6. Develop and recommend to the Church policies and procedures for employed personnel (see Article IX of COM).
 - 7. Establish and implement an evaluation process for employed personnel.
 - 8. Meet monthly or as needed.

Section 16. Properties Committee

- A. Purpose: The Properties Committee shall assist the Church in caring for all property and buildings.

1. Inspect all church properties periodically.
2. Consult with program leaders concerning space.
3. Recommend policies and implement the use of the facilities, property and equipment.
4. Make recommendations concerning employment, training and supervision of custodial personnel to the Personnel Committee.
5. Supervision of any Contractors.
6. Consult with Church organization leaders and other groups concerning furnishings.
7. Maintain an accurate inventory list of all equipment owned by the church (with help from the Fellowship Committee, Library and Technology Committee's, etc.).
8. Review and evaluate yearly the insurance needs of the church.

B. Guidelines for Using Fellowship Hall and Classroom Space

1. Purpose: Members and non-members who use our facilities for profit will pay fees that cover at least the full cost of using the building. Any use of the building will be subject to our church needs, and priority will be given to members, then community groups, and last to for-profit events.
2. Cost: (All fees must be paid two (2) weeks prior to the event or at the time the event is scheduled).
 - a. Members
 - i. There will be no charge to members for non-profit events, if the facility is left the way it was found.
 - ii. There will be a fee for all for profit events.
 - b. Non-Members/Non-Profit or Profit
 - i. \$100.00 Rental
 - ii. \$ 50.00 Deposit (to be refunded if no clean-up or repairs are needed)

- iii. \$ 50.00 if a church member must open and lock-up the building after regular hours. (Any fees can be waived by the Property Committee or Church Council if the activity supports the ministry of the church.)
 - iv. \$ 75.00 Sound Operator
 - v. \$ 75.00 Custodial
 - c. Any damage to buildings or property is the responsibility of the persons scheduling the use of the building.
3. Other Considerations
- a. No smoking inside the building.
 - b. No alcoholic beverages in building or on church property.
 - c. Children must be supervised.
 - d. Activities must be confined to assigned areas.
4. Any use of the building will be reviewed by the Properties Committee and/or the Church Council and is subject to review by the Church.

Section 17. Recreation Committee

Purpose: The Recreation Committee shall provide and promote fellowship for the church family in a manner that develops a walk in faith.

- 1. Coordinate, develop, organize and administer all recreation programs of the church.
- 2. When asked, help plan and administer recreation for special events.
- 3. Develop new programs as needed.
- 4. Inventory the recreation equipment and submit a list to the Properties Committee.
- 5. Annually check the insurance policy coverage and discuss it with the Properties Committee.

Section 18. Technology Committee

Purpose: The Technology Committee shall provide and maintain the media equipment (audio-visual and sound equipment, excluding the musical instruments and sheet music) necessary to fulfill the mission of Chandler Baptist Church.

1. Maintain, coordinate and oversee the sound needs for the church.
2. Maintain an accurate inventory of all the media items and submit a list to the Properties Committee.
3. Work with the program directors on media needs (i.e., Sunday School Director, Children's Director, Youth Ministers, etc.).

Section 19. Wedding Facilitators

Purpose: The Wedding Facilitator shall act as a Facilitator between the church and the wedding party to ensure the building use and wedding party needs are mutually met.

1. Monitor all weddings and help those in the wedding use the facilities.
2. See that the Facilitator and the wedding party follow all the policies and procedures.
3. Keep the policies, procedures, and fee schedules up to date.
 - a. Communicate the fee schedule as approved by the church for members and non-members, including deposit, sanctuary and dressing rooms, fellowship hall/reception, rehearsal dinner, candelabras, and organist, includes room usage, wedding facilitator, custodian, and sound technician.
 - b. Wedding date will not be confirmed until the couple has met with the facilitator, signed the rental contract, and paid the deposit plus half the total amount due. The last half of the amount will be due a month before the wedding date.
 - c. The contract will include all information on the policies for using the church and will be signed at the booking. The contract will state the date of the wedding, amount of the fees and the dates the fees are due. It will also state that any damage done to the church or church property above the deposit will be charged to the signee.
4. The facilitator will be in charge of clearing all dates through the church calendar. The facilitator will be present at the rehearsal and the wedding to welcome, answer questions, help the wedding

couple, inform guests of policies, assist the minister and family during the service. The facilitator will also provide access to our building for the florists, caterers, and decorating as well as removal of decoration.

Section 20. Worship Committee

Purpose: The Worship Committee shall consist of a representative from all groups or committees participating or represented in our worship services including but not limited to: Ministerial Staff, Organist, Deacons, Missions Committee, Technology, Children's Time.

