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Introduction

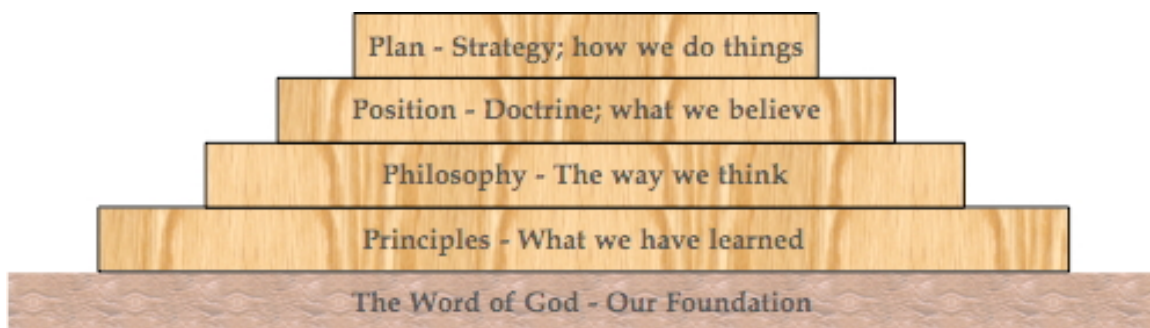
Welcome to Calvary Baptist Church and Calvary Christian School. When a person accepts a position with CBC, that person affiliates with a group that shares a special joy in working in Christian ministry. Our desire is to have a common interest and dedication in serving Christ through the maximum development of this congregation's ministry at CBC.

We are glad you have been called to work with us and trust our efforts together will procure an atmosphere compatible with the Christian principles we represent. You play an important role in the enrichment of the lives of all who attend here. Every staff member is essential to creating an environment of harmony in which to work.

Please, if there are comments or criticism about anything you see at Calvary Baptist Church/ School, let the pastoral staff know about it. As a staff member we want your experiences to be pleasant, meaningful and educational. Remember, we each must rely on God's wisdom and strength to do our jobs unto Him.

Philosophy of Ministry

The following chart shows that our Plan (Strategy of Ministry; how we do things) rests on the Position (Doctrine: what we believe), which rests on our Philosophy (the way we think), which in turn is based on our principles (what we have learned), which come from the Word of God. If we have Biblical Principles, on which we can build a Biblical Philosophy, on which will rest our Biblical Position, we will have a Biblical Plan. If we build on the Rudiments of the world, we will have worldly Principles, a worldly Philosophy, a worldly Position, and a worldly Plan. By writing out our Philosophy of Ministry we are forced to look down the chart and examine our Principles to see if they rest on the revealed word of God, which in turn causes us to move up the chart and modify our Position and Plan to insure that all that we do truly honors and glorifies the Lord.



Why have a philosophy of ministry? The following are just a few reasons:

A Philosophy of Ministry helps me to avoid distractions by giving me a written guide to keep me “on the right track.”

A Philosophy of Ministry helps others to better understand my ministry.

A Philosophy of Ministry provides a written set of goals to aim for to achieve victory.

Here are the primary purposes for which we exist as a ministry:

To communicate God's message. Mark 16:15; Acts 1:8; Colossians 1:28; 2 Timothy 4:2

To celebrate God's presence. Psalms 95:1-3; Revelation 4:11

To demonstrate God's love. “Beloved, let us love one another: for love is of God; and every one that loveth is born of God, and knoweth God. 8 He that loveth not knoweth not God; for God is love.” (1 John 4:7-8)

To educate God's people. Ephesians 4:11-16.

We must have a balanced ministry with clearly defined functions. A function is a principal action which is mandated in Scripture, and which is to be practiced by the local church. The primary function of our ministry are as follows:

Fellowship. Psalm 55:14; 119:63; Ecclesiastes 4:9, 10; Matthew 18:20; Luke 24:15; John 13:34; Acts 2:42; I Corinthians 1:9.

Worship. Psalm 29:2; 50:23; 95:1-11; Mark 12:28-30; John 4:23; Philippians 2:10; Revelation 4:11.

Service. Exodus 23:25; Deuteronomy 10:12; Psalm 100:2; Matthew 5:16; John 12:26; Acts 20:18-19; Galatians 6:10; Ephesians 2:10; 6:7; I Timothy 6:18; Titus 2:7; Hebrews 12:28; James 2:17-18; I Peter 2:12.

Missions. Psalm 2:8; 96:3; Proverbs 3:27; Matthew 9:35; 24:14; 28:19; John 4:35; Acts 1:8; 13:2-3; James 1:27.

Evangelization. Psalm 126:5,6; Luke 14:23; John 4:35; 15:16; Acts 1:8; I Corinthians 9:22.

Prayer. II Chronicles 7:14; Psalm 145:18; Jeremiah 33:3; Matthew 6:5-13; 7:7-8; Luke 18:1; Acts 3:1; 4:31; Colossians 1:9-11; I Thessalonians 5:17; Hebrews 4:16; James 5:13-18.

Edification. Matthew 28:19-20; Romans 14:19; Ephesians 4:11-16, 29; Colossians 1:28-29; 3:16; I Thessalonians 5:11; II Timothy 2:2; 3:16-17; Hebrews 5:11-14.

Policies and Procedures

The purpose of a written job description is to give the church/school and the staff a clear understanding of work and expectations. The job description protects the staff from being assigned tasks beyond his or her immediate responsibilities. The job descriptions also give the church and staff a specific way to evaluate the work performed. No job description can cover every situation or circumstance in the ministry. Thus the accountability section of each job description describes the process which ministry occurs in the church.

This manual puts into writing, in the same manner as a contract, what you can expect from Calvary Baptist Church/ School and what is expected of you. We hope you will find God's blessing and satisfaction in your ministry here with us.

