

Hazelwood Baptist Church

Personnel Policies Handbook

Amended March 2010

Note: This policy has been approved by the membership of HBC and supersedes all policies before the amended date shown on the cover

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Hazelwood Baptist Church Personnel Policies

GENERAL EMPLOYMENT STANDARDS & EXPECTATIONS

1 Equal Employment Opportunity

Hazelwood Baptist Church is committed to equal employment opportunity for all qualified persons, without regard to race, color, citizenship, national origin, gender, disability, or age, to the extent required by law.

The church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, every new employee must complete an I-9 Employment Verification form verifying identity and legal authority to work in the United States.

2 Health & Safety

The health and safety of employees and others on church property are of utmost concern. It is therefore, the policy of the church to provide a safe workplace and to comply with all appropriate health and safety standards applicable to our ministries and organization by enlisting the help of all employees to ensure that public areas and work areas are free of hazardous conditions.

The church will provide working conditions that are healthy and safe. Employees are expected to be equally conscientious about work-place safety, including proper work methods, reporting potential hazards, and lessening observed hazards. Unsafe conditions in any work area or public area that might result in an accident should be reported immediately to the Lead Custodian and/or the Trustees.

In the interest of maintaining a healthy workplace, the church prohibits tobacco use in all buildings and vehicles.

If an employee is injured in connection with employment, regardless of the severity of the injury, the employee must immediately notify their supervisor, who will see to necessary medical attention and complete required reports. In any case of serious injury, employees are to receive prompt and qualified medical attention followed by the filing of necessary reports. Should an injury prevent an employee from returning to work for more than two days, the Personnel Committee and the Workers' Compensation carrier will notify the employee of applicable employment benefits under that condition.

3 Harassment

The church is committed to providing a work environment that is free of harassment. In keeping with this commitment, the church maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for the employee to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others. Sexual harassment of employees by supervisors, co-workers, or vendors is prohibited. Any employee, who believes they are being, or have been harassed in any way, or have observed harassment in any way, must report the facts of the incident or incidents to their supervisor, Senior Pastor or Personnel Committee chairperson immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated and documented in writing. Violation of this policy may result in disciplinary action, up to and including termination.

4 Alcohol, Drugs & Controlled Substances

The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances is prohibited. Violation of this policy may result in reprimand or dismissal after investigation and report to the Personnel Committee by the Senior Pastor and/or Deacon Chairman.

5 Personal Appearance

Employees are expected to present a positive image consistent with their work assignment. Employees having personal contact with visitors and church members should be particularly conscious of clothing and grooming that represents the image desired by the church.

Employees who are in doubt, or have questions about a specific personal appearance and/or grooming issue should consult with their supervisor.

6 Outside Activities

Employees involved in, or considering involvement in, outside employment about which there may be questions are advised to inform the Senior Pastor and Personnel Committee Chairperson and request clarification. All employees are prohibited from engaging in outside employment, private business, or other activities which might have an adverse effect on the church's ministry or create a conflict of interest with the church's mission.

STAFF ORGANIZATION

The staff of Hazelwood Baptist Church is classified by category. Those categories reflect the general nature of the responsibilities of the staff members of which each category is comprised and are designed to reinforce the fact that we believe that each member of the staff is vital to the effectiveness of the entire Staff and the Church as a whole.

Categories:

1 Pastoral Staff

The Pastoral Staff consists of the Senior Pastor, Associate Pastor, Youth Pastor and Worship Pastor. These positions carry the ultimate responsibility for the leadership and welfare of the church.

2 Ministerial Staff

The Ministerial Staff consists of the Director of Children's Ministries and Director of Preschool Ministries.

3 Support Staff

The Support Staff consists of the Office Administrator and Lead Custodian. Additional positions of part-time custodian fall under the Lead Custodian's direction, but they are not considered staff personnel.

4 Employment Definitions

- A.** Full-time Employee – Salaried. One who is employed to perform a minimum 40 hour work week. Temporary changes may be approved by the Senior Pastor and/or Personnel Committee chairperson. Exceptions to this definition are permitted, provided they are approved by the Senior Pastor, Personnel Committee, and HBC membership.
- B.** Part-time Employee – One who is employed to work 35 hours or less in a work week.
- C.** Interns. Interns may be considered as temporary staff members. This position is normally uncompensated.
- D.** Interim. Temporary, paid Pastoral or Ministerial position (full or part time)

RECRUITMENT

In the event that the ministry of HBC should indicate the need or opportunity for additional staff personnel, or a vacancy in the existing staff occurs, it shall be the responsibility of the Personnel Committee to make a study of the situation. If the need or opportunity is realized, this committee will work with the Pastor or his designee in recommending each prospective Pastoral or Ministerial staff member to the church for vote. Any changes that would increase the budget require church approval. An offer of employment will be extended to the candidate if a majority of the church members (active, present and at least 13 years of age) vote in favor of such a call. The procedure for calling a Pastor is governed by the HBC Constitution and By-laws.

No two members of the same immediate family will be hired as employees of Hazelwood Baptist Church, without prior church approval.

1 Background Checks

All Hazelwood Baptist Church employees will be subject to a criminal background check. Although a record of criminal offense may not disqualify the person for employment, a lack of acknowledgment of those offenses in employment application may be grounds for denial of employment or dismissal. Because of the nature of the extensive presence and involvement of children in the activities of Hazelwood Baptist Church, the church will not knowingly employ anyone with a record of sexual offense or abuse of children.

2 Job Descriptions

Employees shall be given a job description before they start to work. While a job description is not intended to be an all inclusive statement of duties and responsibilities, it does set forth the basic expectations, essential functions and important information about each job. Job descriptions should be read and discussed with the supervisor and/or Personnel Committee. The Personnel Committee reserves the right to revise and update job descriptions from time to time, as deemed necessary and appropriate. Descriptions are provided in the appendix.

WORKING SCHEDULE

Weekday Office hours are typically 8:00 AM to 4:30 PM. Full-time staff members work a minimum of 40 hours per week. All employees working 35 or more hours per week are allowed a ½ hour unpaid lunch break per day. It is understood that the unique responsibilities of Pastoral and Ministerial staff positions will require adaptation of that schedule, and that a significant portion of their responsibilities will fall outside of weekday office hours. For full-time Pastoral and Ministerial staff, a week is defined as Sunday plus 4 other days. The Senior Pastor and/or the Personnel Committee chairperson will coordinate all days off, weeks where part-time staff does not work, and weeks where Saturday could be a work day.

1 Vacation

Vacation time is provided for all HBC employees working 20 or more hours per week to allow them time away from their job duties for rest, recovery, and recreation. All personnel that are allowed vacations are strongly encouraged to use their full allowance of time.