1. Evaluate current programs.
2. Secure and train workers for the appropriate programs.

Section 21. Youth Council

Purpose: The Youth Council shall guide the Church in providing a program for youth in grades 7 through 12. Set goals for the youth that include each youth making a commitment to Christ, becoming involved in learning, mission activities, and sharing fellowship with each other.

1. Work with the Personnel Committee in defining the duties of and selecting paid youth leaders.
2. Cooperate with the youth leader(s) in developing a program that gives youth the opportunity to become Christians, grow in faith, do ministry, share in fellowship.

Section 22. Temporary Committees

- A. Temporary committees shall be appointed as deemed necessary to carry on the activities of the Church. They shall serve as long as is necessary to carry out their particular function. Temporary committees may be appointed by the Pastor, the Moderator, the Church Council, or as the Church makes assignment.
- B. Pastor Search Committee—Once the Committee is formed as provided by the Church Constitution, the Committee may use the following guidelines:
 1. The Committee is to recommend to the Church an interim pastor to fulfill such pastoral duties as shall be agreed upon until a permanent pastor shall be selected.
 2. The Committee shall work with the Personnel Committee to determine a job description and general qualities for a new pastor.

3. Consult with the Finance Committee concerning proposed salary/benefits.
4. Acquire names and profiles for prospective pastors; interview (one at a time); and choose candidates to present to the Church. A candidate will then speak before the church in view of a call.
5. Arrange an opportunity for the church members to meet the prospective pastor and family in an informal setting.
6. Following the Church Business Meeting, communicate the action of the Church to the candidate.
7. Assist in the transition of the pastor to the Church.
8. The Church shall pay necessary expenses sustained through the carrying out of its purpose.

ARTICLE VIII: VOLUNTEER LEADERS

Section 1. Sunday School

- A. Director—The Sunday School Director shall be responsible to the church for planning, conducting and evaluating the work of the Sunday School. The director will look to the pastor for counsel and leadership in the Sunday School.
 1. Lead in determining the Sunday School organization needed to reach and teach effectively.
 2. Give direction to the enlisting of workers for the Sunday School.
 3. Give support and guidance to other general officers in accomplishing their work.
 4. Give specific assistance to department directors in accomplishing their work.
 5. Help all workers see the importance of involving people in effective Bible study.
 6. Help in leading all workers to become effective witnesses to lost persons.
 7. Develop and support the outreach program of the Sunday School.

8. Determine training needs of the workers and develop a comprehensive training plan.
9. Develop and conduct workers' meeting.
10. Lead workers in setting challenging but reachable goals.
11. Give direction to the selection and use of all curriculum materials and be responsible for ordering them.
12. Determine financial and physical resources needed for the Sunday School and recommend these needs to the church.
13. Maintain and use records for the Sunday School.
14. Keep the Sunday School leaders informed concerning the work of the church and the denomination.
15. Report periodically to the church on the progress of the Sunday School.
16. Lead in evaluating the work of the Sunday School.

B. Department Directors

1. Develop the organization.
2. Enlist and train leaders.
3. Administer the work of the department.
4. Assist class leaders.
5. Lead department meetings if needed.
6. Lead teachers in their planning for Bible study.
7. Encourage members to worship, witness, minister, and apply Christian principles to all areas of life.
8. Plan and promote mission and fellowship activities.
9. Oversee record keeping and contacting visitors and absentees.

10. Encourage members to have a part in other Bible study activities (VBS, Fellowship Bible Classes, Bible conferences, family Bible study).

C. Secretary

1. Master the record system used by the Sunday School and interpret it to Sunday School leaders and members.
2. Process records and reports, and submit reports to the director, pastor and church.

D. Class Teacher(s)

1. Understand the class's role in the work of the church.
2. Lead the total work of the class.
3. Seek to understand and to use effectively the principles of teaching and learning, appropriate for the class's developmental level.
4. Guide the Bible study.
5. Be sensitive to the needs of class members.
6. Accept personal responsibility in enlistment and witnessing.
7. Share in and encourage participation in ministry.
8. Plan regularly with the department and class leaders.

Section 2. Nursery Coordinator(s)

- A. Work with the Children's minister.
- B. Schedule and coordinate paid nursery workers.
- C. Schedule and coordinate nursery volunteers.
- D. Communicate with parents regarding childcare policies and procedures.
- E. Serve as the chairperson(s) for the Nursery Committee as needed.

Section 3. Vacation Bible School

- A. Director—The Vacation Bible School Director shall coordinate and oversee the annual Vacation Bible School Program.
 1. Plan the overall program and schedule for VBS.
 2. Work with the Church Council to plan the school.

