

**SOUTHTOWN BAPTIST CHURCH**  
**CHURCH OPERATIONS MANUAL**

**Proposed Revision - December 2011**

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# Article I

## The Church Officers

## **Section 1. Senior Pastor**

### **A. Job Description/Responsibilities**

The Pastor is responsible for using his God given skills and talents in leading the church to function in the New Testament model and to achieve its mission

and vision, as directed by the Holy Spirit. Duties and responsibilities are as follow:

1. The Pastor shall lead the church to engage in worship, evangelism, fellowship, discipleship and ministry.
2. The Pastor shall be the spiritual leader and shepherd of the congregation.
3. The Pastor shall proclaim the gospel and lead the church in proclaiming the gospel to the church and community.
4. The Pastor shall provide administrative leadership for the total church program.
5. The Pastor shall serve as a member of the Church Council and provide leadership.
6. The Pastor shall lead the staff and the church in a caring ministry for persons in the church and community.
7. The Pastor shall lead or delegate the leadership of the congregational services: plan, coordinate and evaluate congregational services.
8. The Pastor shall preach at all worship services that include preaching or arrange for someone else to perform this function.
9. The Pastor shall serve as moderator of the church, at his option, as defined in the Constitution and By Laws.
10. The Pastor shall assist the Personnel Committee in the recommendation and development of staff positions, in the selection of staff members, and in the determination of their respective duties.
11. The Pastor shall provide leadership and work direction to other staff members in an empowering and team spirited manner.
12. The Pastor shall plan for and provide leadership in the observance of the church ordinances.
13. The Pastor shall conduct funerals and weddings as he is able.
14. The Pastor shall counsel with and assist/facilitate in training Deacons and other lay leaders for their responsibilities.
15. The Pastor shall participate in annual reviews with the Personnel Committee. The Personnel Committee shall assess his performance against the position description and recommend compensation adjustments to the Finance Committee.

### **B. Calling a Senior Pastor**

1. The Pastor Search Nominating Committee
  - i. When the office of Pastor becomes vacant, the Chairman of the Deacons shall appoint a five member Pastor Search Nominating Committee who may or may not be Deacons. The Pastor Search Nominating Committee shall recommend a six-member Pastor Search Committee to the church. This committee shall be composed of members of the church who are well informed about the needs and attitude of the congregation and represent a cross-section of the church population. Great care should be given in not

choosing too many people from the strategic places of leadership and thus crippling the church program while the church is without a Pastor.

- ii. When the Pastor Search Nominating Committee has first been appointed, the first person named shall be Chairperson who shall be responsible for calling a committee meeting as soon as possible. When the Committee is ready to report or to make a recommendation concerning a Pastor Search Committee, a called business meeting shall be announced and the report or recommendation be presented by the Chairperson.
- iii. At the time the recommendation is made, the congregation shall be given an opportunity to make other nominations. If other nominations are made, the vote shall be taken by secret ballot and the six individuals with the most votes elected.

## 2. The Pastor Search Committee

- i. When the church has elected the Pastor Search Committee, the first person named shall be the temporary chairperson and shall be responsible for calling a committee meeting as soon as possible. At this meeting, the Committee shall elect its own chairperson.
- ii. Only the Chairperson of the Committee shall be authorized to communicate on behalf of the Committee unless some other member of the Committee is authorized to do so by the Chairperson.
- iii. The first responsibility of the newly elected Pastor Search Committee shall be to make plans for filling the pulpit until a Pastor is called. This may be done on a week-by-week invitation until the Committee is prepared to make a recommendation for an Interim Pastor. At the time that an Interim Pastor is recommended, the Pastor Search Committee shall also recommend the amount of weekly salary.
- iv. The expenses of the Pastor Search Committee shall be paid by the church. These expenses shall include travel, food, lodging, and communication costs. The Pastor Search Committee shall be authorized to pay all the expenses of the prospective Pastor and members of his family to come to the Southtown community plus the pulpit supply in his church. This shall include travel, lodging, and food expenses.

## 3. Extending a Call

- i. After the Pastor Search Committee has made a thorough investigation and is prepared to make a recommendation to the church, the prospective Pastor shall be invited to the church to preach and to meet with the Deacons and other church leaders. The presentation of the candidate and his qualifications shall be announced by a general mail-out ten days prior to a meeting called for that purpose. The vote to call shall be by secret ballot.
- ii. The Pastor being considered must receive at least 75 percent of the votes cast at the called conference to be considered a call. If he receives 75 per cent of the vote or more, then he shall be notified as to the exact number of votes cast and the number who voted against the call. No attempt shall be made to make the call unanimous. If because of severe weather or other unusual circumstances, the attendance at the called business meeting is adversely

affected, the Moderator shall postpone the meeting and schedule another meeting date.

- iii. The church shall pay all expenses related to moving household furnishings and belongings and reimburse all travel expenses for the Pastor and his family.

#### C. Term of Office

1. The Pastor shall be called for an indefinite period. He shall serve until the relationship is terminated by his request or by the church's request. 30 days notice of intent to terminate shall be required by either party.
2. Procedure for termination by the church shall be as follows:
  - i. Consideration for termination may be initiated by the Personnel Committee or by a request to them from the Deacons or by a petition presented to them signed by not less than 1/4 of the resident active church members. Once the question of termination has been raised, the Personnel Committee and the Deacons shall jointly address the matter with the Pastor. Every effort shall be made to resolve the concerns within a reasonable time period. If no resolution can be made, the Pastor shall be allowed to resign before a vote for termination. The Personnel Committee shall give one-week public notice of a special called business meeting stating the purpose of the meeting. A recommendation for termination shall be presented to the church jointly by the Deacons and the Personnel Committee for vote at the special called business meeting. The Pastor shall not serve as Moderator of the special called meeting. The Chairman of the Deacons shall preside or the Church Clerk shall call the Church to order and an acting Moderator shall be elected. The vote to terminate shall be by secret ballot with an affirmative vote of 2/3 of the members present required for passage. The termination shall be rendered in not more than 30 days.
  - ii. Upon termination by the church, the Pastor may be eligible to receive severance at the discretion of the Deacons as follows:
    - a. First 5 years = 2 weeks salary, housing allowance, and utility allowance
    - b. After 5 years = 1 month salary, housing allowance, and utility allowance
    - c. In all cases, any untaken earned vacation shall be paid.

