

# PERSONNEL MANUAL

IMMANUEL BAPTIST CHURCH  
Nashville, Tennessee

Adopted 5-21-1986  
Revised 2003  
Revised August 2005  
Revised April 27, 2011  
Revised May 25, 2011

I. General Staff Information

A. Role of the Personnel Committee

1. The personnel committee shall recommend to the church all ministerial (with the exception of the pastor), office, building and food services, part-time salaried, and part-time hourly staff. In seeking ministerial staff, the committee shall be augmented by the addition of three members with specific knowledge of the staff position available. These members shall be nominated by the committee on committees and elected by the church.

2. Policy Making

The personnel committee shall establish, review, and update personnel policies. Major changes related to a basic job description or salary shall be brought to the church.

3. Salary Proposals

The personnel committee shall recommend to the budget planning committee or church body matters related to salary and individual benefits for all staff members.

B. Classification of employees:

(M) 1. Ministerial and Executive staff — consists of the pastor, minister of education, minister of music, minister to youth and young adults, and church administrator.

(O) 2. Office staff — consists of any full time office staff

(B) 3. Building and food services — consists of all full time persons involved in the general maintenance, housekeeping and food preparation services of the church

(PS) 4. Part-time salaried — consists of the minister to the Vietnamese, organist, and pianist

(PH) 5. Part-time hourly — consists of employees working less than forty hours a week. This includes those in clerical, custodial, and nursery areas.

\_\_\_\_\_C. Job Descriptions:  
See job descriptions following this section

II. Employee Attendance

- (M) Will seek to establish and maintain regular office hours.
- (O) Will work during the regular church office hours, 9:00-5:00 Monday through Thursday.
- (B) The work schedule will generally follow that of the church office. Work schedules will be arranged by the supervisor. Any work over forty hours will be paid at a rate of time and one-half, but must be approved by the supervisor.
- (PS) and (PH) will subscribe to the hourly conditions as established in their current job description or job agreement.

III. Employee Benefits

A. Vacations:

1. (M) employees:  
6 months - 5 years: 15 days  
5 years: 17 days  
10 years: 20 days
2. (O) employees:  
6 months - 5 years: 10 days  
5 years: 12 days  
10 years: 15 days
3. (B) employees:  
6 months - 5 years: 10 days  
5 years: 12 days  
10 years: 15 days
4. (PS) employees:  
6 months - 10 years: 2 Sundays and 2  
Wednesday nights  
10 years: 3 Sundays and 3 Wednesday nights

Other Related Policies:

5. Vacations should normally be scheduled through the supervisor at least one month in advance.
6. Ministerial staff should normally take only one Sunday per five days vacation.

7. If a holiday observed by the church occurs during a vacation, the staff member will be given a day off at a date not to conflict with periods of heavy work responsibility, with the approval of the supervisor.
8. All staff eligible for vacation time off will receive pay in accordance with their normal salary. Pay in lieu of vacation will only be granted in those cases where time is due on termination, unless approved by the personnel committee.
9. When at least two weeks' notice of termination is given, the employee will receive vacation allowance pay for one-half unused vacation if termination occurs before July 1, and full allowance pay if termination occurs July 1 or later.
10. Vacation days cannot be carried over from one year to another.
11. Exceptions to any part of the above vacation policy will be handled on an individual basis with the supervisor and personnel committee.

B. Holidays

The church office is closed on the following holidays:

New Year's Day	Labor Day
Good Friday	Thanksgiving (2)
Memorial Day	Christmas (2)
Fourth of July	

1. If a holiday falls on a Saturday, the church office will be closed on the preceding Friday. If a holiday falls on a Sunday, the office will be closed on the following Monday.
2. A salaried employee (M) or (O) who is required to work on a holiday may take another day of vacation.
3. Benefit will only apply to (M), (O), and (B).
4. Hourly employees (B) and (PH) who are required to work on a holiday will receive pay for the holiday and time and one-half for the hours worked.

C. Sick Leave

Employees (O) and (B) will accumulate one day of sick leave per month, with total accumulation of fifteen days. Pay will not be given for accumulated days not used. Other matters related to sick leave not addressed in this policy will be dealt with on an individual basis by the supervisor and personnel committee.

D. Doctor Appointments

Employees (B) and (PH) will give one week notice of doctor appointments when possible. Other considerations may be applied with the supervisor's approval.