General Qualifications

An employee of Calvary Baptist Church/School must be a committed Christian who knows Jesus as Savior and Lord of his life and is living in accordance with the Word of God. He will enthusiastically subscribe to the church's Doctrinal Statement and Church Covenant, being fully committed to and in agreement with the church's statement of purpose and philosophy of ministry. They will be well grounded in God's Word. They will be able to relate to and communicate with a wide range of individuals on a personal level. They will have a life that demonstrates emotional maturity and a clear sense of God's calling to this work. They will be separated from the world and unto Christ in appearance, and manner of living. All permanent/ full time employees are expected to be members of Calvary Baptist Church and will be expected to be faithful in attendance to all services. Next to being saved and called, a servant's heart and a teachable spirit will be your two most important assets.

Employee Classifications

Pastoral Staff: Pastoral staff includes all pastors whether they be senior pastor or associate pastors.

Support/Office Staff: Support/office staff includes all staff members who are not considered to be pastors. Both full-time and part-time positions are included in this category.

Permanent Staff Members: Permanent staff members include full-time and part-time personnel who are hired on a permanent basis.

Full-time: Employees are considered full-time when the work at least thirty (32) hours per week.

Part-time: Staff members who work less than thirty (30) hours per week (as determined to fit the need) are considered part-time employees.

Temporary Staff Members: Temporary staff members include those who work as substitutes during vacations, illness or other absences, and when extra assistance is needed. Temporary staff members do not participate in vacations, holidays, sick leave, or medical insurance programs.

Probationary Period

A support/office staff employee hired for a permanent position will be placed on probationary status for a period of three (3) months, during which time performance on and reaction to the job will be observed. At the end of the probationary period, the pastoral staff will meet with the employee for an evaluation and determine if they believe the person is qualified and able to fill the position.

If the pastoral staff does not deem the employee's performance satisfactory, suggestions for improvement will be made and the probationary period extended for one (1) month in order to give the employee an opportunity to make improvements. If performance after the one-month extension is still deemed unsatisfactory, the employee maybe dismissed after compensation for the period actually worked.

If the employee's performance is satisfactory, his/her employment will then be considered to be permanent so long as:

- There is a need for someone in that position,
- The performance of the employee continues to be satisfactory, and
- The employee determines he/she is satisfied in the position.

Evaluations

An evaluation of performance for support/office personnel will be completed at the end of six (6) months, at the end of the first year, and yearly thereafter by the immediate supervisor or senior pastor.

The evaluation of performance will be based on capability and performance in handling the day-to-day duties of the position and contribution to the results of the total ministry of the church.

Termination of Employment

Resignation: Voluntary termination on the part of the employee requires the minimum two-week notice, in writing, to the immediate supervisor or pastoral staff. The time it takes to rehire and train new personnel actually requires more than two weeks; therefore, notification of a planned resignation several weeks in advance would be most helpful and greatly appreciated.

Discharge: Before an employee is discharged, the employee will be given a verbal warning by the immediate supervisor or by a member of the pastoral staff that the employee's work is of insufficient quality and is not meeting the standards required for the specific job.

A four-week period will be given the employee in which to remedy the complaints. If sufficient improvement is not made within the four-week period of time, the employee's dismissal will be recommended to the Pastor and Deacons. No further notice shall be given before termination of employment.

Written documentation of interviews, reviews and actions taken shall be maintained.

Employment Practices

Employee Records

A personnel folder containing the employment application, any payroll changes, employee evaluations, correspondence, and an attendance record is to be maintained for each employee. Any change in the status is to be reported promptly to the church office such as change in address, telephone number, withholding exemptions, or marital status.

Absence

When possible, several days advanced notice because of an expected absence is appropriate. If, for good cause, one must be absent unexpectedly, a call to the church office or pastoral staff as soon as possible is expected. Excessive absence will jeopardize an employee's position on the staff.

Tardiness

If a situation forces one to be tardy, a call to the church office or pastoral staff is expected.

Office Hours

Though employee hours may vary, the church office is open from 7:30 a.m. to 4:30 p.m. on weekdays (except on holidays or as otherwise specified). A one-hour lunch break is provided and two fifteen-minute breaks pre day at the discretion of the employee.

Personal Grooming

Cleanliness and good personal grooming is a must. Moderation in hair styling, makeup, and clothing (in keeping with the position held) is expected of every employee so as to be a good testimony and representative of this ministry and the Lord.

Dress Guidelines

Philosophy

1. Your appearance reflects your values. In many ways, you become what you look like. Your values are shaped by your choice of appearance, and your choice of appearance represents to others what you consider important. Naturally, your appearance shouldn't be in conflict with the ministry goals of Calvary Baptist Church.
2. Your appearance affects your behavior and that of your peers. If your appearance is excessive or draws attention to itself in some way, then you are a distraction from the task at hand. There are two extremes of clothing: being overly concerned and having no concern. Both extremes will distract from and interfere with accomplishing the ministry goals of Calvary Baptist Church.
3. Your appearance sets the tone in our environment. That which is visible often represents and establishes that which is not visible. In this case, since clothing influences mentality, and appearances affect group living, our standards of dress aid in shaping the overall climate of the place in which we operate. We want a ministry environment that honors Christ and frees us to worship in a way that pleases Him, no matter what the current standards and taste of our society.
4. Community interests take precedence over personal preferences. Personal sacrifices are inevitable whenever a group of people function in a close setting. Unless a rule or expectation is a violation of an individual's integrity, personal life-style choice like dress and conduct

are acceptable when within the confines imposed by the community as a whole. In some ways, we would rather leave this issue up to you. But we believe we have the right to expect appearances and demeanor that both truly reflect the distinctive mission of our ministry and encourage the personal growth of each member and student into the image of Christ.