#### D. Remuneration and Privileges

1. The Pastor's salary shall be an amount recommended by the Personnel Committee to the Finance Committee and approved by the church. In addition, he shall be provided with a rent-free residence or housing allowance, a utility allowance, an auto allowance, and an insurance allowance.
2. The church shall pay his annuity or retirement plan as promoted by the denomination.
3. The church shall pay the Pastor's expenses to the denominational meetings of the association, the state convention, and the Southern Baptist Convention as provided by the church budget.
4. The Pastor's vacation schedule is as follows:

- i. Upon hire: 2 weeks paid vacation, 3 Sundays, 5 sick days, 2 professional Sundays away.
  - ii. After 5 years: 3 weeks paid vacation, 3 Sundays, 5 sick days, 2 professional Sundays away.
  - iii. After 10 years: 4 weeks paid vacation, 4 Sundays, 5 sick days, 3 professional Sundays away.
- E. The Pastor shall be allowed other absences as approved by the Personnel Committee.

## **Section 2. Church Council**

### A. Description/Responsibilities

1. The Church Council is an authoritative and administrative group through which church ministries and staff coordinate their activities into one harmonious program.
2. The Church Council guides the church to ensure unified vision and direction of the Church's ministries. This leadership shall serve to maximize the church's efforts and resources in pursuing the Church's vision and mission Statements.
3. The Church Council will maintain accountability to the church members by providing comprehensive meeting minutes and regular reporting.
4. The Church Council shall recruit church members (or those under Watchcare) for election by the church to serve in positions of leadership as deemed necessary by the staff, church, and/or teams and committees.
5. The Church Council shall work with program/ministry leaders to discover and enlist volunteers for their respective areas of service and need. Program/ministry leaders are encouraged to recruit volunteers and submit their names to the Church Council to in turn present to the church for approval.
6. The Church Council shall nominate special committees/teams as assigned by the church during the year.
7. The Church Council shall present any resignations of elected workers to the church for its acknowledgement.
8. The Church Council assists the church by coordinating suggested activities to secure maximum effort and making suggestions to prevent overlapping in program plans before they are recommended to the church.
9. The Church Council shall monitor its membership to assure that they submit regular reports to the Council for submission to the regular business meetings.
10. The Church Council shall review program plans and coordinate suggested program actions of church officers and organizations. These coordinated plans shall be recommended to the church by the appropriate program leaders. Church organizations including committees have a direct reporting relationship to the church not to the Church Council.
11. The Church Council shall appoint a Church Clerk and an Assistant Church Clerk on a yearly basis.

### L. Qualifications for being a Council Representative

1. Be an active member at least 1 year.

- i. An active member within this role demonstrates a commitment to the church through regular worship attendance and involvement in a Bible study/small group.
    - ii. Active Deacons are excluded from eligibility as to not to conflict with their ministry emphasis and their role in the nomination process. However, an inactive Deacon is still eligible.
    - iii. Church staff is ineligible for nomination.
    - iv. No other exclusions
  - 5. Desires to serve on the Council and offer their unique skills, and/or experiences to positively impact the growth and health of the church.
  - 6. Has a mature and consistent personal relationship with God and our Lord Jesus Christ by the power of the Holy Spirit.
  - 7. Manifests a Christ-like character and practices their faith in all areas of their life: private, public, and professional.
  - 8. Participates in the financial support of the church and practices good personal stewardship in accordance with biblical guidelines.
  - 9. Supports the church's statement of faith (*1963 Baptist Faith and Message*) and articulates their Christian beliefs with sincerity and humility.
- J. Mechanics of Election for 5 elected members
- 1. Candidates nominated for election – volunteers and nominations.
  - 2. Candidates contacted by the Deacons to ensure they are willing to serve.
  - 3. Active Deacons conduct interviews of candidates as a pre-qualification.
  - 4. Deacons present willing and qualified candidates to Congregation.
  - 5. A congregation vote determines members elected.
  - 6. Council members are elected for two-year terms.
  - 7. Maximum of 4 consecutive years, gap of 1 year after 4 consecutive years.
- H. Responsibilities of the Council
- 1. Trustee duties (legal aspect)
  - 2. Nominating Committee duties
  - 3. Constitution Committee duties
  - 4. Cooperate and Coordinate with the following groups/individuals:
    - i. Funeral Coordinator
    - ii. Hospitality Coordinator
    - iii. Disaster Relief Coordinator
    - iv. Building & Grounds
    - v. Sunday School (all small groups)
    - vi. Staff
      - a. Youth
      - b. Women
      - c. Music
      - d. Children
      - e. Missions
  - 6. Ministry responsibilities not covered by a staff position and/or committee.

### **Section 3. Church Treasurer**

- A. The Church Treasurer shall have been a member of Southtown for a minimum of one year prior to election.
- B. The Church Treasurer shall work with the Finance Committee to recommend and establish policies and procedures relating to receiving and disbursing monies.
- C. The Church Treasurer shall maintain adequate records of all monies distributed in accordance with church policies and procedures.
- D. The Church Treasurer shall pay all bills promptly.
- E. The Church Treasurer shall ensure the posting of records of each member's contributions and the mailing of reports to members semi-annually. Accurate records shall be kept showing the gifts of each contributor. This may be done by the Treasurer or the Administrative Assistant.
- F. The Church Treasurer shall at the end of each month reconcile the bank statement and prepare the statement of receipts and disbursements and the balance sheet for presentation to the Finance Committee and the church at the bi-monthly business meetings. At the end of the associational year and church fiscal year, the Treasurer shall file a complete report for the year giving a summary of receipts and disbursements and any other matters of interest. The Treasurer shall also be responsible for preparing the financial portion of the annual church letter for the association.