Beginning with a staff member's first full pay period, vacation time accrues at the rates outlined in the table below, maintaining a running balance, up to the maximum listed (based on years of service). Exceptions to these accrual rates are possible based on contractual conditions agreed upon at the time of hire. When an alternate agreement is in effect, a letter detailing that arrangement will be placed into the employee's personnel folder.

Full-time Salaried Employees		
Length of Service	Hours added per pay period (1st and 15th of each month)	Maximum balance
0 to 59 months (i.e. 0-4 yrs)	3.3 hours	120
60 to 107 months (i.e. 5-8 yrs)	5 hours	160
108+ months (i.e. 9+ yrs)	6.67 hours	200

Part-time Salaried Employees		
Length of Service	Hours added per pay period (bi-weekly)	Maximum balance
n/a	1.5 hours	80

Vacation time is subject to the following rules:

- A** “Length of service” is defined as the number of years of continuous employment at HBC beginning on the date of hire. Exceptions to this must be approved by the church.
- B** Time is available for use once the staff member has completed 90 days of continuous employment.
- C** Vacation time does not expire; however, any time accrued once the maximum is reached is forfeited until the balance is brought below the maximum. Once the balance is brought below the maximum, vacation time begins to accrue again.
- D** All vacation time will be requested and scheduled through the Senior Pastor and/or the Personnel Committee chairperson, and coordinated with the Office Administrator.
- E** Upon termination, all salaried employees (having reached at least one year of service) are eligible for compensation for unused vacation time accrued to the termination date.

2 Holidays

The following holidays will be observed annually: New Year's Day; Monday after Easter; Memorial Day; Independence Day; Labor Day; Thanksgiving; Day after Thanksgiving; Christmas. If a situation occurs that would require an employee to work on their holiday, the employee will be granted a paid day off, to be used within 30 days of the missed holiday. This replacement day must be scheduled with the employee’s supervisor and the Office Administrator. A reduced work schedule may be observed during the week between Christmas and New Years Day. The day prior will be given if a holiday falls on the employee’s scheduled day off. The church office will be closed on the holidays listed.

3 Personal Days

Two Personal Days will be granted for all salaried fulltime employees and employees with 20 or more hours per week in the following manner:

1. One day after the first three months of continuous employment
2. After six months of continuous employment an additional Personal Day will be granted
3. Once the first year of continuous employment is completed, two days will be granted each January 1.
4. All Personal Days will be approved by the Senior Pastor and/or Personnel Committee chairperson and, whenever possible, scheduled in advance through the Office Administrator. Personal Days may not be carried over into the next year and no compensation will be offered for unused Personal Days at termination. Also, Personal Days may not be taken on Sundays.

4 Leave For Conventions, Conferences, Camp and Revivals

Convention and Conference Leave is provided for all Pastoral and Ministerial Staff. The maximum time allowed is ten days per calendar year (limit of one Sunday). Camp and Revival Leave is provided for Pastoral Staff only, and is limited to two weeks per calendar year (limit of two Sundays). Any exceptions to this policy must be approved by the Senior Pastor and Personnel Committee chairperson. The term “camp leave” as used applies only to non-HBC events.

PAID AND UNPAID LEAVE

1. Paid Leave - Sick

Salaried fulltime employees and employees with 20 or more hours per week may be granted time off with pay when they are unable to work because of temporary illness (self or dependant), or family emergency. A maximum of five days will be allowed per year. When the absence of the employee will likely be less than five consecutive days, the employee should try to provide an expected return date. Absence of the employee beyond five consecutive working days will be considered as a special item (Disability benefit) by the Personnel Committee, and a doctor’s note should be provided upon return. This leave does not accrue and there is no compensation for unused leave.

2. Paid Leave – Personal Disability

All full-time salaried employees will be eligible for maximum annual personal disability benefits at the beginning of each calendar year if the employee is at work on that date or upon return to work as follows:

Length of employment	Benefit
Less than 1 year	1 week full pay
1 but less than 2	2 weeks full pay
2 but less than 3	3 “
3 but less than 4	4 “

Requests for additional leave may be submitted by the Personnel Committee to the Church Membership for approval. All disability leaves must be approved in advance when possible. Appropriate documentation (Doctor's statement, etc.) must be provided with the request.

3. Administrative Leave

The Senior Pastor and/or the Personnel Committee chairperson may, at their discretion place an employee on leave for up to three days. This leave may be paid or unpaid, as determined by the Senior Pastor and the Personnel Committee. This leave would be utilized in cases of potential discipline or termination, where immediate action and/or further investigation is required.

4. Paid Leave – Bereavement

All salaried employees may be granted time off with pay for the death of an immediate family member. Immediate will be defined as spouse, parent or step, child or step, brother/sister or step, mother-in-law, father-in-law, grandchildren and grandparents. Pay will be allowed up to and including the day after funeral with a limit of three days local and five days if travel beyond 50 miles is required. Family members not listed above will be addressed by Senior Pastor and/or Personnel Committee chairperson on a case-by-case basis.

5. Unpaid Family/Medical Leave

After 12 months of continuous employment, all full-time Hazelwood Baptist Church employees may be granted up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- A. for the birth and care of the newborn child of the employee
- B. for placement with the employee of a son or daughter for adoption or foster care
- C. to care for an immediate family member (spouse, child, or parent) with a serious health condition
- D. to take medical leave when the employee is unable to work because of a serious health condition.

Before unpaid leave status may be granted, all of the employee's sick leave must be exhausted. Vacation time may be used during this period, but vacation time will cease to accrue after 30 consecutive days of absence. The employee's vacation accrual will resume once unpaid leave status is ended and the employee returns to work.

6. Jury Duty

All employees are encouraged to serve on jury duty when selected. All employees are paid according to their schedule for time on jury and all are allowed to keep the juror's stipend. Employees are expected, however, to report to work when "struck" from a jury or when their juror responsibilities are over for the day, if there is practical time remaining in the normal workday. Four weeks of paid salary during jury service is the maximum allowed, but unusual circumstances may be addressed by Senior Pastor and/or Personnel Committee chairperson on a case-by-case basis.

7. Maternity/Adoption Leave

All salaried and/or full-time Hazelwood Baptist Church employees are eligible for paid maternity/adoption leave of up to two weeks. In the case of maternity, the female employee will submit to her supervisor a written request for maternity leave at least 30 days prior to the beginning date of the leave. In adoption cases, the employee's notice is due as soon as possible prior to the commencement of the leave. The Personnel Committee reserves the right to initiate a leave of absence if the employee's attendance, quality or quantity of work is adversely affected by her pregnancy. If the leave time is longer than two weeks, use of sick leave and/or vacation time accrued by the employee may be granted. Any additional time needed may be taken as medical/family leave without pay for up to 12 weeks. An employee on maternity/adoption leave shall contact her supervisor two weeks prior to returning to work. At the conclusion of an approved maternity/adoption leave, the employee will be restored to their former position when possible, or to a comparable position at a similar rate of pay if available. If an employee does not return to work at the conclusion of the leave of absence, employment will be terminated.