Biblical Principles

Dress of those on staff should conform to the following four principles: *Modesty* - (1 Tim. 2:9; Prov. 7:10; Mark 5:15), *Distinction* - Mark 10:6, 1 Cor. 11:14-15; Deut. 22:5), *Appropriateness* - Gen. 35:1-3; Ex. 19:10; Matt. 22:11-12), and *Association* - (Zeph.1:8; 1 Thess. 5:22).

Practical Applications

1. Since born-again believers will never fully agree as to the extent of applying these principles, we believe that in this age of compromise, worldliness and sloppiness that we should keep the standard high.
2. The Bible teaches in Romans 14:3-5 that our attitude towards those not holding our same convictions on dress should not be despising or judging. Failure in this area produces a false image of the true nature of Christianity ((Rom. 14:17).
 - a. The Bible permits diversity of opinion within a local church in areas not clearly set down in the Scriptures.
 - b. An over emphasis on the external apart from the internal can produce a pharisaical attitude (Matt. 23:23-26).
3. Our men should not wear blue jeans to services, nor should our ladies wear slacks.
4. Modesty on ladies requires the covering of female parts (breasts and thighs). Thus, too low a cut on the dress or shorter than above the knees becomes too revealing (Gen. 3:7, Is. 47:2).
5. We encourage the following guidelines
 - a. Dress up for men and woman (shirt & tie on men, dress or skirt on ladies) for dress up activities (church attendance, classroom attire etc.).

- b. Casual Dress – culottes on ladies, slacks or jeans and button down shirt on men.
- c. Recreational dress – T-shirts (be careful with sayings and pictures), slacks on ladies permitted, though not required, and jeans on men.

Housekeeping

Employees are encouraged to share the responsibility in keeping the facility clean and neat at all times. Please report any problems in this regard to the church office or to one of the pastoral staff.

Public Relations

The staff represents this church to every person with whom they come in contact. Visitors and fellow employees should be treated with courtesy and kindness.

Interoffice Communication

Support/ office personnel and pastoral staff should strive to keep each other informed as to where they are and how they can be reached during office hours.

Grievances

If an employee has a grievance, it is important that the issue be resolved as quickly as possible. Many problems can be discussed and resolved in staff meetings. Problems of a more personal nature should be discussed promptly with the immediate supervisor or one of the pastoral staff. If the problem is still unresolved, it should be taken, if necessary, to the Pastor.

The employees of CBC are Christians and as such believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Church. (see Matthew 18:15-20; I Corinthians 6:1-8) Therefore, the parties agree that any claim or dispute arising from or related to their employment shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the *Guidelines for Christian Conciliation* of the Institute for Christian Conciliation™, a division of Peacemaker© Ministries (complete text of the Guidelines are on file and available from the church office). Judgment upon arbitration decision may be entered in any court

otherwise having jurisdiction. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Each part, regardless of the outcome of the matter, agrees to bear the cost of their/her/its own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

Security

Effective security measures are a benefit to you as an employee and to the church as a whole. Lost or stolen keys weaken security, so guard carefully all keys in your possession. If you are the last person to leave an area that is normally locked, be sure the door is closed and locked properly. *LOCKED DOORS ARE NOT TO BE PROPPED OPEN.* Every effort will be made to have the areas in use accessible to all who need them.

Leave personal valuables in a safe place.

Be alert for people who should not be in the building or on the grounds. A courteous "May I help you?" is always appropriate.

Safety/Accidents

Each employee is to share in maintaining a safe place for everyone by always being on the alert for an unsafe or hazardous situation and taking the corrective action (on the spot if possible). Problems or needs in this area should be brought up as soon as possible at staff meeting. A safety-conscious attitude and approach to all duties will minimize the likelihood of an accident. If involved in (or are witness to) an accident while on the job, it must be reported to the church office as soon as possible and a written report of all the details is an absolute necessity.

Church Budget

The church operates in a yearly budget and it is the responsibility of the staff to operate within the guidelines set forth in the budget.

Permission for expenditures over the allotted budget must be authorized by the Pastor.

Staff members will not accept designated money from the Church body for any purpose.

Staff members will not solicit contributions for programs and/or other purposes without prior authorization from the Pastor.

If people indicate an interest in raising money for special projects or the needs of a staff member or his program, the staff member shall ask that it not be done until there is official authorization from the Pastor.

A staff member shall be careful to never solicit or encourage gifts from the congregation for personal or family needs.

Church Supplies

A variety of supplies are required in this ministry and are to be used only in connection with church programs. Supplies are not to be taken for personal use without the knowledge and approval of the secretary/office manager, and the church shall be reimbursed for supplies used.

Reimbursement Voucher Process

Reimbursement for items such as office supplies and personal gasoline expenses incurred while conducting church business is provided when a voucher is properly completed and submitted to the office and approved by the secretary/office manager or a member of the pastoral staff.

Gasoline expense is reimbursable at the rate of 20 cents per mile. (It is recognized that many times the distance traveled will be insignificant and the employee will not bother to collect).

Staff Meetings

Employee

Staff meetings are held regularly to review the past month, discuss problems, make plans for upcoming events and provide an opportunity for the staff to pray for the ministry and any special requests from the church body.

Regular attendance at staff meetings is required for all permanent full-time support/office staff. If on the rare occasion a staff member is unable to attend, a brief written report on ministry activities and plans will be submitted no later than one week prior to the meeting.

Minutes of the staff meeting shall be taken and distributed as soon as possible as a reminder of tasks that need to be accomplished by various personnel.

Ministerial

Ministerial staff and their support personnel will meet on a weekly basis to prepare for weekly worship services, review the church calendar, plan special meetings etc.