Article II  
The Church Staff

### **Section 1. Administrative Assistant**

- A. The church Administrative Assistant shall assist the Pastor and church staff in coordinating activities, communicating information, and organizing the work flow of the church office and shall provide efficient, organized and skillful assistance to ministry leaders and church members. He/She will provide testimony of a Christian salvation and have a Christ centered life. The Administrative Assistant will be directly responsible to the Pastor. Duties and responsibilities are as follow:
1. Coordinate Activities
    - i. The Administrative Assistant shall update, coordinate, and maintain the church calendar and gather information for upcoming events.
    - ii. The Administrative Assistant shall provide organization and coordination for church, associational, and/or state convention events and meetings that take place at the church. This may include room set-up, providing coffee/refreshments as directed, assisting with registration, and acquiring information for facility and equipment use.
    - iii. The Administrative Assistant shall handle rental of the church facility for weddings. This includes clearing dates on the church calendar and informing appropriate individuals.
  2. Communicate Information
    - i. The Administrative Assistant shall open, sort and route incoming daily mail and bring items needing immediate response to the appropriate person's attention.
    - ii. The Administrative Assistant shall answer phone calls in a courteous and timely manner, respond to faxes and e-mail, and direct to appropriate individual. Staff shall be advised of any emergencies (i.e., accidents, hospitalizations, deaths, etc.).
    - iii. The Administrative Assistant shall greet visitors in a courteous manner and direct them to the appropriate staff person and/or assist with information requested.
    - iv. The Administrative Assistant shall be able to communicate the spiritual values, beliefs and commitments of the congregation to others.
    - v. The Administrative Assistant shall gather information and print weekly church bulletins with appropriate inserts, coordinating format with the Minister of Music and Pastor.
    - vi. The Administrative Assistant shall ensure that church calendars on the web, or posted on bulletin boards, are current and up to date on any planned future events.
    - vii. The Administrative Assistant shall assist with or oversee all publications sent out by the church. This includes any newsletters, fliers, advertising, etc. Church mailing/e-mailing lists shall also be maintained.
  3. Organize Work Flow of the Church Office
    - i. The Administrative Assistant shall assist in maintaining an organized and orderly office providing visitors with a positive impression of the church and providing the church staff with a pleasant environment in which to work.

- ii. The Administrative Assistant shall set up and maintain a permanent filing system, keep files current, and keep materials organized and accessible.
  - iii. The Administrative Assistant shall accurately maintain master church membership information, preserve records for present and future use, and print, reproduce and assemble the church directory for annual distribution. Requests for church membership letters shall be handled as members join or transfer their membership to other churches.
  - iv. The Administrative Assistant shall compile information and statistics from church reports and submit a complete annual profile to the association including all additions to membership, removals, financial statistics, etc. this profile format is provided by the association.
  - v. The Administrative Assistant shall prepare weekly recaps of Sunday statistics for the staff; assist the Church Treasurer with recording of tithe and offering gifts and provide quarterly and annual individual giving reports to members; order and distribute offering envelope boxes to church families; and assist the Pastor with outreach prospect information.
  - vi. The Administrative Assistant shall inventory and purchase all office supplies, place orders for ministry leaders as requested, maintain all office equipment and assist with minor repairs and/or make arrangements for outside maintenance.
  - vii. The Administrative Assistant shall maintain minutes of all regular and special called church business meetings in a permanent record book after they have been approved by the church. This record book shall be kept in a safe place and copies of the minutes filed in the church office. He/She shall prepare and make available to members printed copy of minutes of church conference actions. He/She shall work with the Moderator in preparing the agenda for church business meetings.
4. Provide Assistance To Ministry Leaders/Church Members
- i. The Administrative Assistance shall assist ministry leaders with correspondence, special reports (i.e., Sunday School Class records, prayer lists, Deacon Family Ministry plan, Business Meeting agendas, etc.), memos and promotional materials. The Administrative Assistant shall serve as communication liaison by phone, letter, e-mail, or personal contact with ministry leaders, volunteers and members regarding meetings, processing of information, appointments, etc.
5. Miscellaneous
- i. The Administrative Assistant shall keep current on computer skills, including applications in Microsoft Office (Word, Excel, Power Point) and any other specialty software.
  - ii. The Administrative Assistance shall participate in staff meetings as called by the Pastor.

- iii. The Administrative Assistant shall receive a salary as recommended by the Personnel Committee to the Finance Committee and approved by the church. In addition, health insurance and retirement benefits shall be provided.
- iv. The Administrative Assistant shall participate in his/her own annual reviews with the Personnel Committee. The Personnel Committee shall assess performance against the position description and recommend compensation adjustments to the Finance Committee.
- v. The Administrative Assistant shall be granted vacation time as noted on the “Staff Vacation Schedule” in the Church Operations Manual.
- vi. The Administrative Assistant shall give at least two weeks’ notice of resignation.

### **Section 2. Minister of Music**

- A. The Minister of Music shall lead and enhance Christian worship through the use of music. He/she shall provide testimony of a Christian salvation and call to ministry, possess sound biblical doctrine and Christian maturity, be in general agreement with the church’s statement of faith, and have a Christ-centered life. The Pastor shall be the direct supervisor and shall set office hours. Duties and responsibilities are as follow:
  - 1. The Minister of Music shall plan and select all music for worship services, including special music (solos, duets, etc.) and instrumental music, in coordination with the Pastor.
  - 2. The Minister of Music shall provide leadership and direction for the Adult Choir in choir rehearsals, Sunday morning worship, and special services (i.e. Easter, Christmas, Knox Landing, etc.).
  - 3. The Minister of Music shall provide leadership for the Praise Team in Sunday morning worship and special services.
  - 4. The Minister of Music shall provide musical leadership and direction for congregational worship.
  - 5. The Minister of Music shall coordinate with the audio/visual team to ensure proper equipment is available for worship services.
  - 6. The Minister of Music shall provide for tuning, maintenance, and purchasing of all church owned musical instruments.
  - 7. The Minister of Music shall provide for leadership of the Preschool and Children’s Choirs.
  - 8. The Minister of Music shall keep informed on current music worship and ways to enhance worship with music
  - 9. The Minister of Music shall prepare an annual music budget to present to the Finance Committee and manage those expenditures.
  - 10. The Minister of Music shall receive a salary as recommended by the Personnel Committee to the Finance Committee and approved by the church. In addition, health insurance and retirement benefits shall be provided.

11. The Minister of Music shall receive reimbursement for all expenses relating to moving household furnishings and belongings and all travel expenses involved in relocation to come to Southtown.
12. The Minister of Music shall participate in annual reviews with the Personnel Committee. The Personnel Committee shall assess performance against the position description and recommend compensation adjustments to the Finance Committee.
13. The Minister of Music vacation schedule is as follows:
  - i. Upon hire: 2 weeks paid vacation, 3 Sundays, 5 sick days, 2 professional Sundays away.
  - ii. After 5 years: 3 weeks paid vacation, 3 Sundays, 5 sick days, 2 professional Sundays away.
  - iii. After 10 years: 4 weeks paid vacation, 4 Sundays, 5 sick days, 3 professional Sundays away.
4. The Minister of Music shall give a 30-day notice of intent to terminate/ resign. The church shall also be required to give a 30-day notice of intent to terminate. If the church terminates the relationship, the Minister of Music may be eligible, at the discretion of the Personnel Committee, to receive severance of one week of salary per year of service with a maximum of 8 weeks salary as severance. In any case, any untaken earned vacation shall be paid.