8. Sabbatical Leave

Purpose and Intent

A sabbatical is a paid forty (40) day continuous leave of absence to pursue interests relating to the area of ministry that will contribute directly to the Pastor and Hazelwood Baptist Church. Reasons for a sabbatical include, but are not limited to

- 1 Study and research
- 2 Reflection, perspective and thanksgiving
- 3 Renewed sensitivity to the Word of God and the working of the Holy Spirit
- 4 The development of the gifts of those who will take the pastor's place
- 5 Gratitude to the congregation
- 6 Strengthening of the pastoral home
- 7 Reduced vulnerability to inappropriate escapes – affairs, addictions, etc.

In other words, a sabbatical is an opportunity for the pastor to renew vision and hope for himself and Hazelwood Baptist Church. It is a time for life and soul searching, intellectual stimulation and spiritual renewal.

Eligibility

Pastoral Staff is defined as:

- 1 Senior Pastor
- 2 Associate Pastor
- 3 Youth Pastor
- 4 Worship Pastor

A pastoral staff member will be eligible for sabbatical after seven (7) continuous years of service at Hazelwood Baptist Church. After an additional seven (7) continuous years, he will be eligible for a second sabbatical. Sabbatical leave is applicable for full-time pastoral staff only.

Time and Compensation

Sabbatical time shall be a paid forty (40) day continuous leave of absence.

Sabbatical time is understood to be separate from the pastor's yearly vacation time. Full wages and benefits continue during a sabbatical. No compensation will be given for unused sabbatical time.

A pastoral staff member may add one (1) week personal vacation to the beginning or the end of the sabbatical. No more than one (1) week of vacation may be taken at the beginning or the end of the sabbatical.

Sabbatical is not an earned personal benefit, but rather a privilege that may be granted based on need. The pastoral staff may use their education/convention budget for that year for their sabbatical.

Guidelines

Only one Pastor may take a Pastoral sabbatical in any one calendar year. In the case where more than one Pastor applies, the Pastor with the longest term of service at HBC will most likely take priority.

The pastor shall submit a brief written description of the sabbatical and how it will benefit himself, his ministry and Hazelwood Baptist Church. This will be submitted to the personnel committee at least three (3) months in advance of the sabbatical.

Approval of the sabbatical request will be based upon, but not limited to:

- 1 Overall affect of the individual's absence upon the smooth functioning of daily activities.
- 2 Projected benefits to Hazelwood Baptist Church

The written description will be reviewed and prayerfully considered by the personnel committee. After careful and thoughtful consideration, the request will be shared with the deacon body and pastoral staff for their information and benefit of their counsel. Utilizing the guidance and recommendations of these two groups, final approval will be a simple majority vote by the personnel committee. Approval or rejection of the request will be returned to the sabbatical applicant by the personnel committee chairperson within thirty (30) days of receipt. If approved, the Personnel committee chairperson will make an announcement to Hazelwood Baptist Church body stating that the personnel committee, the deacon body and the pastoral staff have discussed and approved a sabbatical request and give the dates the sabbatical will be taken.

In the event of a mental, physical or spiritual crisis in the life of a pastor, the Personnel Committee and the Deacons, meeting and acting as one body, may jointly approve a sabbatical leave (by a simple majority vote). In this instance only, the three month and seven year requirements may be waived, and the pastor would not be eligible for another sabbatical until seven years had past.

Because Hazelwood Baptist wants to receive the benefit of sabbatical, there is to be a one (1) year subsequent commitment. If the individual leaves in less than one (1) year following a voluntary sabbatical, they will be financially responsible for a pro-rated amount of their salary paid during their sabbatical, payable within (6) months. If the individual leaves within the year following an involuntary sabbatical, they will not be held responsible for the repayment.

It is understood that the pastor is relieved from all routine and emergency duties during the time granted. The other pastoral staff and/or church leaders are to handle the routine and emergency matters.

The pastor shall make a full report to the church within thirty (30) days after the completion of the sabbatical to indicate how the time was used and what benefits were realized for his ministry and for Hazelwood Baptist Church.

BENEFITS

1. Social Security

The church will contribute half of the social security tax liability of all eligible staff members. Since the church is not allowed to pay Social Security taxes for licensed and/or ordained Ministers, who are considered self-employed for tax purposes and must pay the full amount of their own self-employment tax, the church may provide the equivalent of one half of the self-employment tax to those ministers who have not voluntarily withdrawn from participation in Social Security.

2. Insurance

The following types of insurance will be provided for all full-time staff members:

- a. Health insurance: Health insurance coverage is provided for each full-time Hazelwood employee.
- b. Term Life insurance: The church provides basic term life insurance for full-time employees.
- c. Worker's compensation coverage is provided at no expense to employees.

3. Annuity

All full-time employees receive an annuity benefit (variable, 0-15%, based on accepted allocation for coming year) that is paid to the Southern Baptist Annuity plan. All money paid to an annuity by the church may not be withdrawn by the staff member until retirement. Any exception to this policy must be approved by the Personnel Committee.

4. Staff Anniversary

Staff members will be given special recognition after the completion of each five years of service. The Personnel Committee will determine the nature of the recognition that will be given for a staff member's anniversary.

COMPENSATION

1. Pay Periods

Pay dates for all full-time personnel are on the 1st and 15th of the month (semi-monthly - 24 pay periods per year). Part time personnel are paid every other Friday.

2. Overtime Pay

All hourly employees are eligible to receive overtime compensation at the rate of one and one half (1½) times their regular rate of pay for hours worked in excess of forty hours each work-week in accordance with applicable State and Federal fair-employment laws and regulations. However, these employees shall not work overtime unless requested by the employee's supervisor, and prior approval has been obtained from the Senior Pastor and/or Personnel Committee. To the extent legally permissible, unauthorized overtime will not be compensated and may be grounds for termination of employment.

3. Performance Evaluations

The performance evaluations of HBC employees are based on a combination of factors including scope of responsibility, experience, training, and job performance. Each employee of the church shall be evaluated on his/her job performance at least annually by his/her supervisor and/or the Personnel Committee. The purpose of the evaluation is (1) to improve communication and relationships between supervisor and employee, (2) to promote growth and development in the employee, (3) to provide an accepted forum on the part of the employee and church for a candid discussion of job performance, and (4) to provide an objective basis on which the Personnel Committee can consider salary increases.