Compensation

Every effort is made to insure that each employee is compensated at the fair rate of pay. As part of a continuing effort to be fair, and as good stewards of God's provision, a job description and salary range will be maintained for each position.

Ideally (though not always possible), a Compensation Index based on Pastor's Salary is used to calculate staff salaries.

Salary and Wages

Compensation for permanent full-time support/office staff is based on a monthly salary.

Compensation for permanent part-time and temporary help is based on an hourly wage, unless arranged otherwise by the Pastor and Board of Deacons.

Pay Period

Permanent full-time employees are paid semi-monthly on the fifteenth and the last day of the month. If payday falls on Saturday or Sunday, checks are to be distributed on the preceding Friday.

If the paycheck is lost, it cannot be reissued for at least forty-eight (48) hours.

Permanent part-time employees will be paid once each month in the last workday of the month.

Under certain circumstances, a salary advance may be permitted. After written authorization has been obtained from the Pastor and the church

treasurer, the employee is responsible to communicate directly with the Financial Secretary.

Overtime Compensation

The employer is not obligated to compensate for overtime unless more than forty (40) hours are worked in a one-week period. Only authorized overtime will be compensated.

Overtime (for the full-time employees) will be compensated by time only, on an hour-to-hour basis.

Though part-time permanent and temporary employees are not granted paid holidays off, they may arrange to use extra hours worked (within reason) in order to take stated holidays off.

Compensatory time must be used within four (4) weeks of the time it is earned and must be scheduled at least two days in advance.

If an employee chooses, he/she may perform duties on a volunteer basis in addition to his/her scheduled compensated hours.

Computation of Hourly Wages:

An employee' hourly wage is calculated by multiplying the hourly rate times the number of hours worked during the pay period.

Payroll Deductions

By law, the church is required to withhold Federal Income and Social Security taxes from all support/office staff salaries and wages.

Sick Leave

All full-time pastors and other permanent full-time employees shall accumulate one paid sick day for each full month of service up to a limit of twelve (12) days. Once twelve days have been accumulated, that potential benefit remains active until used.

No paid time off will be granted to part-time employees if such absence is related to sickness and/or accident.

Sick leave may be used for illness, injury, absence due to a pregnancy or childbirth, and routine doctor and dental appointments.

Sickness and accident benefits shall not be paid unless the employee's condition, resulting from a sickness or accident, reasonably precludes the employee from being at work. In questionable cases, the employee may be asked to provide a physician's statement.

Payment for sick leave shall include salary and other existing benefits such as medical insurance, auto allowance, etc. (as applicable).

Due to hardship or other considerations, paid sickness and accident benefits, over and above the designated twelve-day period provided for in this policy statement, shall be referred to the Pastor and the Board of Deacons for consideration and alternative action, if any.

Sickness and accident benefits start on the first day of absence because of sickness or accident and are based on the basic rate of pay in effect at the time the absence begins. Any pay increases scheduled to start during a sickness or accident period shall be deferred until the employee returns to work.

Compensating time off shall not be granted for official holidays occurring during an absence due to sickness or accident.

An accumulation of sick leave is valuable in case of an accident or unexpected long illness. Sick leave is actually income insurance provided by the church at not cost to you. It is to your advantage to conserve this benefit carefully.

Salary Increases

Supervisors will review job performance periodically and pay increases will be considered, if warranted, on the basis of the established salary range.

Attendance Records

From a legal and practical standpoint, it is important that accurate records of employees' attendance be maintained. To accomplish this objective, the secretary/office manager shall keep an attendance record for all support/office personnel showing days worked, vacation days, absences (excused and unexcused), sick days, jury duty, holidays, etc. The attendance record is to be maintained separately from the payroll record. Excellent attendance is a presumed standard.

Attendance records are maintained to provide a specific record for determining compensatory time, sick days, time off for jury duty, holidays, vacations time accrued, and other benefits due the employee. This provides an official record that can be used for legal purposes and is useful in the event of unemployment compensation, discrimination or wage and benefit disputes.

Attendance records that show more than five (5) incidences of absence and/or seven (7) days total absence in any one calendar year shall be reviewed for pattern and cause of such absence. Where such review discloses the need for corrective action on the part of the employee, appropriate discussions shall be held with the employee regarding the corrective action needed, if any. The attendance records will be maintained as shown by the secretary/ office manager on a calendar-year basis. At the end of the year, the attendance records will be stored in the event they are needed at some future date.

Conferences, Seminars, Workshops

Support/office staff will be eligible for approved conferences or seminars as determined by the Pastor.

The Pastor is responsible for guidance and approval of conferences to be attended by support/office staff members. Care must be taken to assure that a conference has a direct contribution to be made to a staff members work and this is of benefit to the church.

Careful planning in the scheduling and attending of conferences is vital so that conflict with church-related responsibilities is avoided.

Study Leave (Pastoral Staff)

Members of the pastoral staff will be granted up to eight (8) weeks of study leave with pay, depending upon the course of study, every five (5) years for educational purposes.

It will be clearly understood that the staff member will return for at least one (1) year of service following a study leave. Any study leave must have authorization from the Pastor.

Leave of Absence or Vacation Without Pay

Permanent employees requesting a leave of absence, or extended vacation without pay, must do so in writing to the pastoral staff, detailing the

justification. A leave of absence normally shall not be granted for a period of longer than thirty (30) calendar days. Any leave of absence must have authorization from the Pastor and Board of Deacons.

Jury Duty

When a permanent employee is called for jury duty, time off with regularly salary will be granted for days during which such employee continues in jury duty, not to exceed four (4) weeks. Any fees in an amount above salary received as a juror may be retained by the employee.