### **Section 3. Minister of Youth**

- A. The Minister of Youth shall lead in directing Christian development of the youth. He or she shall provide testimony of a Christian salvation and call to ministry, possess sound biblical doctrine and Christian maturity, be in general agreement with the church's statement of faith, and have a Christ-centered life. The Pastor shall be the direct supervisor and shall oversee office hours. Duties and responsibilities are as follow:
  1. The Minister of Youth shall serve as the Youth Sunday School Director.
  2. The Minister of Youth shall plan, promote, and lead weekly scheduled youth activities where he/she personally leads/teaches youth to promote spiritual growth.
  3. The Minister of Youth shall recruit, train, and motivate volunteers who can facilitate Youth Ministry under the supervision of the Minister of Youth.
  4. The Minister of Youth shall develop healthy relationships with the youth to provide an environment for them to grow in their understanding of the total Christian experience.
  5. The Minister of Youth shall design, implement, and maintain an outreach program to garner new youth involvement and develop youth leaders.
  6. The Minister of Youth shall provide for leadership of a youth activity bi-monthly, such as fellowship, community involvement, or special events (i.e. Go Fish, etc.).
  7. The minister of Youth shall plan, direct, and supervise any youth camp, mission trips, or retreats.
  8. The Minister of Youth shall keep informed on current youth issues, materials, and special events.

9. The Minister of youth shall prepare an annual youth budget to present to the Finance Committee and manage those expenditures.
10. The Minister of Youth shall receive a salary as recommended by the Personnel Committee to the Finance Committee and approved by the church.
11. The Minister of Youth shall participate in his or her annual review with the Personnel Committee. The Personnel Committee shall assess performance against the position description and recommend compensation adjustments to the Finance Committee.
12. The Minister of Youth vacation schedule is as follows:
  - i. Upon hire: 2 weeks paid vacation, 3 Sundays, 5 sick days, 2 professional Sundays away.
  - ii. After 5 years: 3 weeks paid vacation, 3 Sundays, 5 sick days, 2 professional Sundays away.
  - iii. After 10 years: 4 weeks paid vacation, 4 Sundays, 5 sick days, 3 professional Sundays away.
13. The Minister of Youth shall be allowed other absences as approved by the Personnel Committee.
14. The Minister of Youth shall give a 30-day notice of intent to terminate/resign. The church shall also be required to give a 30-day notice of intent to terminate. If the church terminates the relationship, the Minister of Youth may be eligible, at the discretion of the Personnel Committee, to receive one week of salary per year of service with a maximum of 8 weeks salary as severance. In any case, any untaken earned vacation shall be paid.

#### **Section 4. Minister of Children/Children's Ministries Director**

- A. The Children's Minister shall oversee the children's ministry of the church. This is to include, but is not limited to: educating the church in understanding methods, materials, principles, procedures, promotion, philosophy, and administration related to preschool and children's ministry. Duties and responsibilities are as follows:
  1. The Children's Minister shall maintain a policy/procedure for nursery drop off/pick up and make adjustments as necessary.
  2. The Children's Minister shall maintain the background check process.
  3. The Children's Minister shall recommend funding in response to ministry needs.
  4. The Children's Minister shall be involved in outreach to children and their families.
  5. The Children's Minister shall direct planning and supervision of special programs and emphases involving children (such as VBS, AWANA, one-day excursions, camps, etc.).
  6. The Children's Minister shall assist the Extended Teaching Care Coordinator(s) as needed.
  7. The Children's Minister shall attend staff meetings once a month.
  8. The Children's Minister shall perform other duties and responsibilities as requested by the pastor and consider suggestions from other staff and the church membership.

## **Section 5. Minister of Missions**

- A. The Minister of Missions shall oversee the mission's ministry of the church. Duties and responsibilities are as follows:
1. Promote mission offerings.
  2. Educate the church membership about the role of the Cooperative Program in Southern Baptist missions and how we fund it.
  3. Encourage church members to experience missions for themselves through mission trips and projects. This may include but is not limited to:
    - i. VEAP
    - ii. Jail ministry
    - iii. New Hope Free Store
    - iv. Teen Challenge
    - v. Sister churches
    - vi. Loaves and Fishes
  4. Assist with the coordination of missions education through the various children, youth, and adult groups.
  5. Work with the Missions Committee to ensure total church participation and engagement in the cause of missions.
  6. Help develop a prayer plan that targets missions.
  7. Plan mission education events.
  8. Participate in the planning, promoting, recruiting in regards to mission trips.
  9. Develop relationships with missionaries and mission sending agencies.
  10. The Minister of Missions shall recommend funding in response to mission and ministry needs.
  11. The Minister of Missions shall attend staff meetings once a month.
  12. The Minister of Missions shall perform other duties and responsibilities as requested by the pastor, other staff, and/or church membership.

## **Section 7. Staff Policies**

- A. Maternity Leave Policy
1. Southtown Baptist Church will provide up to twelve (12) weeks of maternity leave in a 12-month period paid at a 25% rate of the compensation package to eligible staff in the following situations:
    - i. Birth or adoption of a child
  2. The staff member's vacation accrued up to the date of the leave may be used until it is expended. Vacation and sick time will be prorated per the period taken by the employee. Use of maternity leave will not affect the annual vacation accrual rate of the staff member for future years.
  3. Eligible staff includes:
    - i. Pastor, Minister of Music, Minister of Youth, Children's Minister and Administrative Assistant who have been employed for at least twelve (12) consecutive months immediately preceding the request.