Procedure:

- a. The evaluation process shall be conducted annually.
- b. Each employee shall be evaluated by his/her supervisor and up to 2 Personnel Committee representatives.
- c. The Senior Pastor will be evaluated by the Personnel Committee.
- d. The primary standard by which the employee will be evaluated is his/her job description.
- e. Each employee shall have opportunity to freely express feelings about the working environment and relationship with his/her supervisor, as part of the evaluation.
- f. Once the performance evaluations has been completed, the evaluation form will be signed by all parties.
- g. Completed job performance forms shall be used in recommending salary adjustments.
- h. Each employee shall receive a copy of his/her performance evaluation and a copy will be kept in his/her personnel file.

TERMINATION

All paid employees of the church shall be responsible to their supervisor, Senior Pastor, and Personnel Committee and shall adhere to the standards of employment and performance as set forth in the HBC Personnel Policies handbook.

1. Resignation

Two (2) weeks' notice for voluntary termination on the part of the staff member shall be required. The resignation shall be in writing and delivered to the Senior Pastor and/or Personnel Committee. Failure to provide two weeks of notice will cause forfeiture of remaining pay and benefits. Conditions and expectations of job performance during the two week timeframe will be agreed to by all parties.

2. Employment at Will

Employment is with the mutual consent of the employee and the Church. Consequently, both the employee and the Church have the right to terminate the employment relationship at any time, with or without cause or advance notice. As stated above, termination without notice will cause forfeiture of pay and benefits effective the day following the last day worked. This “employment at will” relationship will remain in effect throughout employment with Hazelwood Baptist Church unless it is specifically modified by an express written agreement signed by the employee and Senior Pastor and/or a Personnel Committee representative. This “employment at will” relationship may not be modified by any oral or implied agreement.

CHURCH PROPERTY

The Church will make available to employees various property that is necessary for the performance of their duties. That property is to be used and maintained in a manner appropriate to its purpose. At the conclusion of the employment of the staff member, all church property—keys, credit cards, computers, telephones, mobile devices (notebook pc's, cell phones, PDA's), office supplies and furniture, etc.—must be returned or accounted for before a final pay check will be issued.

1. Computers, Mobile Devices & Internet Activity

a. Authorized Software:

There is to be no unauthorized software downloaded or installed onto a church owned computer or mobile device. Unauthorized installation of software programs may result in immediate job termination. If software is to be added to any church owned hardware, clearance must be obtained from the System Administrator prior to installation.

b. Internet Usage

Excessive or inappropriate usage of Internet access will not be tolerated. Usage that is deemed disruptive to job performance or accessing web sites deemed to be of an inappropriate or illegal nature may subject the employee to disciplinary action up to and including termination.

c. Access to Information

All communication through and contents of church-provided computers and mobile devices is church property. Hazelwood Baptist Church may monitor usage and any information stored on church-provided computers and mobile devices at any time.

2. Telephones

Church telephones are provided for church-related purposes. Employees must keep personal calls brief and to a minimum.

3. Credit Cards/In-House Accounts

A Hazelwood Baptist Church credit card may be issued to each Hazelwood Baptist Church Staff Member who is authorized and required to make ministry-related purchases using such a card. Access to certain in-house accounts may be granted to HBC employees as needed. Each staff member to whom a Hazelwood Baptist Church credit card is issued or HBC employee given access to in-house accounts will be permitted to maintain purchasing privileges under the following conditions:

- a. That all purchases made with the card/account be for ministry-related expenses only. The card/account is not to be used at any time for the purchase of personal or non-ministry related items.
- b. That all purchases be supported with appropriate documentation, i.e. receipts, invoices, etc.
- c. That statement for card/account activity be coded with appropriate budget lines, attached to purchase documentation and submitted to the church office for payment immediately upon receipt of the statement. Bills will not be paid without a coded and documented statement (any unpaid credit card bills will result in cancellation of the individual card by the credit card company).
- d. That monthly purchases not exceed the prescribed credit limit for the card/account. (Credit limits for individual cards are determined by the combined total credit limit allowed for all Hazelwood Baptist Church cards). A temporary extension of the credit limit for a specific card may be arranged in advance for a predetermined time, typically 10-30 days, in which expenses are anticipated to exceed the standard credit limit. The credit limit will automatically revert to the standard amount at the end of that period.
- e. That the Staff Member maintains possession and control of the card. Continuation of individual staff credit card privileges is directly contingent upon the ability to function within the guidelines above.

MISCELLANEOUS RESPONSIBILITIES OF EMPLOYEES

1. Employees making authorized work-related purchases with their own funds may be reimbursed for those expenses when documented with a receipt.
2. Employees should check regularly with the church calendar for information and direction.
3. Employees should keep the church office or someone in their area of service informed of their whereabouts, especially when they leave the church property. Also, it is a mark of efficiency to alert the office or coworkers when employees are not available, such as when they are working in a part of the building which does not have a phone.
4. Employees are responsible to maintain their own office or work space in an efficient and attractive manner. Employees are responsible for the security and protective care of their equipment. Employees also are responsible for the clean up of their own work and activities in other parts of the Hazelwood Baptist Church facilities.
5. Employees park at their own risk, and the church will not be responsible for theft or damage to any vehicles parked on or near church property. Also, the church will not be responsible for personal property left in vehicles or in offices that is

- lost, damaged, stolen, or destroyed.
6. Friends, relatives, or other unauthorized persons are generally not encouraged to visit an employee during working hours or at work locations without the express permission of supervisory personnel. Employees will be expected to exercise good judgment in their handling of an unforeseen visit.
 7. Church personnel on duty should make every effort to be aware of strangers on the church premises. Anyone who notices an unfamiliar or unauthorized person on church premises should contact the office or supervisor in charge.

Acknowledgement

All employees will sign an acknowledgment form that they have reviewed these personnel policies. This will be placed in their personnel file.

Job Descriptions

1. Senior Pastor
2. Associate Pastor
3. Youth Pastor
4. Worship Pastor
5. Director of Children's Ministries
6. Director of Preschool Ministries
7. Office Administrator
8. Custodian

SENIOR PASTOR

Hazelwood Baptist Church

Scope: The senior pastor is responsible for correctly proclaiming the Word of God, providing pastoral care for the spiritual needs of people, and providing administrative leadership for Hazelwood Baptist Church. He is expected to contribute to the team spirit of the staff through fellowship, encouragement, cooperation, and prayer support.

Qualifications:

1. Must have a vital relationship with the Lord Jesus Christ, with strong Christian spiritual and moral character as outlined in 1 Timothy 3:1-13, Titus 1:6-9, and 1 Peter 5:2-3. He must be a man of integrity, prayer, and growing in Christ-likeness.
2. Must have a genuine commitment to the ministry of this church and a sense of divine calling to this position.
3. Must have sufficient training, skills, and experience to serve in this capacity.
4. Must be able to work efficiently and effectively in team situations, as well as independently. The individual will be in agreement with the Southern Baptist doctrinal statement of faith.