E. Death in the Family

All employees will receive up to three days off at regular pay at the death of a member of their immediate family (spouse, child, mother, father, brother, sister). Other situations will be dealt with on an individual basis in consultation with the supervisor and personnel committee.

F. Inclement Weather

Employees (M, O, B, PS, PH) will be given the day off with pay if the church office is officially closed. If the employee is absent due to weather when the church office is open, the employee may take a day of vacation. Employees will not be paid for contract or overtime work if services are cancelled on Sunday or Wednesday evening.

G. Jury Duty

Employees are encouraged to cooperate in citizenship responsibilities when possible. Any full time employee who serves on jury duty will receive full pay in addition to the jury fee. Part time employees will receive pay for the hours they would have worked.

H. Convention, Conferences, and Revivals

Two weeks (10 days and 2 Sundays) will be allowed for ministerial staff (M) to provide leadership in conferences and/or revivals for which they may receive remuneration.

I. Study Leave

The church will provide one week of study leave each year for each staff minister (M). An additional extended study leave will be available every five years. This leave may consist of an absence of up to two calendar months. Further time for study in any particular year may be negotiated as needed. Leave would be granted upon negotiation with the pastor and the personnel committee, and when the staff minister's regular duties permit. The personnel committee will supervise study leave and other time away to avoid excessive absence from staff duties.

The staff minister would be accountable to the pastor and the personnel committee in planning and informing about the extended study leave, goals of the study, and progress toward those goals. Full salary and benefits will be provided during the time of study leave. Study expenses will be covered to the extent allowed by the budget. Development opportunities also will be available to other staff personnel as agreed upon with his/her supervisor.

- J. Health Insurance  
Major medical health insurance is provided for all full time (M), (O), (B) employees.
- K. Life Insurance  
Group life insurance is provided for all full time employees (M), (O), and (B).
- L. Disability Insurance  
Group disability insurance is provided for all full time employees (M), (O), and (B).
- M. Retirement  
A retirement plan is provided for full time (M), (O), and (B) employees. The church will pay 10% of employee (M) and (O) base salary into the retirement plan. Base salary for ordained ministerial employees will include salary and housing allowance.
- N. Social Security  
All employees will participate in the Social Security program in accord with present standards. Ordained ministers will be reimbursed the amount the church

would pay if they were treated as other employees, and this amount will be identified as salary.

O. Christmas Bonus

All employees will receive two days' pay at the annual staff Christmas party, with a minimum gift of \$50.00.

P. Benefits for Fulltime Employee Reduced to Part-time

In the event that a full-time employee who is already in the benefit program changes to part-time status, the church may elect to continue the benefits, provided the employee qualifies by the standards of the plan provider.

IV. Salary Administration

A. Pay Periods:

All employees (M), (O), (B), (PH), and (PS) will be paid on the 10th and/or 25th of the month. Changes to the structure may be made to meet an individual need in extreme cases.

B. Pay Raises:

All pay raises will be in accordance with the adopted or revised budget and administered through the personnel committee and supervisor.

V. Employee Appraisals

Each staff member will be appraised individually by their supervisor and the personnel committee no less than annually.

VI. Employee Grievances

Staff members with grievances will first attempt to resolve their grievances with their immediate supervisor. If there is no resolution, the staff member will then submit the grievance to the personnel committee. The chairperson will respond in writing no less than ten days later to the staff member regarding the action or direction that will be taken.

VII. Employee Termination

All terminations shall be under the supervision of the personnel committee for matters related to employees: Classifications (O), (B), and (PH) — employees will be given

two weeks' notice, and benefits as specified in stated policies. Employee will be required to sign a release stating the nature and agreements of the termination as well as a release of the church or any of its employees of any further responsibilities or liabilities. Classifications (M) and (PS) — a recommendation for termination will be brought before the church.

JOB DESCRIPTION  
Pastor  
Immanuel Baptist Church  
Nashville, Tennessee

Principal Function

The pastor is responsible to the congregation for the pastoral ministry of the church including the following tasks: (1) proclaim the gospel to believers and unbelievers, (2) lead the church in the achievement of its mission, and (3) care for the church's members and other persons in the community. In order to accomplish these tasks the pastor must be a person who (1) seeks God's leadership through careful attention to scripture, (2) engages continually in prayer, and (3) provides spiritual guidance to individual believers and the congregation as a whole. The pastor serves with other staff members as a part of the ministry team in accordance with the call of God, gifts of ministry, and the needs of the people.