D. Staff Vacation Schedule

<b>Staff Vacation Schedule Starting 2009</b>				
<b>Upon Hire</b>	# of Vacation Weeks per year	# of Sundays Off per year	# of Sick Days per year	# of Professional Sundays Away per year
Pastor	2	3	5	2
Minister of Education	2	3	5	2
Minister of Music	2	3	5	2
Admin Assistant	2		5	
<b>After 5 years</b>	# of Vacation Weeks per year	# of Sundays Off per year	# of Sick Days per year	# of Professional Sundays Away per year
Pastor	3	3	5	2
Minister of Education	3	3	5	2
Minister of Music	3	3	5	2
Admin Assistant	3		5	
<b>After 10 years</b>	# of Vacation Weeks per year	# of Sundays Off per year	# of Sick Days per year	# of Professional Sundays Away per year
Pastor	4	4	5	3
Minister of Education	4	4	5	3
Minister of Music	4	4	5	3
Admin Assistant	3		5	
<b>After 15 years</b>	# of Vacation Weeks per year	# of Sundays Off per year	# of Sick Days per year	# of Professional Sundays Away per year
Pastor	4	4	5	3
Minister of Education	4	4	5	3
Minister of Music	4	4	5	3
Admin Assistant	4		5	

Vacation weeks can be used as needed and after approval from supervisor.

Vacation weeks can be used in whole or weeks can be split and individual days used.

All vacation requests shall be put in writing and the Personnel Committee will monitor usage.

All days must be used in the current year, there will be no carry over from year to year unless approved by the Personnel Committee and brought before the church for a vote.

1 Vacation Week represents the staff member's regular work week (excluding Sunday).

## Article III

### Deacons

The Deacons have the responsibility of serving the church in its pastoral ministries. By measuring up to biblical qualifications, they are equipped to minister to the spiritual needs of others. Deacons serve as co-laborers and spiritual allies with the Pastor in meeting the needs of others in Jesus' name. The Deacons, like the Pastor and staff, are responsible to the church. They report to the congregation on their assigned work and are given direction by the congregation. The Pastor or the staff does not supervise the Deacons. Neither do the Deacons supervise the Pastor and staff. Likewise, committees are not required to bring their reports to the Deacons for approval before reporting to the congregation. Deacons shall have regular monthly meetings and all decisions of the Deacons shall be passed to the church as the decision of the Deacons.

### **Section 1. Qualifications of Deacons**

- A. Spiritual: A Deacon shall be a man of spiritual maturity, full of the Holy Spirit and wisdom, living a spiritual life. Acts 6:3, I Timothy 3:10
- B. Moral: A Deacon must live a consecrated Christian life, bringing no reproach upon the church or the cause of Christ by his habits or behavior. I Timothy 3:8,11
- C. Church: A Deacon must be regular in attendance at all services of the church unless hindered by something that the Lord would account a good reason. Hebrews 10:25
- D. Stewardship: A Deacon must be a tither, bringing his tithe systematically to the church for the Lord's work. His stewardship also involves giving himself in definite service such as visitation, soul winning, etc. I Corinthians 16:2, Romans 12:1
- E. Cooperation: A Deacon must be cooperative with the Pastor and the programs of the church and in such fellowship that he shall promote the general welfare of the whole church. He must be one who keeps within his own heart confidential matters. I Timothy 3:8, Galatians 6:10
- F. Doctrine: A Deacon must know the general doctrines of the Baptist Faith and be a sincere believer in them. I Timothy 3:9
- G. Domestic: A Deacon must be the husband of one wife and his home life reflect his Christian leadership. I Timothy 3:12
- H. Membership: A Deacon must be an active member of Southtown a minimum of one year before serving as a Deacon.

### **Section 2. Nomination of Deacons**

A list of the active male membership who are 21 years and older shall be presented to the church for nominations for Deacon. The church shall be instructed to select only men that they believe meet the Deacon qualifications. The ideal number of Deacons actively serving is to have one Deacon for each 12-15 families on the church roll. The nomination process is to identify enough candidates to fill the vacancies needed to ensure a sufficient number of Deacons actively serving. After the ballots are received from the church, a Deacon Selection Committee comprised of a minimum of three active Deacons and the Pastor shall meet to count the ballots. The nominees will be ranked from most to least votes. Those nominees receiving the most votes cast shall be considered by the Selection Committee in light of spiritual qualifications. The Selection Committee will determine the number of nominees to be considered. After this initial review, a list of

nominees shall be forwarded to the Chairman of the Deacons. An appointment shall then be made with each nominee to ascertain if the nominee will accept the nomination and serve if the church chooses to elect him.

### **Section 3. Election of Deacons**

The Deacon Selection Committee shall prepare a ballot with the list of nominees. Each member of the church shall be given a ballot at the called business meeting for the election of Deacons and shall vote by designating the number of men required to serve on the Deacon body. The men receiving at least 51 percent shall be elected to fill the regular vacancies.

### **Section 4. Ordination of Deacons**

The church shall ordain new Deacons when qualified men are needed and available. Examination of the Deacon candidate's qualifications shall be scripturally based. The Deacon body and the Pastor shall decide questions concerning interpretation of scriptural qualifications. Following the selection of an unordained man for the Deaconship, the church shall call for his ordination at the earliest possible time.

### **Section 5. Term of Service**

Deacons shall serve a three-year term on a rotation basis. Each year the term of office of one-third the number of Deacons actively serving shall expire and an election shall be held to fill the vacancies. After serving a term, a Deacon is eligible for re-election. There is no obligation to constitute as an active Deacon a person who comes to this church from another church where he has served as a Deacon.

### **Section 6. Unexpired Terms**

The Deacon Selection Committee shall fill any unexpired terms from a list of all the inactive Deacons. Any unexpired term shall terminate in conjunction with the church calendar year; therefore, no unexpired term shall last for more than one year. Following this termination date, regular Deacon election procedures shall be followed to fill any vacancy. Any man serving an unexpired term is eligible for re-election.