Responsibilities:

1. Lead the church staff and congregation to perform the mission of the church. The mission of Hazelwood Baptist Church is to, through Grace, connect people to Jesus so they can belong to God's family and be transformed by God's power.
2. Plan and conduct worship services on Sunday mornings and Sunday evenings, as well as Wednesday evening prayer services. The pastor will prepare sermons and coordinate the services with staff and others who will participate in leading the worship services.
3. Conduct special services from time to time. These include services such as the Lord's Supper, baptisms, funerals, weddings, ordinations, etc.
4. Be available for up to two weeks annually to preach at other churches when invited.
5. Be responsible for equipping the saints for the work of the ministry. The pastor will lead the church's educational ministry. The pastor will work closely with the professional and lay staff of the church to provide the best Bible teaching/reaching programs and ministries possible. At any time, the pastor may delegate certain duties to other staff or lay personnel to better manage resources and utilize their God-given talents and abilities.
6. Teach the Bible by offering the following classes as needed: Wednesday evening Bible study, discipleship training, new members classes, etc.
7. Evangelize the lost, reach out to the un-churched, and work to reclaim inactive church members. The pastor will bear witness to the Gospel in words and deeds. The pastor will work with the deacon body and Sunday school leaders to plan and implement the church outreach and in-reach

programs. The pastor will make certain that every prospect or visitor to the church is contacted. The pastor will, from time to time, provide opportunities to train church members in evangelism.

8. Provide or delegate pastoral care and counseling to church members and their families. The pastor will counsel individuals and families regarding such pastoral care needs as hospitalization, bereavement, marriage, and other emotional, spiritual, mental, personal, and vocational crises.
9. Coordinate pastoral care visits and ministry with the deacon body and other relevant groups as confidentiality concerns permit.
10. Serve as the administrative head of the church. The pastor shall conduct regular staff meetings and work to coordinate the work of the church's staff. The pastor shall ensure that the personnel policies of the church are observed by the staff by serving as the immediate supervisor of the church staff.
11. Serve as an ex-officio member of all committees and moderator of the family conference sessions. The pastor will lead the church council and work with all committees and ministries of the church to plan and implement programs to accomplish the church's mission.
12. Promote spiritual growth. The pastor will develop and follow a discipline of Bible and other devotional study. The pastor will participate in continuing education opportunities as well as a minister support group. The pastor shall lead in planning and providing opportunities for spiritual growth for others, helping others to identify their own spiritual gifts and/or calling. The pastor shall serve as a mentor to church members who experience God's call into the ministry as a vocation.
13. Be a servant of the Kingdom of God. In addition to serving Hazelwood Baptist Church, the pastor shall maintain a vision regarding God's worldwide redemptive mission. The pastor may serve the St. Louis Metro Baptist Association, the Missouri Baptist Convention, the Southern Baptist Convention, and the community as the pastor is called upon and when such service does not interfere with the pastor's primary responsibilities at Hazelwood Baptist Church. The pastor shall enlist denominational and community resources for the benefit of HBC.
14. Lead the church and witness to the community through example. The pastor shall role model the Christ-like life regarding stewardship, family relationships, spirituality, forgiveness, and love.

ASSOCIATE PASTOR
Hazelwood Baptist Church

Scope: The associate pastor is responsible for providing ministerial support to the senior pastor in efforts to achieve the mission of the church. He will be responsible for planning, coordination, and overseeing church activities for spiritual development, ministry involvement, biblical counseling, and fellowship as needed. He is expected to contribute to the team spirit of the staff through fellowship, encouragement, cooperation, and prayer support.

Supervision: The senior pastor will supervise the associate pastor.

Qualifications:

5. Must have a vital relationship with the Lord Jesus Christ, with strong Christian spiritual and moral character as outlined in 1 Timothy 3:1-13, Titus 1:6-9, and 1 Peter 5:2-3.
6. Must be able to work efficiently and effectively in team situations, as well as independently. The individual will be in agreement with the Southern Baptist doctrinal statement of faith.
7. Must have a strong and consistent Biblical teaching ability and be able to effectively communicate God's word.
8. Must have formal training in ministry and two years prior experience. A Bachelor's degree is preferred.
9. Must be able to obtain a Class B driver's license with passenger endorsement.

Responsibilities:

1. Assist the senior pastor to fulfill his role as the primary spiritual leader, vision-caster, and pastor/teacher of the church.
2. Assist the senior pastor in providing pastoral care for church members.
3. Preach when requested or in the senior pastor's absence.
4. Assumes the senior pastor's leadership responsibilities when the senior pastor is not available.
5. Meet with leaders regularly to pray and discuss upcoming events, challenges, solutions, and praises.
6. Model high standards in his own personal, family, and devotional life and maintain a good example in relationships with others, studying, praying, tithing, and such.
7. Consult the senior pastor on plans, events, policies, and situations.
8. Work closely with all other members of the church staff and leadership, effectively uniting with and complementing other church ministries.
9. Support of the entire church ministry and activities, including the following: attend staff meetings and staff prayer times; report on ministry activities; faithfully attend Sunday and Wednesday church services, including Sunday school and other church-wide activities; and other assignments as directed.
10. Maintain a schedule based on the needs of the church and in

agreement with the senior pastor.
11. Perform other duties as assigned.

YOUTH PASTOR

Hazelwood Baptist Church

Scope: The youth pastor is responsible for providing ministerial support to the senior pastor and youth leadership, developing a comprehensive youth ministry that is consistent with the mission of the church. He will be responsible for planning, coordination, and overseeing church and youth activities for spiritual development, ministry involvement, biblical counseling, and fellowship. Actively raise up spiritually mature young people by recruiting/equipping parents and committed adult leaders and by discipling youth who will help fulfill the Great Commission to the glory of God through Jesus Christ. He is expected to contribute to the team spirit of the staff through fellowship, encouragement, cooperation, and prayer support.

Supervision: The senior pastor will supervise the youth pastor.

Qualifications:

1. Must have a vital relationship with the Lord Jesus Christ, with strong Christian spiritual and moral character as outlined in 1 Timothy 3:1-13, Titus 1:6-9, and 1 Peter 5:2-3.
2. Must have a specific call to youth ministry (Ephesians 4:11-13), a love for Christ, and a special concern for youth and their spiritual lives.
3. Must be able to work efficiently and effectively in team situations, as well as independently. The individual will be in agreement with the Southern Baptist doctrinal statement of faith.
4. Must have a strong and consistent Biblical teaching ability and be able to effectively communicate God's word.
5. Must have formal training in youth or educational ministries and two years prior experience with youth ministry. A Bachelor's degree is preferred.
6. Must be able to obtain a Class B driver's license with passenger endorsement.

