

SECOND BAPTIST CHURCH, INC.
LEADERSHIP POSITION DESCRIPTION

Position Title: Children's Minister
Reports To: Associate Pastor
Hours/Week: 10 hours/week
Date Prepared: February 1, 2010

Principle Function

The Children's Minister is responsible for assisting the church in planning, conducting and evaluating the children's ministries (Pre-K through Grade 6).

Specific List of Responsibilities

- Coordinate Pre-K through Grade 6 Ministries on Wednesdays
 - Faith Weaver Friends (Preschool)
 - TeamKid (Grades K-4)
 - 5th – 6th Grades
- Be a resource person for Children's Sunday School and Sunday PM activities
 - Schedule teachers/assistants/substitutes as needed for individual classes
 - Be available to substitute if others are not available
 - Be available to parents/teachers and students during regular schedule
 - Provide for space and materials
 - Communicate requests/needs to Associate Pastor
- Coordinate activities and events with Children's Ministry Team
- Assist Vacation Bible School Director in preparation for VBS
- Assist Associate Pastor in planning for summer camps and outings

Other General Responsibilities

- a. Cooperate with the Senior Pastor, Personnel Committee/Deacons and other staff members in promoting the entire ministry plan of Second Baptist Church.
- b. Assist Associate Pastor in recruiting and enlisting workers for children's ministries.
- c. Utilize the services of the secretarial and facilities staff which are consistent with their Position Descriptions.
- d. Supply articles on a periodical basis for use in Second Baptist Church publications relating to your area of ministry.

- e. Give full support to the Unified General Operating Budget of Second Baptist Church and avoid soliciting or expending funds not previously authorized.
- f. Maintain an average of 10 hours per week in ministry.
- g. Plan personal time away so as to be respectful and informative of other staff and the church calendar.

Basic Personal Responsibilities

- a. Maintain a vital and growing personal walk with the Lord.
- b. Maintain proper priorities in your home/family.
- c. Develop personal outreach opportunities within and outside the church.
- d. Financially support the ministries of Second Baptist Church by faithfully giving a tithe and maintaining wise stewardship over the remaining finances.
- e. Protect the reputation and integrity of others through strict confidentiality.
- f. Demonstrate a high level of trust (A violation of trust will result in disciplinary action and possible dismissal).

Compensation

- Children’s Minister \$_____/week
- The Children’s Minister will not exceed 10 hours per week.
- There are no benefits or vacation time for part-time staff.

I have read and understand this description for the position of Children’s Minister. I will perform these duties to the best of my abilities.

Children’s Minister Signature

Date

Pastor

Date

Personnel Committee Chair

Date

SECOND BAPTIST CHURCH, INC.
LEADERSHIP POSITION DESCRIPTION

Position Title: Senior Adults
Reports To: Pastor
Hours/Week: 10 hours per week
Date Prepared/Revised: February 1, 2010

Principle Function

The Senior Adult Minister is responsible for assisting the church in planning, conducting and evaluating the Senior Adult Ministry.

Specific List of Responsibilities

- Coordinate Wednesday Devotions whether leading, providing guest speakers or video series
- Be a resource person for the Senior Adult Sunday School ministry
 - Schedule teachers/assistants/substitutes as needed for individual classes
 - Be available to substitute if others are not available
 - Be available to Senior Adults during regular schedule
 - Provide for space and materials as needed
 - Communicate requests/needs to Pastor
- Coordinate activities and events with Senior Adult Council
- Assist Pastor and Senior Adult Council in planning and coordinating activities, events/special occasions, mission trips and retreats
- Assist Pastor in reaching the untapped potential of involving Seniors in ministry

Other General Responsibilities

- h. Cooperate with the Senior Pastor, Personnel Committee/Deacons and other staff members in promoting the entire ministry plan of Second Baptist Church.
- b. Assist Pastor in recruiting and enlisting workers for Senior Adult ministry.
- c. Utilize the services of the secretarial and facilities staff which are consistent with their Position Descriptions.
- d. Supply articles on a periodical basis for use in Second Baptist Church publications relating to your area of ministry.
- e. Give full support to the Unified General Operating Budget of Second Baptist Church and avoid soliciting or expending funds not previously authorized.
- f. Maintain an average of 10 hours per week in ministry.

- g. Plan personal time away so as to be respectful and informative of other staff and the church calendar.

Basic Personal Responsibilities

- a. Maintain a vital and growing personal walk with the Lord.
- b. Maintain proper priorities in your home/family.
- c. Develop personal outreach opportunities within and outside the church.
- d. Financially support the ministries of Second Baptist Church by faithfully giving a tithe and maintaining wise stewardship over the remaining finances.
- e. Protect the reputation and integrity of others through strict confidentiality.
- f. Demonstrate a high level of trust (A violation of trust will result in disciplinary action and possible dismissal).