### **Section 7. Duties and Responsibilities of Deacons**

- A. A Deacon shall meet the spiritual qualifications for Deacon.
- B. A Deacon shall proclaim the Gospel to believers and unbelievers by:
  - 1. Praying for the whole church program and individual members
  - 2. Setting an example in personal soul-winning
  - 3. Participating in the worship activities of the church as needed
- C. A Deacon shall exercise watch-care over the entire membership and other persons in the community by:

1. Visiting new members and explaining the church program and activities while ascertaining where the new member would like to serve
  2. Visiting the entire membership regularly through some organized plan
  3. Ministering in times of crisis and providing pastoral counseling as needed
  4. Performing acts of benevolence
  5. Encouraging members of the congregation to grow spiritually, seek the Lord's will for their lives, and seek the Lord's will for their participation in meaningful activities of the church.
- D. A Deacon shall lead the church to engage in a fellowship of worship, witness, education, ministry, and application by:
1. Maintaining church fellowship
  2. Leading corporate worship as needed
  3. Assisting in preparation and administration of ordinances and in the absence of a regular pastor and at the request of the church administering church ordinances
  4. Being informed about the life and work of the church
  5. Setting a personal example of Christian living
  6. Promoting evangelism in all phases in cooperation with the Pastor
  7. Maintaining church discipline within the boundaries of Christian love. ( I Corinthians 14:40; Matthew 18:15-17)
  8. Being responsible for supplying the pulpit in the absence of the Pastor or a Pastor Search Committee.
- E. A Deacon shall lead the church in performing its tasks, interpreting the work of the church to church members and the community.
- F. A Deacon shall know:
1. The church people: Each Deacon shall be responsible for helping with the spiritual life of a certain number of families of the church membership— Deacon Family Ministry. This is best accomplished by regular (possibly semi-annual) visits with each family.
  2. The church plant: A Deacon shall know how to switch lights and adjust the heat and air (or how to find someone who does know how), and how to direct visitors to the church activity for which they are looking.
  3. The church program: A Deacon shall be knowledgeable of the church program and how it relates to the denomination at the local, state, and national levels.
  4. The Pastor: A Deacon shall know the Pastor and the problems he meets every day in order to assist in the pastoral ministry.

### **Section 8. Deacon's Apprenticeship Program**

The Deacon's Apprenticeship Program is for men who have been nominated by the church and who are not ordained. The program is a one year commitment to observe and learn about the role, duties, and responsibilities of a Deacon. The apprentice will attend Deacon meetings and take part in the discussions and other activities Deacons accomplish during the year (Mother's Day, Father's Day, breakfast or supper cookout, etc.) The apprentice will not serve the Lord's Supper or be assigned families as part of the family ministry program. Deacons are encouraged to invite and include him along on visits (hospital, nursing home, and guest). An

apprentice will familiarize himself with the Baptist Faith and Message book; understand the purpose and functions of a Deacon and his wife, understand the meaning of the Lord's Supper and baptism; and be ready to share his faith. After one year, the apprentice will decide if his name is forwarded to the church to be considered for ordination and subsequent service as a Deacon.

### **Section 9. Watchcare Program**

The Watchcare Program ministry is for individuals who are members of another church and yet desire to be connected with Southtown Baptist Church while temporarily living in our community (school, training, work, medical, extended visit, etc.) Watchcare allows an individual to identify with our church by participating in the corporate worship, Bible study, discipleship, fellowship, evangelism, and service without transferring membership from his/her own church. Watchcare allows the individual to share his or her faith with us through singing, teaching, ushering, construction, and other ministries of the church. However, this person shall not be privileged to vote on church business or hold an elected office. A person must be a member of Southtown Baptist Church in order to vote or hold an elected office. Individuals enrolled in the Watchcare Program will have a Deacon assigned to them who will minister to their needs and pray for them.

**Please Note:** The Watchcare Program is not designed to be a long-term or permanent solution for those individuals that choose to be uncommitted or indefinitely unattached from a local Christian congregation.

## Article IV

# Church Committees and Coordinating Groups

### **Section 1. Personnel Committee**

- A. Each member of the Personnel Committee shall serve a minimum of three years with one or two members rotating off each year. Upon rotating off this committee, members shall remain off for one year before being considered to serve again.
- B. Only the Personnel Committee Chairperson shall be authorized to communicate on behalf of the committee unless some other member of the Committee is authorized to do so by the Chairperson.
- C. The Chairperson is responsible for insuring that all sensitive matters concerning paid staff remain confidential.
- D. The Personnel Committee, with the approval of the church, shall employ, manage, and terminate all paid staff not responsible directly to other committees, except the Pastor.
- E. The Personnel Committee shall recommend salaries to the Finance Committee for all church staff. These recommendations shall be approved by the church.
- F. The Personnel Committee shall conduct annual reviews for all paid church staff members.

### **Section 2. Building and Grounds Committee**

- A. Building and Grounds Committee members are nominated by the Church Council and elected by the church for three-year terms with two being elected each year. They shall elect their own secretary each year and shall meet monthly.
- B. Building and Grounds Committee members shall be active members of Southtown a minimum of one year before becoming eligible for election to the committee.
- C. The Building and Grounds Committee shall employ and recommend salary for the custodian(s) and any other salaried employees relating to operation of the church physical property. The committee shall supervise the work of the custodian(s) and oversee the cleaning schedule used by the custodian(s).
- D. The Building and Grounds Committee shall set and administer policies for use of all Southtown facilities.
- E. The Building and Grounds Committee shall recommend adequate insurance on all church property including required fire, theft, vandalism, and accident insurance. They shall also recommend adequate workman's compensation insurance for employees.
- F. The Building and Grounds Committee shall keep the church building in a safe condition providing adequate lights, stair rails, sidewalks, etc.

### **Section 3. Finance Committee**

- A. Financial Management
  - 1. The Finance Committee shall be responsible for managing the financial position of the church. They will make adjustments to the annual budget if necessary and communicate these to ministry leaders and the congregation.
  - 2. The Finance Committee shall communicate the financial position of the church to the congregation and ministry leaders at each business meetings and at any other time such communication may be needed.

3. The Finance Committee shall communicate giving opportunities and promote biblical giving principles.
4. The Finance Committee shall arrange for annual **outside** audits of church financial records.

**B. Budget**

1. The Finance Committee shall, in cooperation with all church leaders, develop the annual budget for adoption by the church. The church members shall have a minimum of 10 days to study the budget before a vote by the congregation in a regular business meeting.
2. The Finance Committee shall analyze current and past records of overall (not individual) giving and forecast giving of the congregation during the next fiscal year.
3. The Finance Committee shall request annual budgets from ministry leaders and approve budget requests in light of church priorities and forecasted giving.
4. The Finance Committee shall review expenditures periodically in terms of budget allocations and call attention to any unusually high or low expenditures.
5. The Finance Committee shall recommend salary and benefit adjustments for the ministers of the church after coordinating with the Personnel Committee.
6. The Finance Committee shall look after trust funds, endowments, bonds and the purchase of bonds, and mortgaging of church properties.