Responsibilities:

1. Instruct and train the youth to understand and implement the Word of God in their lives, especially as it related to worship, service, outreach, Christian growth, and family.
2. Be the primary preacher/teacher for the youth ministry, overseeing all youth activities and materials (other speakers should be consulted with senior pastor).
3. Recruit, equip, develop, train, encourage, support, and oversee all youth leadership within the youth ministry including the core adult leadership, the regular adult leadership, and the student leadership as to how to minister to teens for life changing impact.
4. Meet with leaders regularly to pray and discuss upcoming events, challenges, solutions, and praises.
5. Plan, develop, implement, coordinate, attend, and supervise youth

activities and events (e.g. retreats, mission trips, conferences, outings, and youth camp) that allow for fellowship, evangelism, discipleship, worship, and provide Christian fun for youth.

6. Establish standards for activities and oversee evaluation against those standards to identify progress in achieving the vision.
7. Develop healthy relationships with parents and guardians of all youth, providing resources for them to assist in their growth as Christian parents; counsel with them, as needed; and teach and guide families in establishing and maintain Christian homes that honor the Word of God.
8. Begin and maintain relationships with prospects, visitors, and new members of the youth group in order to point them to Christ and assimilate them into the church body through Sunday school, Bible study groups, and youth activities.
9. Provide spiritual nurturance through biblical instructions, guidance, and positive role modeling.
10. Model high standards in his own personal, family, and devotional life and maintain a good example in relationships with others, studying, praying, tithing, and such.
11. Consult the senior pastor on plans, events, policies, and situations.
12. Work closely with all other members of the church staff and leadership, effectively uniting with and complementing other church ministries.
13. Support of the entire church ministry and activities, including the following: attend staff meetings and staff prayer times; report on ministry activities; faithfully attend Sunday and Wednesday church services, including Sunday school and other church-wide activities; and other assignments as directed.
14. Maintain weekly schedule with a minimum of 40 hours per week.
15. Prepare and develop the annual budget, and oversee the budget and expenditures for the worship ministries department.
16. Ensure that background checks have been completed on all workers prior to their participation.
17. Perform other duties as assigned

WORSHIP PASTOR
Hazelwood Baptist Church

Scope: The worship pastor is responsible for providing ministerial support to the senior pastor, developing a comprehensive worship ministry that is consistent with the mission of the church. He will be responsible for planning, implementing, coordinating, and providing overall direction and leadership in the worship, drama, and multimedia/technology ministry (i.e. music, choir, ensembles, drama, multimedia instrumentals, and orchestral components) that enhances the worship of God and the whole ministry of the church. He is expected to contribute to the team spirit of the staff through fellowship, encouragement, cooperation, and prayer support.

Supervision: The Senior Pastor will supervise the Worship Pastor.

Qualifications:

1. Must have a vital relationship with the Lord Jesus Christ, with strong Christian spiritual and moral character as outlined in 1 Timothy 3:1-13, Titus 1:6-9, and 1 Peter 5:2-3.
2. Must have a specific call to worship ministry (Ephesians 4:11-13), a love for Christ, and a special concern for developing a worship atmosphere throughout services utilizing music and drama.
3. Must be able to work efficiently and effectively in team situations, as well as independently. The individual will be in agreement with the Southern Baptist doctrinal statement of faith.
4. Must have a voice proficiency and music direction. Bachelor's degree in music preferred.
5. Must have specialized training in music and two years prior experience with leading music ministry (including both contemporary and traditional worship styles).
6. Must be able to obtain a Class B driver's license with passenger endorsement.

Responsibilities:

1. In consultation with the senior pastor plan, coordinate, select, rehearse, direct, and lead the weekly (Sunday morning and evening and Wednesday evening services) corporate times of worship.
2. Recruit, train, and motivate volunteer to participate in the music and drama ministry as well as other leaders to assist in the development of the music and drama ministry.
3. Provide musical and spiritual leadership to the music and drama ministry.
4. Oversee, develop, coordinate, and schedule all accompanying participants in worship and drama ministry (e.g. piano, keyboard, organ, percussion, orchestra, choir, soloist, ensembles, instrumentalist, guest musicians, and drama participants).
5. Oversee the selection of music, recruitment, weekly rehearsals, and

- performance at the regularly scheduled services and special events.
6. Lead worship ministry team planning meetings, and provide decision-making for selection of music and other media.
 7. Assure that those participating in the music ministry are adequately prepared and that the music selected is appropriate.
 8. Provide oversight for the development of our children and their involvement in music (children's choir, musicals, and youth choirs).
 9. Oversee the presentation of musical/dramatic productions for special occasions, such as Christmas, Easter, Fourth of July, and other festive occasions.
 10. Oversee the personnel, operation, and development of our audio/visual ministry (including the sound booth, tape duplication, developing multimedia ministries).
 11. Coordinate the purchase of and maintain an inventory of music, supplies, materials, and equipment.
 12. Encourage high standards of spiritual commitment and musical excellence in participants.
 13. Seek excellence and flow in the structure of each service.
 14. Oversee the maintenance of the church music library and to ensure compliance with copyright laws. Arrange, transpose, transcribe, or compose music for use in church functions and ministries, securing any authorizations that are needed from publishers and/or composers.
 15. Manage annual music budget, purchasing music and supplies in addition to scheduling maintenance of music resources in the church.
 16. Assist in vacation Bible school programming and preschool music program.
 17. Model high standards in your own personal, family, and devotional life and maintain a good example in relationships with others, studying, praying, tithing, and such.
 18. Consult the senior pastor on plans, events, policies, and situations.
 19. Work closely with all other members of the church staff and leadership, effectively uniting with and complementing other church ministries.
 20. Support of the entire church ministry and activities, including the following: attend staff meetings and staff prayer times; report on ministry activities; faithfully attend Sunday and Wednesday church services, including Sunday school and other church-wide activities; and other assignments as directed.
 21. Maintain weekly schedule with a minimum of 40 hours per week.
 22. Prepare and develop the annual budget, and oversee the budget and expenditures for the worship ministries department.
 23. Ensure that background checks have been completed on all workers prior to their participation.
 24. Perform other duties as assigned.

DIRECTOR OF CHILDREN'S MINISTRIES
Hazelwood Baptist Church

Scope: The director of children's ministries is to honor God; to serve the children and their families; to encourage, inspire, and nurture children and their families in the love of Jesus; and to share the Good News.

Supervision: The Senior Pastor will supervise the Director of Children's Ministries.

- Qualifications:**
1. Must have a vital personal relationship with the Lord Jesus Christ, with strong Christian spiritual and moral character.
 2. Must be called of the Holy Spirit to serve as a director of children's ministries, trained to serve in the capacity in which he or she is called.
 3. Must be able to submit to the spiritual authority of the senior pastor.
 4. Must have the ability to plan, organize, direct, and control the children's ministry of a dynamic and growing church.
 5. Must be willing to establish performance measurements and be accountable for expected results.
 6. Must be actively participating in personal evangelism, sharing personal faith with others in such a way as to be a personal soul winner, willing to assume responsibility for encouraging and leading converts to follow through in believer's baptism and church membership.
 7. Must be capable of administering church policies and procedures.
 8. Formal education (e.g. bachelor's degree) in a related discipline preferred.