Compensation

- Senior Adult Minister \$_____/week
- The Senior Adult Minister will not exceed 10 hours per week.
- There are no benefits or vacation time for part-time staff.

I have read and understand this description for the position of Senior Adult Pastor. I will perform these duties to the best of my abilities.

Senior Adult Minister Signature

Date

Pastor

Date

Personnel Committee Chair

Date

SECOND BAPTIST CHURCH, INC.
LEADERSHIP POSITION DESCRIPTION

Position Title: Worship Leader
Reports To: Pastor
Hours/Week: 20 or less
Date Prepared/Revised: January 28, 2010

Principle Function

The Worship Leader is responsible for assisting the church in planning, conducting and evaluating the Music Ministry.

Specific List of Responsibilities

- Assist Pastor in planning congregational services and selection of the music
- Coordinate the Music Ministry with the calendar and emphases of the church
- Lead weekly Adult Choir rehearsal
- Make necessary preparations for all rehearsals and worship services: selecting and preparing music for rehearsal with band and choir; video projection, sound, lighting, musical equipment and platform organization
- Direct the congregation and Adult Choir for Sunday AM Worship
- Lead the congregation in a blended style of worship
- Be actively involved in the life of the church
- Be available for weddings and funerals when possible
- Organize and maintain the music library, choir suite and sanctuary platform
- Coordinate performance schedules of music groups and individuals
- Serve as a member of the Church Council
- Perform other duties as assigned by the Senior Pastor

Other General Responsibilities

- i. Cooperate with the Senior Pastor, Personnel Committee/Deacons and other staff members in promoting the entire ministry plan of Second Baptist Church.
- b. Assist Nominating Committee in recruiting and enlisting needed workers for all music ministry areas.

- c. Utilize the services of the secretarial and facilities staff which are consistent with their Position Descriptions.
- d. Supply articles on a periodical basis for use in Second Baptist Church publications relating to your responsible area of ministry.
- e. Give full support to the Unified General Operating Budget of Second Baptist Church and avoid soliciting or expending funds not previously authorized.
- f. Maintain an average of 20 hours or less per week in ministry.
- g. Plan personal leave and vacation time so as to be respectful and informative of other staff and the church calendar.
- j. Assist in providing general pastoral care for individuals/families involved in the music ministry: hospital, crisis, special occasions, etc.

Basic Personal Responsibilities

- a. Maintain a vital and growing personal walk with the Lord.
- b. Maintain proper priorities in your home/family.
- c. Develop personal outreach opportunities within and outside the church.
- d. Financially support the ministries of Second Baptist Church by faithfully giving a tithe and maintaining wise stewardship over the remaining finances.
- e. Protect the reputation and integrity of others through strict confidentiality.
- f. Demonstrate a high level of trust (A violation of trust will result in disciplinary action and possible dismissal).

Compensation

- Worship Leader \$_____/week
- The Worship Leader salary is based on 20 hours per week @ \$_____ per hour
- There are no benefits or vacation days for part-time staff.

I have read and understand this description for the Worship Leader position. I will perform these duties to the best of my abilities.

Worship Leader Signature

Date

Pastor

Date

Personnel Committee Chair

Date

SECOND BAPTIST CHURCH, INC.
LEADERSHIP POSITION DESCRIPTION

Position Title: Music Ministry Assistant
Reports To: Worship Leader
Hours/Week: 20 or less
Date Prepared/Revised: January 28, 2010

Principle Function

The Music Ministry Assistant is responsible for two primary areas of ministry:

- 1) Accompaniment, and
- 2) Supervision of the Preschool, Children and Youth Music Ministry.

Specific List of Responsibilities

Accompanist:

- To assist the Worship Leader in arranging and preparing songs for worship service
- Responsible for accompaniment for Adult Choir rehearsals, worship services and soloists/vocal groups
- Lead band rehearsal and increase the number of instruments in the band
- Be available for weddings and funerals as requested
- Secure substitute accompanist during an absence

Preschool, Children's and Youth (PCY) Choirs Leader:

- Provide leadership and supervision for PCY music ministry volunteers
- Coordinate the PCY music ministry with the calendar and emphases of the church that does not conflict with or compete for the child's involvement
- Provide inspirational music that helps students learn the Word and principals of our faith
- Equip leaders with resources for basic music theory to be taught to each grade level
- Provide an environment/space needed for an effective learning experience
- Challenge leaders and children to strive for worshipful musicianship
- Offer opportunities for personal development in music leadership
- Coordinate performance schedules of PCY music groups
- Maintain a cooperative and flexible spirit
- Be actively involved in the life of the church
- Perform other duties as assigned by the Senior Pastor