Holidays and Vacations

Holidays:

The following days are recognized as holidays with pay for permanent full-time employees at Calvary Baptist Church.

New Year's Day	Memorial Day
Labor Day	Christmas Day (two days)
Presidents' Day	Independence Day
Thanksgiving Day (two days)	

If an employee must work on a holiday a compensating day off shall be granted. Scheduling and arrangement for the compensating time off shall be made with the appropriate supervisor or pastoral staff.

If the holiday falls on a day which the employee's scheduled day off, a compensating day off in addition to the holiday shall be granted.

Permanent part-time and temporary employees are not granted paid holidays off, but may reschedule their work in a manner so that they may be absent from their job on the holiday. All changes in work schedules shall be arranged and approved by the appropriate supervisor or pastoral staff.

When a holiday falls on a Saturday or Sunday, the Pastor will arrange for the preceding Friday or following Monday to be observed as the holiday.

Vacations

A “vacation year” is determined by the employee’s date of hire. Vacations shall be granted to pastoral and support/office staff as follows:

The Senior Pastor shall be granted two (2) weeks of paid vacation per year for the first five years, three (3) weeks of paid vacation each vacation year after five years. The maximum concurrent time off will be two weeks.

Associate pastors shall be granted two (2) weeks of vacation for the first five (5) years of employment and three (3) weeks vacation for each vacation year after five years. The maximum concurrent time off will be two weeks.

Full-time support/office staff shall be granted vacation in accordance with the following schedule:

One Year of Employment - one week

Years two-four - two weeks

Years five and following - three weeks

Permanent part-time employees shall be granted a vacation in accordance with the schedule above, however, the employee will be paid equivalent to the hours normally worked.

Permanent part-time employees are eligible to accrue vacation time after they have worked one year.

Temporary employees (employees who are not scheduled to work every week) are not eligible for paid vacation.

Because vacations are granted for the purpose of rest and relaxation away from the job, pastors and other employees shall not be paid for days worked in lieu of vacation. Vacation not taken is a lost benefit.

All vacations for support/office staff shall be scheduled and coordinated with the appropriate supervisor or pastoral staff member. Approval must come from the Pastor.

Insurance

Medical Insurance

If financially possible, full medical insurance coverage is provided for all permanent, full-time employees, in order of priority, as follows:

The pastoral staff, beginning with pastor, their spouses, and dependent children through high school age who are not covered by another medical insurance plan.

All permanent, full-time support/office employees that are not covered by another medical insurance plan.

The spouses of permanent, full-time support/office personnel who do not work outside the home for more than thirty (30) hours per week or have medical insurance coverage through their employment.

The children of permanent, full-time support/office personnel up through high school age who are not covered by some other means of medical insurance.

The employee shall pay directly to the insurance company.

Medical insurance coverage become effective thirty (30) days after employment begins and ends thirty (30) days after termination of employment.

Continuation of Insurance While Not Working

Subject to the terms of the respective insurance policy, continuation of medical insurance during a leave of absence without pay, disability (whether or not job-related) or for any other reason is contingent upon the employee notifying the church and making arrangements to pay the full cost of the insurance during the period of leave, if the employee desires to keep the benefits in full force and effect. Monthly payments must be made to the church in advance. Failure to make such payments may result in cancellation of the employee's benefits.

Dental Insurance

An employer provided dental program is not currently available.

Workers Compensation

Under the Workers Compensation Law of the State of Colorado, an insurance program exists which is administered by the Department of Labor and covers job-related injuries and diseases caused by conditions at work.

This insurance pays all medical costs resulting from job injuries and/or illness. It also pays an injured employee a partial wage while off from work because of a job-related injury or illness. Fees are state-required and are automatically deducted from each employee's salary or wages.

Social Security Insurance

The church participates in the Federal Social Security plan that provides old age, disability and survivor's benefits for all full-time and part-time support/office staff. The amount deducted from your paycheck is matched by the church to provide these benefits.

Ministry Job Descriptions

Pastor

Spiritual Qualifications

We Must Have a Pastor who is Godly in Character, and Biblical in Function:
The Pastor must meet and uphold all the Biblical qualifications if the office- I Timothy 3:1-7; Titus 1:6-:

Be of Good Behavior. I Timothy 3:2; Titus 1:8.

Be in control at Home. I Timothy 3:2; 4:5; Titus 1:6

Be Hospitable. I Timothy 3:2; Titus 1:8; I Peter 4:9.

Be a Teacher. I Timothy 3:2; Titus 1:9.

Be Committed to Holiness. 2 Cor. 7:1

Be Spiritually Minded, not Materially Minded. I John 2:15; I Timothy 3:3; Titus 1:7; I Peter 5:2; (read Matthew 6:19-34).

Be a Man of Meekness. I Timothy 3:3-4; Titus 1:7-13

Be a Man of Maturity. I Timothy 3:6; I Peter 5:5.

Be a Respected Citizen. I Timothy 3:7.

The Pastor must be a man of prayer – Acts 6:4.

The Pastor must be a man of the Word – Acts 6:4

The Pastor's ministry is to be one of leading, not driving the flock – I Peter 5:1-3.

The Pastor must be willing to spend time with his people – Proverbs 27:17; Mark 3:14.

The Pastor is to be constantly equipping the members for the work of the ministry. Members must be given training and encouragement to minister – Ephesians 4: 11-12.

The Pastor must be Called of God to the work of the Ministry. I Timothy 1:12.

Experience/Educational Qualifications

Ordained, with a minimum of five (5) Years senior pastoral experience in an independent, fundamental, Bible believing Baptist church, and BA degree (MA degree or seminary preferred) in Biblical Studies from a fundamental Christian college.