3. Lead in determining the date, schedules and number of departments to be provided in the school.
4. Plan the organization based on the anticipated enrollment in each age group and assign space for each department.
5. Order appropriate administrative helps, curriculum materials, and other teaching resources.
6. Lead in an enlistment procedure that clearly describes worker duties and provides for resources to be given to workers.
7. Lead in a training plan that prepares workers for each session of the school.
8. Work with the pastor to plan the school's evangelistic approaches.
9. Secure leaders for promotion, refreshment, transportation and other necessary VBS tasks.
10. Guide in keeping accurate daily records and in reporting the school.
11. Work with the Sunday School Director to lead the church to reach and minister to families involved in VBS but not enrolled in Sunday School.
12. Evaluate the success of VBS.

Section 4. Children's Activities (may include the following)

- A. AWANA Commander—The Awana Commander will coordinate and oversee the Awana calendar year.
 1. Plan the Awana year from September – April
 2. Recruit teachers for groups ages 2 – 6th grades.
 3. Order supplies and awards from Awana Headquarters.
 4. Plan and run the Awana Store two times a year.
 5. Plan the end of the year Awana party.
- B. Royal Ambassador Leaders—Plan, lead and direct the mission education and activities for boys in grade school.
 1. Plan and implement appropriate activities to teach missions.
 2. Lead appropriate mission projects.

3. Lead boys to develop a relationship with Christ and the church.
 4. Maintain adequate records of membership and attendance.
 5. Cooperate with the church in its total program.
 6. Seek to understand and to use effectively the principles of teaching and learning.
 7. Serve as friend (guide), sensitive and helpful, to the many needs of class members.
 8. Arrange participation in association and statewide activities.
 9. Present budget needs.
- C. Girls in Action Leaders—Plan, lead, and direct the mission education and activities for girls in grade school.
1. Plan and implement appropriate activities to teach missions.
 2. Lead appropriate mission projects.
 3. Lead girls to develop a relationship with Christ and the church.
 4. Maintain adequate records of membership and attendance.
 5. Cooperate with the church in its total program.
 6. Seek to understand and to use effectively the principles of teaching and learning.
 7. Serve as friend (guide), sensitive and helpful, to the many needs of class members.
 8. Arrange participation in association and statewide activities.
 9. Present budget needs.
- D. Mission Friends Leaders—Plan, lead and direct the mission education and activities for preschool children.
1. Plan and implement appropriate activities to teach missions.
 2. Lead appropriate mission projects.

3. Maintain adequate records of membership and attendance.
 4. Cooperate with the church in its total program.
 5. Seek to understand and to use effectively the principles of teaching and learning.
 6. Serve as friend (guide), sensitive and helpful, to the many needs of children.
 7. Arrange participation in association and statewide activities.
 8. Relate positively to parents and adults.
 9. Present budget needs.
- E. Children’s Choir Leaders—Lead choirs for children.
1. Select and prepare music.
 2. Lead music education activities.
 3. Seek to understand and to use effectively the principles of teaching and learning.
 4. Serve as friend (guide), sensitive and helpful, to the many needs of children.
 5. Lead the children to sing in church and other events.
 6. Relate positively to parents and adults.
 7. Present budget needs.

Section 5. Others

- A. Assistant Treasurer—Shall be responsible to the Treasurer, as duties shall deem appropriate.
- B. Parliamentarian—May be appointed by the Nominating Committee to assist the moderator in Business Meetings.

ARTICLE IX: EMPLOYED STAFF

Section 1. Ministries

- A. Senior Pastor—The Pastor shall be of unquestionable character, living a life in accordance with the Word of God. The Pastor shall meet the qualifications as set forth in the New Testament, specifically; Titus 1:6-9, 1 Timothy 3:1-7, and 1 Peter 5:1-3. The Pastor shall be an ordained Southern Baptist minister and agree to abide by the Constitution and Church Operations Manual of The Chandler Baptist Church.
1. Serve as spiritual and administrative leader of the church and the paid or volunteer staff: supervise the work of the assigned staff.
 2. Coordinate and conduct regular and special services of worship; prepare and deliver sermons; lead in observance of the ordinances.
 3. Perform weddings, conduct funerals and serve as a spiritual counselor.
 4. May serve as chairman of the Church Council. He will assist the Church Council in planning, coordinating and evaluating the total church program.
 5. May serve as ex-officio member of all boards and committees of the church and shall act as an advisor to the Personnel Committee in the selection and evaluation of other staff members and in determining their duties.
 6. Work with the general church officers, deacons and committees as they seek to carry out their assigned responsibilities.
 7. Shall arrange pulpit supply when he is gone.
 8. Assist in training of church staff and officers for their responsibilities.
 9. Lead the staff and the church in a caring ministry for persons in the church and the community, including home and hospital visitation.
 10. Lead the church in cooperating with local, state, national and international Baptist and ecumenical associations in matters of mutual concern.
 11. Proclaim the Gospel and lead the church in proclaiming the Gospel to the church and the community.