Other General Responsibilities

- j. Cooperate with Staff and Church Leadership in promoting the entire ministry plan of Second Baptist Church.
- b. Assist Nominating Committee in recruiting/enlisting workers for PCY music ministry

- c. Utilize the services of the secretarial and facilities staff which are consistent with their Position Descriptions.
- d. Supply articles on a periodical basis for use in Second Baptist Church publications relating to your responsible area of ministry.
- e. Give full support to the Unified General Operating Budget of Second Baptist Church and avoid soliciting or expending funds not previously authorized.
- f. Maintain an average of 15 to 20 hours per week in ministry.
- g. Plan personal leave so as to be respectful of other staff and the church calendar.
- j. Look for opportunities to care for individuals/families involved in the PCY music ministry: hospital, crisis, special occasions, etc.

Basic Personal Responsibilities

- a. Maintain a vital and growing personal walk with the Lord.
- b. Maintain proper priorities in your home/family.
- c. Develop personal outreach opportunities within and outside the church.
- d. Financially support the ministries of Second Baptist Church by faithfully giving a tithe and maintaining wise stewardship over the remaining finances.
- e. Protect the reputation and integrity of others through strict confidentiality.
- f. Demonstrate a high level of trust (A violation of trust will result in disciplinary action and possible dismissal).

Compensation

- Music Ministry Assistant \$_____/week
- The Music Ministry Assistant salary is based on 20 hours/week @ \$_____ per hour

I have read and understand this description for the Music Ministry Assistant position. I will perform these duties to the best of my abilities.

Music Ministry Assistant Signature

Date

Pastor

Date

Personnel Chair

Date

SECOND BAPTIST CHURCH, INC.
LEADERSHIP POSITION DESCRIPTION

Position Title: Associate Pastor
Reports To: Pastor
Hours/Week: 40 Hours Minimum
Date Prepared/Revised: February 1, 2010

Principle Function

The Associate Pastor is responsible for assisting the church in planning, conducting and evaluating student and family ministries.

Specific List of Responsibilities

- Oversee Preschool, Children and Youth (PCY) ministries, programs, activities and curriculum
- Provide supervision and oversight to the Children's Minister for Pre K – Grade 6
- Recruit and train leaders for Youth Sunday School, Sunday PM and Wednesday PM Bible Studies and activities
- Assist Children's minister in recruiting and training leaders for Children's Ministry
- Plan and coordinate mission trips, camps, social outings and events with adequate adult supervision
- Provide opportunities through Sports Evangelism to reach students of the church and community
- Oversee use of materials, resources/supplies and space
- Spend time with students building relationships that foster Christian growth
- Reach out to new students
- Provide Pastoral Care/Counseling/Visitation with emphasis on students and families
- Coordinate the Students Ministry with the calendar and emphases of the church
- Prepare an annual budget to be presented to the Finance Committee utilizing input from appropriate staff/committees/ministry teams
- Assist in planning and leading worship services
- Be available to preach in pastor's absence
- Perform other duties as assigned by Pastor

Other General Responsibilities

- k. Cooperate with the Senior Pastor, Personnel Committee/Deacons and other staff members in promoting the entire ministry plan of Second Baptist Church.
- b. Assist Nominating Committee in recruiting and enlisting workers for student ministries.
- c. Utilize the services of the secretarial and facilities staff which are consistent with their

Position Descriptions.

- d. Supply articles on a periodical basis for use in Second Baptist Church publications relating to your responsible area of ministry.
- e. Give full support to the Unified General Operating Budget of Second Baptist Church and avoid soliciting or expending funds not previously authorized.
- f. Maintain a minimum of 40 hours per week in ministry.
- g. Plan personal leave and vacation time so as to be respectful and informative of other staff and the church calendar.

Basic Personal Responsibilities

- a. Maintain a vital and growing personal walk with the Lord.
- b. Maintain proper priorities in your home/family.
- c. Develop personal outreach opportunities within and outside the church.
- d. Financially support the ministries of Second Baptist Church by faithfully giving a tithe and maintaining wise stewardship over the remaining finances.
- e. Protect the reputation and integrity of others through strict confidentiality.
- f. Demonstrate a high level of trust (A violation of trust will result in disciplinary action and possible dismissal).

Compensation

- Associate Pastor \$_____/week
- The Associate Pastor’s Salary is based on a minimum of 40 hours per week.

I have read and understand this description for the Associate Pastor’s position. I will perform these duties to the best of my abilities.

Associate Pastor Signature

Date

Pastor

Date

Personnel Committee Chair

Date