- Responsibilities:**
- Administration*
1. Scheduling/Staffing – Recruit, schedule, coordinate, and oversee volunteers (e.g. teachers, etc.) and paid workers for regular services on Sunday morning and evening, Wednesday evening, AWANA, Upward, Vacation Bible School, Children's camp, special services, and meetings. This excludes children's choir, which falls under the worship ministry.
 2. Finance – Prepare and administer budget; purchase supplies needed to equip the ministry (i.e. teaching resources, craft items, snacks and drinks, etc.)
 3. Communication
 - a. Support scheduled volunteers with reminder cards, notes, and phone calls.

- b. Educate and inform families and church congregation about the children's ministry through newsletter articles and family letters.
- 4. Safety
 - c. Building – Ensure the safety and cleanliness of our rooms.
 - d. Develop and oversee a secure procedure for drop-off and pickup of children.
 - e. Ensure that background checks have been completed on all workers prior to their participation.
- 5. Research – Through computer, magazines, etc., maintain a working knowledge of policies, child development, and trends in ministry.
- 6. Staff
 - f. Attend weekly staff meetings and retreats.
 - g. Work cooperatively with all staff to enhance existing ministries and develop new ones to reach an ever-growing and dynamic population within and beyond Hazelwood Baptist Church.
 - i. Support other ministries of HBC.

Ministry

- 1. Greet regular attendees and visitors to our church and children's program. Ensure that children and families are directed to the appropriate class, explain and implement security, and obtain information.
- 2. Encouragement and motivation
 - a. Send notes to visitors and children who have been absent
 - b. Phone calls
 - c. Notes, calls, or e-mails to teachers
 - d. Hospital/home visits
 - e. Show of appreciation to teachers at least quarterly
- 3. Support – Schedule meals, help, etc. for teachers or families in need.
- 4. Outreach

Training / Development

- 1. Recruit, train, and motivate volunteers for leadership.
- 2. Provide support and mentoring.
- 3. Review and select curriculum materials and educational tools and resources for the children's program.
- 4. Meet and communicate regularly with ministry staff and volunteers to address concerns, keep them informed, provide training, and encourage fellowship.
- 5. Research – Collect and distribute to teachers suggestions for lessons, activities, and resource

DIRECTOR OF PRESCHOOL MINISTRIES
Hazelwood Baptist Church

Scope: The director of preschool ministries is to honor God; to serve the children and their families; to encourage, inspire, and nurture preschool children and their families in the love of Jesus; and to share the Good News.

Supervision: The Senior Pastor will supervise the Director of Preschool Ministries.

Qualifications:

1. Must have a vital personal relationship with the Lord Jesus Christ, with strong Christian spiritual and moral character.
2. Must be called of the Holy Spirit to serve as a director of preschool ministries, trained to serve in the capacity in which he or she is called.
3. Must be able to submit to the spiritual authority of the senior pastor.
4. Must have the ability to plan, organize, direct, and control the preschool ministry of a dynamic and growing church.
5. Must be willing to establish performance measurements and be accountable for expected results.
6. Must be actively participating in personal evangelism, sharing personal faith with others in such a way as to be a personal soul winner, willing to assume responsibility for encouraging and leading converts to follow through in believer's baptism and church membership.
7. Must be capable of administering church policies and procedures.
8. Formal education (e.g. bachelor's degree) in a related discipline preferred.

Responsibilities:

Administration

1. Scheduling/Staffing – Recruit, schedule, coordinate, and oversee volunteers (e.g. teachers, wee care workers, etc.) and paid workers for regular services on Sunday morning and evening, Wednesday evening, AWANA, special services, and meetings.
2. Finance – Prepare and administer budget; purchase supplies needed to equip the ministry (i.e. teaching resources, craft items, snacks and drinks, etc.)
3. Communication
 - a. Support scheduled volunteers with reminder cards, notes, and phone calls.
 - b. Educate and inform families and church congregation about the preschool through newsletter articles and family letters.
4. Safety

- c. Building – Ensure the safety and cleanliness of our rooms.
 - d. Evaluate and ensure safety of toys, equipment, and facilities.
 - e. Develop and oversee a secure procedure for drop-off and pickup of children.
 - f. Ensure that background checks have been completed on all workers prior to their participation.
5. Research – Through computer, magazines, etc., maintain a working knowledge of policies, child development, and trends in ministry.
 6. Staff
 - g. Attend weekly staff meetings and retreats.
 - h. Work cooperatively with all staff to enhance existing ministries and develop new ones to reach an ever-growing and dynamic population within and beyond Hazelwood Baptist Church.
 - i. Support other ministries of HBC.

Ministry

1. Greet regular attendees and visitors to our church and preschool program. Ensure that children and families are directed to the appropriate class, explain and implement security, and obtain information.
2. Encouragement and motivation
 - a. Send notes to visitors and children who have been absent
 - b. Phone calls
 - c. Notes, calls, or e-mails to teachers
 - d. Hospital/home visits
 - e. Show of appreciation to teachers at least quarterly
3. Support – Schedule meals, help, etc. for teachers or families in need.
4. Outreach (e.g. Mom’s playgroup for parents, both in HBC and the community)

Training / Development

1. Recruit, train, and motivate volunteers for leadership.
2. Provide support and mentoring.
3. Review and select curriculum materials and educational tools and resources for the preschool programs.
4. Meet and communicate regularly with ministry staff and volunteers to address concerns, keep them informed, provide training, and encourage fellowship.
5. Research – Collect and distribute to teachers suggestions for lessons, activities, and resources.

OFFICE ADMINISTRATOR
Hazelwood Baptist Church

Scope: The office administrator will be responsible for overseeing the daily operation of the church office; providing administrative and secretarial assistance to the pastor, staff, and volunteers; and coordinating church ministries and committees.

Supervision: The Senior Pastor will supervise the office administrator.