12. Ensure coverage of ministerial staff responsibilities in the event of a ministerial staff vacancy, working with relevant committees.

B. Music Minister

1. Plan music for the worship service.
2. Lead instrumental and vocal musicians preparing for and participating in worship services. Be in charge of selecting and purchasing music and other items needed for worship.
3. Work with the Pastor, Organist and Worship Committee in planning the worship services, special programs and revivals.
4. Prepare budget requests.
5. Coordinate children's choirs.
6. Lead the congregational singing and worship.

C. Children's Minister

1. Oversee the children's programs in the church.
2. Responsible for scheduling the times and activities of the children's programs.
3. Secure, guide and encourage leaders.
4. Work with the Nursery Coordinator(s).
5. Supervise Children's area volunteers.
6. Work with the Children's Sunday School Director.
7. Coordinate these activities with the Church Council.
8. Prepare and supervise spending for annual budget.
9. Communicate and work with parents and the church.

- D. Youth Minister(s)—The Youth Minister(s) shall plan and implement a ministry to youth (grades 7-12) in coordination with other ministries of The Chandler Baptist Church.

1. Promote youth events through monthly church and youth newsletters, bulletin boards and weekly bulletins.
2. Provide spiritual, social, and emotional support to youth.
 - a. Spiritual
 - i. Bible Study sessions.
 - ii. Prayer and share times.
 - iii. Camps and retreats.
 - iv. Ministry and service opportunities both within and outside the church (i.e., mission involvement, VBS, community service projects, Youth Sundays, nursery work, Backyard Bible Clubs, assistance to older church members, Habitat for Humanity, etc.).
 - v. One-to-one interaction with individual youth.
 - b. Social—Wholesome social activities, which provide an alternative to non-Christian youth activities and which encourage the display of Christian values.
 - c. Emotional
 - i. Encourage and support youth through group interaction and personal involvement.
 - ii. Provide sessions on understanding teenage development and problems teenagers face.
 - iii. Personal contact with individuals, counseling, phone calls, supportive notes, attendance of special events when possible.
3. Maintain a regular focus of outreach; encouraging visitors and prospects, working in conjunction with the Outreach Committee and pastor to visit homes.
4. Minister during crises with personal presence, calls, and correspondence.
5. Provide support and training for parents and other youth workers through personal conferences and occasional group sessions at the church or in conjunction with the association or state convention.

6. Work through a Youth Ministry Council.
7. Attend meetings with the Church Council.
8. Attend staff meetings with the pastor.
9. Plan and coordinate spending of the youth budget with the Youth Ministry Council.

Section 2. Support Staff

A. Administrative Assistant—Serves as secretary for the church and its staff.

1. Qualifications. Shall have:
 - a. Pleasant and appropriate manner in greeting people and answering the phone.
 - b. Computer and keyboard skills; be able to handle word processing and database programs.
 - c. Experience in filing documents and keeping records.
2. Duties:
 - a. Answer the phone and greet visitors.
 - b. Prepare letters, bulletins, newsletters and e-mails.
 - c. Collect and distribute mail.
 - d. File records and other materials.
 - e. Other tasks as directed by the pastor, staff, and Personnel Committee.
 - f. Attend Church Council meetings.

B. Custodians—To clean and maintain the church. The custodians are under the supervision of the Property Committee.

1. Know the facilities and equipment and learn their proper use.
2. Sweep, mop or vacuum all floors each week.
3. Empty all trash once a week.

4. Dust and arrange furniture each week.
5. Clean all restrooms and replenish towels and tissues.
6. Clean windowsills and corners, etc., when needed.
7. Report to the Property Committee any repair work that needs to be done.
8. Replace faulty bulbs and batteries.
9. Keep supplies and supply shelves orderly.
10. Notify the church office of any cleaning supplies, paper products, and light bulbs, which need to be purchased.
11. Be available to prepare for and clean up after special events.

C. Church Accountant

1. Serve to input and pay our expenses (bills, payroll, taxes, etc)
2. Keep our financial records updated
3. Be available to present at business meetings should the Treasurer so direct.
4. Shall assist the Treasurer with certain duties that require accounting expertise.
5. Report to the Treasurer and Finance Committee and be subject to the general supervision of the Pastor and Personnel Committee.
6. Offerings and deposits would continue to be the role of the Treasurer.