Responsibilities

1. Prepare and deliver sermons for the regular services of the church each week and for special services as necessary.
2. Serve as a teacher to the congregation in the areas of biblical interpretation, theology, and Christian living.
3. Plan and lead worship services and lead in the observance of the ordinances.
4. Visit church members in times of crisis such as serious illness and death in the family.
5. Conduct weddings and funerals.
6. Provide counseling sessions for individuals and families in need.
7. Visit the unsaved and the unchurched to win them to Christ and church membership.

8. Serve as administrator of the church staff and supervise the work of the ministerial staff, church administrator, and any other assigned paid staff workers.
9. Lead in planning, coordinating, and evaluating the total program of the church.
10. Work with deacons, church officers, and committees as they perform their assigned responsibilities.
11. Serve as moderator of church business meetings.
12. Pursue a program of personal and professional growth through individual work and continuing education opportunities.
13. Cooperate with appropriate denominational entities, civic groups, and ecumenical organizations in promoting activities of mutual interest.
14. Accept other responsibilities as assigned by the congregation.

JOB DESCRIPTION  
Associate Pastor  
Immanuel Baptist Church

Principal Function

The Associate Pastor, with the cooperation of church leaders, is responsible for giving creative and effective leadership to the membership of Immanuel Baptist Church and the community. It is expected that he/she will work closely with other staff in coordinating his/her areas of responsibilities with other church programs. He/she is responsible to the Personnel Committee on behalf of the congregation and reports to the Pastor as his/her supervisor.

Responsibilities

The Associate Pastor shall:

1. Provide leadership for young adults with an emphasis on young families and their children.
2. Work closely with the Missions Committee to create opportunities for intergenerational ministry in the community.
3. Offer spiritual formation in small group settings with an emphasis on teaching the Word of God.
4. Participate in worship leadership and worship planning as requested by the Pastor.
5. Assist with funerals, weddings, baptisms, communion and the like as requested by the Pastor.
6. Provide pastoral care to be coordinated with the Pastor.
7. Undertake other responsibilities as assigned by the Pastor.

It is contemplated that this position as currently configured, will entail approximately twenty-five (25) hours of work per week.

Oct 21, 2009

JOB DESCRIPTION  
Minister of Education  
Immanuel Baptist Church  
Nashville, Tennessee

Principal Function

In cooperation with other leaders, the minister of education is responsible to the pastor for leading the church to develop, implement, and evaluate a comprehensive program of Christian education and outreach.

The program of Christian education and outreach should be congruent with Immanuel and her mission. Therefore, this minister shall help the church develop a shared vision of the mission of Immanuel and equip and enable the members to work toward that vision through programs and activities. He or she should affirm the uniqueness of Immanuel in terms of the nature of our congregation and community and of our particular mission. He or she should lead us in a comprehensive program that will give attention to all facets of church life. It is important for this person to have a sense of destiny, to communicate this to others, and to be an enabler who will help others achieve the goals of the church. This minister should help us have a creative ministry to offer and should lovingly motivate us to carry out that mission. Though some administration is integral to the program task, the emphasis of this minister shall be on programs rather than on administration.

Responsibilities:

1. Education

The minister of education shall lead the church in planning, organizing, staffing, conducting, coordinating, and evaluating comprehensive programs of Bible study, member development, mission education, and stewardship education. This should be a program which addresses the spiritual needs of people at all stages and circumstances of life and encourages the lifelong development of Christian maturity. Since member development involves focusing on gifts of members, the minister of education shall help to equip and enable members in exercising their gifts in ministry.

2. Outreach

The minister of education shall help people come to a saving knowledge of Christ. Also, he or she shall enlist and equip others to do this. This person needs to help the church identify and reach those potential new members who can be reached best by our particular church. This will include leading and organizing an effective program of personal contacts with prospects.

### 3. Family Ministry

The minister of education shall be a facilitator for family ministry. He or she shall plan, conduct, coordinate, and evaluate programs which are in keeping with the following philosophy of family ministry.

We understand our church to be a family of believers. The minister of education shall help the church to be family, to grow in love for each other, to be united in fellowship. This will involve building relationships, helping to reconcile differences, caring for persons in crises, assimilating new members, reaching out to inactive members, providing occasions for fellowship and recreation, and being sensitive to the needs and feelings of all members.