Qualifications:

Personal

1. A Christian with good standing in a local church
2. A pleasant personality with good people skills and a “can do” attitude
3. Ability to handle difficult situations in a professional, confidential, and effective manner
4. High initiative and follow-through skills independent of direct supervision
5. Strong organizational and administrative skills
6. Ability to handle confidential information

Administrative

1. Ability to oversee office functions in a way that efficiently and effectively streamlines work and adds to the effectiveness of the overall goals of Hazelwood Baptist Church
2. Ability to keep the pastor and his schedule coordinated with a wide variety of councils, committees, and church leadership
3. Ability to keep staff members informed and organized in the daily operations of the church
4. Ability to field requests and/or problems by providing referrals to appropriate church and community resources
5. Ability to compose news articles and routine correspondence

Secretarial

1. Computer experience – Microsoft Office (including Word, Excel, PowerPoint, Publisher, and Outlook)
2. Strong clerical and receptionist skills with attention to details
3. Ability to prioritize and multi-task

Responsibilities:

1. Make a good first impression, receiving visitors, answering telephone calls, taking messages, making appointments, and dealing with business affiliates.
2. Maintain a friendly, professional, and neat outer office and reception area.
3. Open, sort, and distribute mail and deliveries.
4. Coordinate the staff and church calendars and use of church property while keeping leadership informed of upcoming meetings.
5. Refer church issues and problems to appropriate leadership.
6. Utilize the computer system and software for effective office management of church operations.
7. Serve as a secretary to the staff. Type, proofread, and mail office correspondence, reports, and minutes (including pastor's letters, pastoral care notes, etc.).
8. Be a liaison between the pastor and church leadership to assure detailed information and concerns are being communicated clearly and promptly.
9. Assist the pastor, staff, and church leadership in accomplishing the goals of their ministry (e.g. Sunday services, Sunday bulletins, monthly newsletter other promotional and bulk mail outs, etc.), utilizing volunteers as needed.
10. Maintain files and function as a referral base for community resources available to those with benevolent needs (food pantry, shelter, crisis services, etc.). Process request for food pantry recipients.
11. Prepare and mail new member letters.
12. Maintain and update hospital and prayer lists, and coordinate special membership needs with the deacons and pastor. Inform the pastor and staff of any special needs within the church family (e.g. deaths, sickness, crises, etc.), and respond appropriately.
13. Update and organize church files and records, including membership records (i.e. member names, dates of admissions, dismissals, deaths, removals, and baptisms); prospect file; and committee, council, and ministry reports; and coordinate with appropriate church leadership.
14. Maintain records needed, and prepare the annual letter to the Association.
15. Prepare for the quarterly church business meeting, provide printed report of official actions of the church, and issue letters of recommendations to other churches as approved by the church body.
16. Assist Sunday school and discipleship leaders by ordering materials, prepare weekly Sunday school attendance sheets, and distribute attendance folders as needed.
17. Maintain orderly key filing system and oversee the

- distribution and accountability of church keys.
18. Prepare checks for signing, and assist the finance committee as requested or needed.
 19. Oversee office inventory and maintenance of office equipment.
 20. Perform other duties as assigned.

CUSTODIAN
Hazelwood Baptist Church

- Scope:** The custodian is responsible for cleanliness and sanitation of the building, including the worship center, offices, classrooms, hallways, lobbies, gym, kitchens, youth room, bathrooms, etc.
- Supervision:** A staff representative in cooperation with a Trustee representative and a personnel committee representative will supervise the custodian.
- Qualifications:**
1. It is preferred that this person possess a strong Christian spiritual and moral character.
 2. Must be able to work efficiently and effectively in team situations, as well as independently.
- Responsibilities:**
1. On a monthly basis inspect the outside of the building, bringing any maintenance issues to the appropriate church leadership.
 2. Routinely check doors to ensure that they are locked/unlocked as appropriate, and on a monthly basis, check that they are in working order.
 3. On a monthly basis test emergency lighting. Report any emergency lighting issues to the Trustees.
 4. Empty all the trash cans (e.g. offices, kitchen, classrooms, restrooms, library, preschool, etc.), replace liners in the cans emptied, and spray disinfectant in preschool trashcans. Trash should be emptied at least on a weekly basis, or as needed based on building use.
 5. Maintain an appropriate supply of paper products in all restrooms.
 6. Clean elevator floors and walls on a weekly basis, or as needed based on building use.
 7. Clean all tables, chairs, chalkboards, and whiteboards with appropriate cleaners and disinfectant on at least a weekly basis, or as needed based on building use. Remove any items (e.g. coats, personal Bibles, etc.) left in classrooms long-term to the lost and found area.
 8. Clean all bathroom counters, mirrors, floors, and toilets with appropriate cleaners and disinfectant on at least a weekly basis, or as needed based on building use.
 9. Dust mop and wet mop all tile floors (e.g. gym, alcove, etc.) on at least a weekly basis, or as needed based on building use. Clean scuff/black marks off all tile floors.
 10. Based on church schedule (e.g. services, etc.), vacuum carpeted floors and door mats on at least a weekly basis, or as needed based on building use. Vacuum the worship center twice weekly.
 11. Clean pews on a weekly basis. Straighten and organize hymn books, Bibles, envelopes, etc. as needed based on building usage.
 12. Scrub and buff the main hallway bi-weekly, the gym monthly, and

the classrooms as needed. This should be scheduled as the church calendar permits.

13. Strip and refinish all tile floors yearly when the church schedule permits (e.g. summer).
14. Monitor all lighting fixtures (excluding the metal halide units in the gym, the main seating area lighting in the auditorium, and all outside fixtures), changing bulbs as necessary. Report damaged or non-working units to the Trustees.
15. Clean and fill the baptistery as needed.
16. Set up tables, chairs, etc. for church or other scheduled programming, including weddings and other special events, coordinating with the office administrator and monitoring the church calendar.
17. Remove snow from the sidewalks in the vicinity of the church office entrance.
18. Monitor work e-mail to ensure appropriate communication with church leadership. Provide weekly email to Staff representative and Trustee chairperson that includes updated Maintenance Report Sheet and any plans for upcoming repairs or projects
19. Attend weekly staff and calendaring meetings, as well as other meetings scheduled by the senior pastor.
20. Conduct regular meetings with housekeeping employees to address questions and concerns.
21. Monitor all housekeeping supplies. Order supplies as needed.
22. Plan and monitor the housekeeping budget in accordance with the church budget approved by the congregation. Submit proposed custodial/housekeeping budget to Staff representative for inclusion in the Trustee budget.
23. Supervise all housekeeping employees. This includes scheduling, training, timekeeping, quality assurance, etc. Custodial responsibilities may be delegated to housekeeping employees.
24. Perform other duties as assigned by staff.
25. As needed, the custodian may perform minor building maintenance activities (e.g. paint touch-ups, door stop repair, outlet cover replacement, etc.) Any item or project of a more extensive scope should be directed to the Trustee chairperson, and should be noted in the weekly email report.

Personnel Policy Acknowledgement

As an employee of Hazelwood Baptist Church, I have read and understand the **Personnel Policies** specified in the version dated

_____ Month

_____ Year

I am fully aware of the privileges and the responsibilities that these policies provide, and I agree to abide by these policies as long as I am a member of the HBC staff.

I am also aware that these policies may change from time to time as necessary, and those changes may be reflected in the nature of my responsibilities and privileges.

(Employee, please sign & date here)

(HBC Personnel Committee Rep. please sign & date here)