D. Church Organist—Cooperate with the pastor and other worship leaders to assist in setting the tone and providing the opportunity to worship at Sunday morning worship services.

1. Plan and prepare music, including a prelude, offertory, and postlude for the Sunday morning worship service.

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2. Rehearse with soloists and choir and then accompany them as needed.
 3. Inform the Music Committee of any problems with the organ.
- E. Church Chef—Plan and prepare meals for Wednesday night under direction from the Fellowship Committee.
1. Plan menus with the Fellowship Committee.
 2. Purchase, prepare, and help serve food.
 3. Cooperate in cleaning the kitchen.
 4. Report broken or inadequate equipment and other needed items to the Fellowship Committee Director.
- F. PDO Administrators and Workers
1. The PDO Director—The PDO Director shall be responsible for planning, directing, and evaluating the PDO program under the supervision and leadership of the Pastor and the guidance of the Chandler PDO Committee. The PDO Director must be a member of Chandler Baptist Church. Duties shall include:
 - a. Ensuring building/facility compliance with all local and state regulations and guidelines, and communicating areas of non-compliance to the PDO Committee and Church.
 - b. Timely correcting areas of legal and licensing non-compliance in the PDO program.
 - c. Checking compliance of student and worker records with local and state regulations and taking steps to ensure all records are accurate and in compliance.
 - d. Hiring and supervising PDO workers.
 - e. Determining calendar, daily schedule, and curriculum.
 - f. Ordering the supplies and maintaining the classrooms.
 - g. Ensuring a loving and caring environment, and developing positive relationships with parents and workers.

- h. Preparing a PDO budget to be approved by the PDO Committee and submitted to the Finance Committee (pay-rate changes will be submitted to the Personnel Committee).
 - i. Making regular reports to the church (at quarterly business meetings and Church Council) and maintaining adequate records.
1. Assistant Director—The Assistant PDO Director shall be trained and assist in all aspects of the program. The Assistant Director shall be in charge in the absence of the Director. Must be a member of Chandler Baptist Church.
 2. Workers
 - a. PDO workers shall give direct care to the children in groups ranging in size according to State regulations. They shall help provide a loving, safe, and fun atmosphere in which children may play, socialize and participate in activities that are designed to meet needs of early childhood development within a Christian atmosphere. They shall promote helpful relationship with the parents and the children.
 - b. The spouse or family member of another church employee may be hired as a worker. The decision to hire must be approved by both the Personnel and PDO Committees. If the church employee is in direct or indirect supervision of the worker, then the church employee must recuse himself or herself from any decision concerning the worker. The PDO Committee will determine the supervision of this worker.

ARTICLE X: PERSONNEL POLICIES FOR EMPLOYEES

Section 1. Policies concerning professional leave, vacation, sick pay, and compensation guidelines.

- A. Pastor
 1. The pastor shall receive three weeks vacation after one year of service beginning with the church’s annual year.

2. Convention and conference expenses shall be allowed as provided by the budget. The pastor will report to the personnel committee concerning professional leave.
 3. When the pastor is ill, the Church will furnish pulpit supply. In the case of prolonged illness, the personnel committee will address individual circumstances.
- B. Music/Children's Education Minister
1. The Music/Children's Education Minister shall receive one week plus one (1) additional Sunday paid vacation after one year of service, beginning with the church's annual year.
 2. Any additional time off shall be approved by the Personnel Committee.
 3. The Music Minister shall be responsible for finding a replacement during any absence.
- C. Youth Minister
1. The Youth Minister shall receive one week plus one (1) Sunday paid vacation after one year of service, beginning with the church's annual year.
 2. Any additional time off shall be approved by the Personnel Committee.
 3. The Youth Minister shall be responsible for finding a replacement during any absence.
- D. Administrative Assistant
1. The Administrative Assistant shall receive one week paid vacation after one year of service, beginning with the church's annual year.
 2. The Administrative Assistant shall be responsible for finding a replacement during any absence.
- E. Organist
1. The Organist shall receive four Sundays paid vacation per year, after one year of service, beginning with the church's annual year.

2. The Organist shall be responsible for finding a replacement during any absence.

F. Part-time Employees

1. There will be no paid vacation, sick leave or professional leave for part-time employees.
2. Part-time employees shall be responsible for finding replacements during any absence.

Section 2. New Employees

- A. Policies concerning vacation, sick leave professional leave and compensation shall be negotiated with each new employee as hired.
- B. All employees shall undergo an abuse or police check that the committee decides is appropriate for the position.