**Section 4. Baptismal Committee**

- A. Will be composed of two men, two women, and two youth
- B. Will work with the pastor to ensure that candidates are accompanied and supported during their baptism.
- C. Will make sure robes and towels are picked up, washed, and returned to the church after baptismal services.
- D. Will be ready to assist the pastor, deacons, and/or the Building and Grounds Committee with details and planning of baptismal services.

**Section 5. Missions Committee**

- A. The Missions Committee shall consist of four members, identified by the Minister of Missions in conjunction with the Church Council. The Minister of Missions will be one of the four members, and will serve as chair. In the absence of a Minister of Missions, the Church Council will fill the committee and the Missions Committee will elect its own chair.
- B. The Missions Committee shall assist the Minister of Missions in carrying out the missions ministries of the church as outlined in the Minister of Missions job description. In the absence of a Minister of Missions, the Missions Committee will assume responsibility for these ministries, excluding staff member functions.
- C. The Missions Committee shall consider and respond to requests and invitations to partner with the State Convention, Association, sister churches and individuals in current and future missions ministries, including, but not limited to new church starts.

- D. When the Missions Committee decides to pursue a particular missions ministry opportunity, they will form a team of an appropriate size to carry out Southtown's part in the project. The team may or may not include members of the Missions Committee. The Missions Committee will work with the Finance Committee to secure any needed budget for the project, and will support the team through prayer and by offering input and other assistance as needed and available.

### **Section 6. Vacation Bible School Director**

- A. The Vacation Bible School Director shall coordinate with the Minister of Children in planning, promoting, conducting, and evaluating the church's Vacation Bible School with the goal of providing a fun-filled spiritual adventure for children and providing sound, relevant Bible study that enables people of all ages to experience and respond to the gospel message in ways appropriate for them.
- B. The Vacation Bible School Director shall determine the date, schedule, and organization for the school based on anticipated enrollment.
- C. The Vacation Bible School Director shall assign space for each department.
- D. The Vacation Bible School Director shall order curriculum teaching and administrative resources.
- E. The Vacation Bible School Director shall guide worker enlistment procedure and clarify workers' duties.
- F. The Vacation Bible School Director shall maintain accurate daily records.
- G. The Vacation Bible School Director shall provide training sessions for VBS workers as needed and encourage workers to attend associational or state training sessions.
- H. The Vacation Bible School Director shall conduct the VBS joint worship service.
- I. The Vacation Bible School Director shall guide the persons or groups responsible for promotion, refreshments, recreation, and transportation as needed.
- J. The Vacation Bible School Director shall develop a follow-up ministry for VBS participants who are not church members.

### **Section 7. Disaster Relief Coordinator**

- A. Southern Baptist disaster relief is Christian love in action, meeting urgent needs of hurting humanity in crisis situations with loving care and timely response. A disaster is defined as anything that causes human suffering or creates human needs that the victims cannot alleviate themselves. The duties of the Disaster Relief Coordinator are as follow:
1. The Disaster Relief Coordinator shall serve as the liaison between the Minnesota-Wisconsin Association and the SBC Disaster Relief contingent.
  2. The Disaster Relief Coordinator shall review and forward preparedness messages to trained volunteers at SBC, including messages regarding training events, demonstrations, standby alerts, "go command", disaster service updates, and "call off" messages.
  3. The Disaster Relief Coordinator shall need to understand the current uniform order of the Southern Baptist Disaster Services as required by the American Red Cross such as type of services requested and the white-blue-yellow-green-CAP management.

## **Section 8. Hospitality Coordinator**

- A. The Hospitality Coordinator shall coordinate the various events, activities, and services required by the church. Administrative functions include:
  - 1. Preparing and submitting an annual budget to the Finance Committee and being responsible for all hospitality and subcommittee budget line items.
  - 2. Purchasing equipment and operating materials needed to carry out events.
  - 3. Maintaining inventory control.
  - 4. Working with the Church Council as needed to enlist a working Hospitality Committee composed of the following subcommittee heads: Ushers, Greeters, Floral, Gift Bags, and Kitchen.
  - 5. Coordinating with church leaders and directors all events that need hospitality services and making sure events are staffed and cared for.
  - 6. Collecting monies necessary for church functions and depositing immediately with the Church Treasurer.
  - 7. Setting up operating procedures for the church kitchen and publishing them as needed.
  - 8. Reporting regularly to the church body on upcoming events and taking reservations/sign ups when necessary.
- B. The Hospitality Coordinator shall plan, organize, and coordinate social and fellowship events hosted by the church.
- C. The Hospitality Coordinator shall plan meals for the bi-monthly church business meetings.
- D. The Hospitality Coordinator shall plan and prepare for any receptions for special events such as Deacon ordination and missionary commissioning services.

### **Section 8.1. Ushers**

- A. The Head Usher shall oversee the work of ushers for each service or event, prepare and maintain a schedule for ushers for each service or event, provide training for ushers and/or encourage participation in associational or state training sessions and enlist new ushers as needed.
- B. The Ushers shall make sure bulletins, offering plates, and other needed materials are ready and available for each service and be aware of the order of service.
- C. The Ushers shall greet and seat people at all services and provide bulletins and/or other materials at the time of seating.
- D. The Ushers shall assist in receiving the offering as required.
- E. The Ushers shall provide information to persons attending about church services, programs, and building locations as requested.
- F. The Ushers shall be attentive to the needs of the pastor and the congregation during the service and be prepared to assist in emergency situations.
- G. The Ushers shall restore the sanctuary to physical orderliness after services.

### **Section 8.2. Floral Committee**

- A. The Floral Committee shall formulate and recommend to the church procedures for securing, arranging, and disposing of flowers used in the church services and for providing flowers for sick and bereaved members.
- B. The Floral Committee shall secure, arrange, and dispose of flower arrangements used in church services.
- C. The Floral Committee shall recommend policies to guide members in requesting an opportunity to place memorial flowers in the sanctuary. The Committee shall see that proper recognition is given to the memorial flowers through the church bulletin or other church publication.

### **Section 9. Funeral Coordinator**

**a.**

- A. The Funeral Coordinator is responsible to work with the pastor and oversee the logistics of any funerals held in the church.
- B. The Funeral Coordinator shall communicate with the heads of the various Hospitality subcommittees as needed for planning and carrying out funeral services. For purposes of funeral planning, the Funeral Coordinator will assume all the duties of the Hospitality Coordinator.

