

**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 1<sup>st</sup> 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 leadership of the church and nominate persons to serve as Officers and Standing Committee members.

##### **Section 2. Membership (6)**

Nominating Committee with consist of six members, each serving three year terms. Every year two members will rotate off the committee and are ineligible for one year.

##### **Section 3. Election of Members**

Two weeks prior to the July Business Meeting a ballot for new Nominating Committee members will be mailed to each church member. It will include qualifications (below) and an explanation of the committee's duties. The ballots will be returned by the July Meeting.

*Qualifications:* Must be a member of Chandler Baptist for two years (active and living in the community). Must be 18-years of age or older. Shall not be a staff member.

##### **Section 4. Duties**

- Prayerfully seek leadership for the church.
- Recruit and nominate persons to serve as Church Officers and Standing Committee members, making a recommendation for approval at the October Business Meeting. Recommendations will be published two weeks in advance. (New terms begin January 1.)
- Nominate for approval at any Business Meeting persons to fill any vacancies that occur throughout the year.

#### **Article V: Church Council**

##### **Section 1. Purpose**

The Church Council shall make decisions for the church body on immediate issues between Business Meetings and make recommendations on major decisions for the church's approval. The Council will prayerfully seek and be committed to God's vision for Chandler.

**Section 2. Membership (11)**

Pastor (1), Deacon Chair (1), Standing Committees (5 - chair or representative), Church Officers (4).

**Section 3. Duties**

- Define and promote the church vision as guided by the Pastor.
- Coordinate church programs and activities.
- Prepare and plan the implementation of the Church calendar.
- Make recommendations to the Church for changes to the Church Operations Manual.
- Ministry Teams or church members may bring requests to the Council for approval of special programs, ministry activities, or expenditures above the budget.
- Meet monthly.

**Article VI: Standing Committees**

Designated Standing Committees are Finance, Ministry and Missions, Nominating, Personnel, and Properties.

**Membership:**

- Standing Committees consist of six members, each of whom serves a three year term.
- Each Committee member will have been a church member for at least two years.
- The Committee members will be recommended by the Nominating Committee and approved by the church at the October Business Meeting (Nominating Committee Members will be chosen directly by the church, see Article IV).
- The pastor will serve as ex-officio on all Standing Committees.

**Duties:**

- Specific duties of each committee are outlined in the following sections. (For Nominating see Article IV)
- The chair of each committee (or a representative) will serve on the Church Council (Serving no longer than their 3 year committee term).
- Each committee will oversee certain Ministry Teams as outlined by the Ministry Team Directory. Monitoring tasks, approving expenditures (in coordination with Finance), and presenting budget requests.

**Section 1. Finance Committee**

**Purpose:** The Finance Committee shall develop a program that includes budget development and budget administration along with stewardship development.

**Duties:**

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 2. Ministry and Missions Committee**

**Purpose:** Oversee all Program Ministries and Missions of the church. To ensure Chandler's inward (Ministry) and outward (Missions) service create and deepen relationships with God.

**Duties:**

1. Recruit leaders or change leaders overseeing the program ministries and missions of Chandler (see Article VIII Volunteer Leaders). Seeking input from Ministers and those involved in specific program ministries or missions.
2. When needed help and assist these leaders to accomplish the ministry and mission (while not dictating specific curriculum or strategies).
3. Plan and implement new ministries, mission projects and trips.
4. Oversee ministry budgets. Working with leaders to plan for coming events and following year. Present yearly budget to Finance Committee.
5. Oversee Church Mission Budgets. Presenting yearly budget to Finance. Approve any use of the Missions Contingency Fund.



### **Section 3. Personnel Committee**

**Purpose:** The Personnel Committee shall assist in matters related to the employed personnel of the Church.

**Duties:**

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 4. Properties Committee**

**Purpose:** Oversee all building, landscaping, and property of the church. Work with Ministry Teams (Maintenance, Landscape, etc) to maintain facilities.

**Duties:**

1. Oversee Properties Budget
2. Hire contractors or maintenance when beyond the scope of the Ministry Teams
3. Oversee insurance for building and other property
4. Evaluate and update current property, also plan for future purchases or changes.
5. Supervise and evaluate custodial staff (Recommending pay rate and staff changes to Personnel Committee).

## **Article VII: Ministry Teams**

### **Section 1 Purpose**

Ministry Teams are empowered to serve the church with a particular task or mission as defined by their Mission Statement (see Section 3).

1. Teams may form when a task arises and dissolve when concluded.
2. There is no limit to number of teams which may develop.
3. Each Ministry Team will be overseen by a Standing Committee.

## **Section 2      Membership**

There is no requirement for membership on a team, only a desire and commitment to service. Team members may join or resign at anytime.

Each Ministry Team will yearly designate a Team Leader:

1.      The Team Leader must be a Member of the Church.
2.      The Team Leader will recruit and organize the team and serve as a point of contact for the Standing Committee, Council, or Ministers.
3.      A change in leadership may be suggested by the Standing Committee or Council.

## **Section 3      Mission Statement**

Each team must yearly present for approval by the Church Council a mission statement that defines the team's task and role.

1.      The statement will include the Ministry Team's leader and Standing Committee the teams serves under.
2.      These statements may be created, adjusted, or concluded at any time with council approval.

## **Section 4      Ministry Team Directory**

1.      A directory or list of Ministry Team mission statements will be kept with church documents and made readily available to encourage involvement.
2.      The Directory will be updated and made available at the October Business Meeting.

### **ARTICLE VIII: VOLUNTEER LEADERS**

#### **Section 1.      Sunday School**

##### **A.      Adult Sunday School Director**

1.      The director will be responsible to the church for planning, guiding, promoting and evaluating the work of the Adult Sunday School classes with the counsel of the pastor.
2.      The director will recruit teachers as needed and organize teacher training with the counsel of the pastor.
3.      The director will assist teachers in the selection of materials and supplies needed to support instruction, then submit the order forms to the church office.
4.      The director will submit a yearly budget request to the Finance Committee.

5. The director will report at the annual church business meeting on the status of the adult Sunday School classes.

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 – 6<sup>th</sup> 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. Plant 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.
  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.

**Section 3. Maternity/Paternity/Adoption Policy**

- A. Maternity Leave: Any employee with at least 1 year of employment shall receive up to six weeks leave with full pay. The Employee shall have the option to take the leave as they desire.
- B. Paternity Leave: Any employee with at least 1 year of employment shall receive up to two weeks leave with full pay. The Employee shall have the option to take the leave as they desire.
- C. Adoption Leave: Any employee with at least 1 year of employment shall receive up to six weeks leave with full pay. The Employee shall have the option to take the leave as they desire.

Definitions for Maternity/Paternity/Adoption Policy:

- “Employee” — An employee is defined as anyone who is hired and reviewed by the Personnel Committee. (This excludes Preschool/PDO teachers who are hired by the Director and Preschool Committee. It also excludes Nursery Workers who are overseen by Nursery Committee.)
- “Full Pay” — The employee’s average weekly pay over the previous six months will determine the amount of Full Pay. Benefits will also continue to be paid.