Duties and Responsibilities

The Pastor will be responsible for all the activities of the church and the Christian School. These include conducting services, visitation, wedding and funerals, counseling, leading business meetings, and oversight of the work of other staff members.

Associate Pastor

Spiritual Qualifications

The associate pastor of Calvary Baptist Church will exhibit a clear call to ministry, have a faithful, sincere, and maturing relationship with Christ., one who willingly abides by our doctrinal statement and church covenant. Demonstrates a vital, faithful and easily discernable love for and obedience to God. Demonstrates a vital, faithful and easily discernable love for his wife and children. Has an evangelical heart for those unreached by the gospel, a clear and unswerving commitment to Scripture. Demonstrates the spiritual qualifications for an elder found in I Timothy 3:2-7 and Titus 1:6-9.

Experience/Educational Qualifications

Ordained, with a minimum BA degree in Bible, Youth Ministries or related field of study from a fundamental Christian college. Ministry experience preferred but not essential.

Duties and Responsibilities

Under the supervision of the Pastor, he will assist the Pastor in the general pastoral duties of the church including duties like pastoral counseling, administrative work, visitation and other teaching responsibilities. Will manage the staff on behalf of or in the absence of the Pastor. On occasion he will act as liaison with the lay leadership of the church.

The associate pastor will exercise normal pastoral responsibilities, but work will be centered in Christian education (including teaching, program, recruitment, development, and administration), and will be expected to work directly in ministry with post high-school young adults. This position also includes major emphasis in pastoral care and visiting. Will provide pastoral care and shepherding within a growing church and will offer friendship and support for the ministry of our pastor.

The associate pastor will be involved in enabling and equipping adult staff and lay leaders to carry on the work of the ministry. Responsible on the pastoral level for implementing the necessary policies and working towards achieving the goals associated with the stated philosophy of ministry and mission of Calvary Baptist Church.

The associate pastor demonstrates the ability to provide compassionate, Biblical counsel for individuals, couples and families. Has the education and/or life experiences appropriate for the task. Has proven administrative and organizational skills necessary to fulfill the task. Has an understanding of, and commitment to, Calvary Baptist Church/ School's philosophy of ministry that involves a balanced, relevant, practical program which is Biblically centered. Evangelistic, and characterized by disciple-making. Demonstrates a commitment to grow on his field of expertise.

Youth Pastor

Spiritual Qualifications

The Youth Pastor of Calvary Baptist Church will exhibit a clear call to the ministry, have a faithful, sincere, and maturing relationship with Christ, one who willingly abides by our Doctrinal statement and Philosophy of Ministry and meets spiritual qualifications for elder in I Timothy 3 and Titus 1:6-9.

Duties and Responsibilities

Under the supervision of the Pastor, the Youth Pastor will recruit, train, encourage and support lay people on the various volunteer ministries of working with young people in the church. Provide regular training sessions for teacher and volunteers. Have regular volunteer and teacher meetings for planning and programming. Work with the youth ministry team to identify and recruit potential volunteer youth workers.

The Youth Pastor will support young people and adults in planning and programming evening and weekend youth activities. Develop yearly calendar of youth programs and events. Help implement plans by ordering needed materials, scheduling speakers, handling setup details for events, etc.

Provide for growth of youth group. Arrange for regular pastoral visits to active, inactive and prospective young people and their families. Develop effective publicity for youth activities through the church newsletter, bulletin, youth newsletter, mailings, media publicity, etc. Research and schedule special events such as camps, conferences, youth meetings, seminars, retreats lock-in, trips and so on. Train young people and plan for special outreach to other teenagers within the church and the community. Offer service opportunities throughout the year to involve young people in ministering to others, such as visiting the elderly, shut-ins, as well as service projects. Work with the Pastor to coordinate youth ministry with the total ministry of the church and school. Offer ideas and personal input about future goals for the church's ministry with young people.

The Youth Pastor will build relationships with the parents of young people in the youth group. Visit young people in their homes-with their family. Provide resource seminars for parents based on their needs. Call on young people and parents in pastoral-need situations such as sickness, hospitalization, crisis intervention, death and other situations in which teenagers may need help or support. Meet with parents at least four times a year to communicate about the youth ministry calendar, volunteer needs, parental concerns, etc.

Work with adult volunteers and other members of the congregation to make youth ministry an effective effort.

Work as a professional under the direction of the Pastor and with the deacons and other church staff to provide the pastoral needs of the church. Attend workshops and personal growth conferences to stay informed on new and effective ways to implement youth ministry.

Lead the church members in the established long-range goals and short-term objectives for ongoing youth ministry in the life of the church.

Accountability

The Pastor will supervise the work of the youth pastor.

The youth pastor will provide a written report to summarize his or her work for the past month to the pastor.

The youth pastor will communicate the plans and activities of the young people to the church staff.

The youth pastor will be evaluated annually by the pastor. A written report will be provided and explained. A copy of this report will be forwarded to the pastoral staff and deacons.

Music Director

Spiritual Qualifications

The music director of Calvary Baptist Church will exhibit a clear call to ministry, have a faithful, sincere, and maturing relationship with Christ, one who willingly abides by our doctrinal statement and church covenant. Demonstrates a vital, faithful and easily discernable love for and obedience to God. Demonstrates a vital, faithful and easily discernable love for his wife and children. Has an evangelical heart for those unreached by the gospel, a clear and unswerving commitment to Scripture.

Experience/Educational Qualifications

Prefer the successful completion of a college or conservatory degree program with a concentration in music or church music and some training in theology, especially as it relates to worship. Must have a good knowledge of the teachings of the Bible in order to select and interpret music, and to critically evaluate and safeguard the purity of musical texts.

Two years working in a church as director or minister of music. (This can be concurrent with educational experience).