## Article V

### Education Ministries

## **Section 1. Sunday School**

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

1. The Sunday School Director shall be responsible for the comprehensive Bible Teaching Program of the church including both the work traditionally understood by the term Sunday School and also all the extension activities.
2. The Sunday School Director shall be responsible to the church for planning, coordinating, and evaluating the work of the Sunday School as it relates to the teaching of the Bible, reaching persons for Christ and church membership, performing the functions of the church within its constituency, and providing and interpreting information regarding the work of the church and the denomination.
3. The Sunday School Director shall look to the Pastor for counsel and leadership in coordinating the work of the Sunday School.
4. The Sunday School Director shall lead in determining organization of the Sunday School including space allocations.
5. The Sunday School Director shall in cooperation with the Church Council, recommend and assist in enlisting workers required by the Sunday School.
6. The Sunday School Director shall be responsible for ordering and distributing all Sunday School literature quarterly.
7. The Sunday School Director shall distribute, collect, and maintain department/class records each Sunday for evaluating progress.
8. The Sunday School Director shall receive requests for financial and physical resources from department directors and present appropriate needs to the church.

B. The Assistant Sunday School Director shall be responsible to the Sunday School Director for performing duties assigned to him by the Director and act as Director in the absence of the Director.

### **C. Preschool Sunday School Department Director**

1. The Preschool Sunday School Department Director shall plan, coordinate, and evaluate the work of the Preschool Sunday School Department and shall be directly responsible to the Sunday School Director.
2. The Preschool Sunday School Department Director shall organize the department for effective teaching, ministry, and outreach.
3. The Preschool Sunday School Department Director shall cooperate with the Nominating Team and Sunday School Director in discovering and enlisting teachers.
4. The Preschool Sunday School Department Director shall make sure that all preschool classes are staffed each Sunday morning. This shall include encouraging workers to notify Director ahead of time if they will be absent or as soon as possible in case of emergency, asking workers to enlist a substitute teacher for Sundays they will be absent and notifying Director of the substitute, or finding a teacher to fill in on the spot in case of emergency absence for which Director had no advance notice.
5. The Preschool Sunday School Department Director shall encourage teacher participation in Sunday School training events sponsored by the church and the association.

6. The Preschool Sunday School Department Director shall in cooperation with the Extended Teaching Care Coordinator see that all linens and toys are kept clean (wash linens and alcohol wipe toys) and in place and that rooms are disinfected at least quarterly.
7. The Preschool Sunday School Department Director shall request and use appropriate department funds for supplies and other needs of the department such as snacks.
8. The Preschool Sunday School Department Director shall inform the Sunday School Director of curriculum and resource needs of the department.
9. The Preschool Sunday School Department Director shall encourage and participate in outreach and in-reach through phone calls, notes, or visits.

D. Children's Sunday School Department Director

1. The Children's Sunday School Department Director shall plan, coordinate, and evaluate the work of the Children's Sunday School Department and shall be directly responsible to the Sunday School Director.
2. The Children's Sunday School Department Director along with the teacher shall help lead children to know God, His redemptive message in the Bible, and to accept Christ when they are led by the Holy Spirit.
3. The Children's Sunday School Department Director shall organize the department for effective teaching, ministry, and outreach.
4. The Children's Sunday School Department Director shall cooperate with the Church Council and Sunday School Director in discovering and enlisting teachers.
5. The Children's Sunday School Department Director shall make sure that all children's classes are staffed each Sunday morning. This shall include encouraging workers to notify Director ahead of time if they will be absent or as soon as possible in case of emergency, asking workers to enlist a substitute teacher for Sundays they will be absent and notifying Director of the substitute, or finding a teacher to fill in on the spot in case of emergency absence for which the Director had no advance notice.
6. The Children's Sunday School Department Director shall encourage teacher participation in Sunday School training events sponsored by the church and the association.
7. The Children's Sunday School Department Director shall request and use appropriate department funds for supplies and other needs of the department.
8. The Children's Sunday School Department Director shall inform the Sunday School Director of department curriculum and resource needs.
9. The Children's Sunday School Department Director shall encourage and participate in outreach and in-reach through phone calls, notes, or visits.
10. The Children's Sunday School Department Director shall plan and coordinate outings and other social events for the department.

E. Youth Sunday School Teacher

1. The Youth Sunday School Teacher shall arrive early to greet youth.
2. The Youth Sunday School Teacher shall teach sound Biblical doctrine in age appropriate ways.
3. The Youth Sunday School Teacher shall participate in special events as asked.
4. The Youth Sunday School Teacher shall attend any scheduled meetings.

5. The Youth Sunday School Teacher shall participate in associational and/or state sponsored training session.
  6. The Youth Sunday School Teacher shall pray for the students.
  7. The Youth Sunday School Teacher shall live a life that witnesses to students.
- F. Adult Sunday School Teacher
1. The Adult Sunday School Teacher shall arrive early and greet members and visitors,
  2. The Adult Sunday School Teacher shall serve as administrator and Bible study leader of the class.
  3. The Adult Sunday School Teacher shall contact members and visitors on a regular basis by mail, phone, or visit.
  4. The Adult Sunday School Teacher shall plan with the class leaders to accomplish the work of the class.
  5. The Adult Sunday School Teacher shall support church worship services and church programs.
- G. Extended Teaching Care Coordinator
1. The Extended Teaching care Coordinator shall coordinate all extended sessions (sessions for preschoolers during the morning worship hour).
  2. The Extended Teaching Care Coordinator shall lead in enlisting and training extended session teachers.
  3. The Extended Teaching Care Coordinator shall prepare schedules for workers for Sunday morning sessions and send out reminder notices and/or lesson plans to workers each week.
  4. The Extended Teaching Care Coordinator shall make sure that lesson plans and other materials are readily available in each classroom.
  5. The Extended Teaching Care Coordinator in cooperation with the Preschool Sunday School Director shall see that all linens and toys are kept clean (wash linens and alcohol wipe toys) and in place and that rooms are disinfected at least quarterly.
  6. The Extended Teaching Care Coordinator shall publicize the extended session program through bulletin board displays, announcements, etc.

## Article VI

Other

### **Section 1. Church Clerk**

The Church Clerk and the Assistant shall be responsible for taking accurate minutes of all actions taken by the church in both regular and special business meetings. The Church Clerk and the Assistant Church Clerk shall be members of Southtown Baptist to be eligible for appointment. In the event that the position is vacated, the Church Council shall appoint another member for the position at the next regularly scheduled meeting of the Church Council.