Duties and Responsibilities

Under the supervision of the Pastor, he will be an individual who makes the glorification of God in services of worship and praise their highest order of priority. Shall appreciate a biblical philosophy of music and shall, under the direct supervision of the Pastor, incorporate that philosophy into worship services. Shall be able to enthusiastically support the church's statement of faith and church covenant. A competence in either piano or organ preferred but not necessary.

Full-time staff position. Considered a pastoral assistant under the church constitution and a member of the pastoral staff. Church-wide responsibility with strong leadership in initiating, implementing and maintaining the total music ministry.

Arrange for the accompaniment of all Sunday worship services of the church, as well as stated special services and special music as needed for any service, providing a written music schedule to all relevant staff. Recruit new members for the choir and seek out those in the congregation with special music talents suitable for use in the services of worship. Lead the weekly choir rehearsal, and be responsible to provide notice of musical selections for publication in the weekly worship bulletin. See to it that the music library is well-organized and maintained and shall prepare annual music budget for review by the finance committee of the church. Be responsible for the maintenance of the music files so that church musicians have access to them.

Church Secretary

Spiritual Qualifications

See "General Qualifications"

Experience/Educational Qualifications

College degree or equivalent working experience. Two years of working experience, administrative/supervisory experience desired. Competent oral and written communication skills.. Strong organizational skills and interpersonal skills. Detail-oriented and self-motivated with the ability to work independently. Ability to handle and maintain confidential information. Ability to expand and make use of technology currently available for use in an office setting. Spiritual maturity and emotional stability is a must.

Duties and Responsibilities

Under the supervision of the Pastor, the Church Secretary is the hub of communication and administrative flow for the ministries of the church. She supports the ministerial staff by managing the church's day-to-day operations. She/he is responsible for efficient office management and should seek to be creative in order to be constantly improving both procedures and practice.

The Church Secretary provides administrative support and office management for day-to-day operations. Develops database and filing system. Processes reports, correspondence, minutes, forms., etc. Opens (if requested) and routes incoming mail. Keeps church calendar current. Oversees office maintenance. Gathers information for weekly church bulletin. Approves and posts items for church bulletin boards. Prepares all news releases for the local media.

Financial Secretary

Spiritual Qualifications

See "General Qualifications"

Experience/Educational Qualifications

College degree or equivalent working experience in bookkeeping/accounting desired. Two years of working experience in administrative/supervisory positions desired. Strong computer skills with a knowledge of financial software.

Duties and Responsibilities

Under the supervision of the Pastor, see to it that all financial records are kept on an orderly fashion. See to it that we have a full monthly accounting of all checks, incomes, expenditures and disbursements. Check and approve of all disbursements. Prepare CBC for yearly and three year audits.

Christian School Principal

Spiritual Qualifications

See "General Qualifications"

Experience/Educational Qualifications

The successful candidate will be a mature Christian with a clear philosophy and vision for Christian education, possessing a minimum of three years full-time experience in school administration. Master's degree in Educational Administration from a Christian college is preferred. Life experience will be considered. Must hold to, support and implement a Christian traditional approach to education including subject content, discipline and teaching methods.

Duties and Responsibilities

The principal reports to the pastor, overseeing the academic programs, finances, and enrollment of the school, supervising faculty and staff, handling student discipline issues, and coordinating accreditation and community relations efforts. See job description for specifics.

School Teacher

Spiritual Qualifications

See "General Qualifications"

Experience/Educational Qualifications

BS degree in Education from a Christian college. Demonstrate not only a broad knowledge of academic and subject matter but also the ability to apply this knowledge and communicate it clearly to others. Prior teaching experience desirable but not essential. Must hold to, and support and implement a Christian traditional approach to education including subject content, discipline and teaching methods.

Duties and Responsibilities

Under the supervision of the Principal, teaches students in elementary/high school classes, does lesson plans, prepares bulletin boards, coordinates field trips and extracurricular activities, and counseling.

School Secretary

Spiritual Qualifications

See “General Qualifications”

Experience/Educational Qualifications

BS in related field or two years of working experience. Administrative/supervisory experience desired. Competent oral and written communication skills. Strong organizational skills and interpersonal skills. Detail-oriented and self-motivated with the ability to work independently. Ability to handle and maintain confidential information. Spiritual maturity and emotional stability. Process enrollments according to school policies.

Duties and Responsibilities

The Christian School Secretary is the hub of communication and administrative flow of the School. She supports the school staff by managing the school’s day-to-day operations. She is responsible for the efficient office management and should seek to be creative in order to be constantly improving both procedure and practice.

The Christian School Secretary provides the administrative support and office management for day-to-day operations. Develops database and filing system. Processes reports, correspondence, minutes, forms, etc. Opens and routes incoming mail. Keeps school calendar current. Oversees office maintenance. Gathers information for monthly newsletter, approves and posts items for school bulletin boards. Prepare all news releases for the local media.

Christian School Receptionist

Spiritual Qualifications

See “General Qualifications”

Experience/Educational Qualifications

Associate degree in related field or 2 years experience.

Duties and Responsibilities

Excellent front desk skills, professional manner and ability to deal with the public in a Christian school setting. Data entry, light filing. A knowledge of general office procedures a plus. Act as a liaison between parents and school staff.

School Bookkeeper

Spiritual Qualifications

See “General Qualifications”

Experience/Educational Qualifications

BA degree in accounting/bookkeeping. Minimum two years experience in a Christian school related bookkeeping preferred. Strong computer skills with a knowledge of financial software.

Duties and Responsibilities

Prepare for operational and financial audits and assist with preparation of annual statement. Assist with preparation of school budget reports, help process statutory tax filing for school. See to it that all financial records are kept in an orderly fashion. See to it that we have a full monthly accounting of all checks, incomes, expenditures and disbursements.

School Custodian

Spiritual Qualifications

See “General Qualifications”

Experience/Educational Qualifications

A servant’s heart and teachable spirit, recognize that first impressions are the most lasting.

Duties and Responsibilities

Under the supervision of the Principal, assists in preparation of work schedules, cleaning programs, and sees that work is done in accordance with instructions; assists in cleaning; sweeps sidewalks and play areas and picks up debris; sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; reports needed repair work to proper maintenance personnel; makes adjustments and repairs to a variety of school plant fixtures and equipment; requests custodial supplies and equipment as needed; may receive and deliver a variety of school plant supplies; directs visitors and safeguards school property, as assigned; coordinates the work of others; participates in

the general cleaning and maintenance of school plant buildings and grounds during the summer months.

Bus Drivers

Spiritual Qualifications

See "General Qualifications"

Experience/Educational Qualifications

School bus drivers must obtain a commercial driver's license from the state in which they reside. Bus drivers must also attend two weeks of driving instruction plus classroom training on the state and local laws, regulations and policies of operating a school bus. They also practice safe driving methods, learn about driver and student relations, first aid, disabled students special needs and emergency evacuation procedures. These people should enjoy children and like driving.

Duties and Responsibilities

Under the supervision of the Principal, school bus drivers drive the same route each day, stopping frequently to pick up pupils in the morning and returning them to their homes in the afternoon. School bus drivers may also transport students and teachers on field trips or to sporting events. Before beginning their routes, drivers perform pre-trip inspections, checking their vehicles tires, brakes windshield wipers, lights, oil, fuel, water and safety equipment such as fire extinguishers, first aid kits and emergency reflectors. School bus drivers must also prepare weekly reports with the number of students, trips or runs, work hours, miles and the amount of fuel consumed.

Bus drivers are part-time employees of Calvary Baptist School.

Principles of Cooperation

Employment in the ministry of Calvary Baptist Church is tantamount to agreement with the following operational principles:

1. The important thing is not *who* is right, but *what* is right. There is a difference between the assertion of one's "rights" and what is right. One is carnal, the other biblical and spiritual. Philippians 2:3

2. The pastor is not always right, but he is always the pastor. 1 Thessalonians 5:17

3. The pastor has a God-given vision of what God wants to do through him in this ministry. Your responsibility is to help him accomplish his God given vision in this ministry. You are an extension of him. The pastor can't accomplish the work by himself, he needs your cooperation and support. Input from staff members on **how** to accomplish the goal is *always* welcome. What is not welcome is a constant evaluation of what the goal should be. This is not an issue of intelligence, but obedience to God's design for ministry in and through the church. Heb 13:7, 17; Philippians 2:29; 1 Thessalonians 3:9,10
 - a. This God-given vision will be his passion. He will be driven by a strong desire to see it become a reality.
 - b. This God-given vision will impact all the decisions he makes.
 - c. This God-given vision will be something difficult and challenging, but always attainable.
 - d. This God-given vision will be exciting - to the extent that it motivates others to be involved in achieving it.
 - e. It is the desire of the pastor that all those under him embrace the vision God has given him and make it their own. The result is that all the energies of the church are focused on the same objective.

4. We're going to have a passion for excellence. This will require "change". When we're through changing, we're through. Change is necessary for growth. Resistance to change is resistance to growth. We will operate with this as our premise, "Nothing in our ministry is as it should be" (doctrinal issues notwithstanding). What we do will *welcome* the scrutiny of an eye connected to a heart and mind given over to the task of doing better. We will have no sacred cows. Everything, down to the smallest detail, is subject to improvement. The goal is to do the common things uncommonly well. We have not and will not "arrive". Our motive is the glory of God and the advancement of His program on this earth. 2 Chronicles 31:21; Psalm 119:10; Ecclesiastes 9:10; Colossians 3:23,24.

5. "It's what you learn after you know it all that counts." This results in humility and teachability. Opportunities to educate oneself concerning his area of ministry will be welcomed and *pursued constantly*. One can never learn enough about what God has called him to do. Encouragement to improve

will not be viewed as criticism, but welcomed as an opportunity to be become what God wants us to be. It's better to be prepared and not get the opportunity, than to get the opportunity and not be prepared. The employees in our ministry are assets and investments will be made in their welfare along these lines. Training costs money, but ignorance costs more money. Psalm 119:34; Ephesians 4:11,12

6. Priority will be given to smart work, not busy work. The focus will be on output, not input. The question will not be, "how much time did I put in?" but "how much did I produce?" We will be goal-oriented rather than time-oriented. We will not mistake activity for results. Matthew 25:14 ff.
7. Risk taking will not be out of the question. A turtle doesn't go anywhere until he sticks his neck out. A culture of risk avoidance results in a lack of creativity.
8. Priority will be given to faithfulness & commitment. Understand this, you can buy a person's time, but you can't buy his heart. 1 Corinthians. 4:2
9. We can do whatever needs to be done, no matter what the circumstances. Ecclesiastes 9:10
10. Attitude is everything. It's a matter of "can-do". In a ministry of God-called people involved in a God-given goal, "can't do" is to be viewed as "won't do".
11. It is always about helping others become what God wants them to be. In relation to our church and school, it is not only about providing a good education to our students or producing good Christians, it's about helping parents to become the kind of parents God wants them to be. If our parents don't sense that we care about them in this regard, we won't have an opportunity to accomplish the other things. Romans 14:19; Ephesians 4:29;
12. Employment in the ministry of Calvary Baptist Church is in itself a statement of support for the pastor and his God-given ministry goals. Undermining of his decisions will result in the immediate reduction of or removal from ministry responsibilities. 1 Kings 18:16-18; 2 Samuel 15:2-6; 2 John 1:9