Family ministry also involves strengthening the families of the members and providing supportive relationships for those who do not live in family groups. The church program should reach and serve people at the point of their family needs. It should be attractive to families, providing for the needs of preschoolers, children, youth, and adults, both married and single. The minister of education will provide staff support for the senior adult program in cooperation with the volunteer senior adult director.

### 4. Missions

The minister of education should assist the church and its leaders in accomplishing its mission task. He or she should provide assistance to the missions and ministry committee and age-graded missions organizations. This includes developing opportunities for all members to be involved in missions. The minister of education needs to be a person who is excited about our community and long-term community outreach. He or she should be sensitive to the needs of our community.

The mission program should be developed according to the following philosophy. The purpose of the church is to carry on the mission and ministry of Christ in the world. Ours is a world mission,

beginning in our own community and extending to the state, the nation, and the world. The program of the church includes mission education, mission action and mission support.

#### 5. Stewardship Development and Program Support

The minister of education is responsible for planning and supervising the budget for programs in his or her area. He or she is also responsible for helping the church to grow in stewardship through education, promotion, pledging the budget, and encouraging regular budget giving.

#### 6. Special Programs

The minister of education has responsibility for planning special programs for all age groups by various organizations and committees. Examples of special programs include: the Labor Day picnic, Fall Festival, and the annual Christmas Dinner.

#### 7. Staff Supervision

The minister of education will supervise staff as assigned.

#### 8. Committee Responsibilities

The minister of education, like other ministers on the staff, will be assigned to various committees as ex officio member or staff liaison.

9. Pursue a program of personal and professional growth through individual work and continuing education opportunities.

#### 10. Cooperation

Cooperate with appropriate denominational entities, civic groups, and ecumenical organizations in promoting activities of mutual interest.

#### 11. Other Duties

The pastor or the church body may assign other duties as needed.

JOB DESCRIPTION  
Minister of Music\*  
Immanuel Baptist Church  
Nashville, Tennessee

Principal Function

The minister of music is responsible to the pastor for the development and promotion of the music ministry of the church and certain other assigned areas described below. This person serves with other staff members as a part of the ministry team in accordance with the call of God, gifts of ministry, and the needs of people.

Responsibilities

1. Coordinate the planning, organizing, conducting, and evaluating of a comprehensive music ministry in consultation with the Music Associate, music committee and other workers in the music program.
2. Rehearse and direct the adult choir; lead in worship services.
3. Serve as a member of the church council; coordinate the music program with the organizational calendar and emphases of the church.
4. Assist the pastor in planning all services of worship; provide music for weddings, funerals, and special services upon request.
5. Give direction to a plan of outreach and enlistment of prospects and absentees for the music ministry.
6. Pursue a program of personal and professional growth through individual work and continuing education opportunities.
7. In collaboration with the Music Associate -prepare an annual music budget for approval; administer the approved budget; maintain music library, materials, supplies, musical instruments and other equipment.

8. Accept other responsibilities as assigned by the pastor.

\*Presently a part-time position

JOB DESCRIPTION  
Music Associate\*  
Immanuel Baptist Church  
Nashville, Tennessee

Principal Function

The Music Associate is responsible to the Minister of Music for the development and promotion of the music ministry of the church and certain other assigned areas described below. This person serves with other staff members as a part of the ministry team in accordance with the call of God, gifts of ministry, and the needs of people.

Responsibilities

1. Assist the Minister of Music in the planning, organizing, conducting, and evaluating of a comprehensive music ministry in consultation with the music committee and other workers in the music program.
2. Lead in planning and promoting a graded choir program; enlist and train leaders for the music ministry; direct and coordinate the work of lay choir directors; and, as needed, direct the youth, other choirs, and instrumental ensembles.
3. Serve as a member of the church council; coordinate the music program with the organizational calendar and emphases of the church.
4. Assist the pastor in planning all services of worship; provide music for weddings, funerals, and special services upon request.
5. Give direction to a plan of outreach and enlistment of prospects and absentees for the music ministry.
6. Assist the Minister of Music in: preparing an annual music budget for approval; administering the approved budget; maintaining the music library, materials, supplies, musical instruments and other equipment.

7. Maintain music files and prepare adult choir folders weekly as directed by minister of music.
8. Pursue a program of personal and professional growth through individual work and continuing education opportunities.
9. Cooperate with appropriate denominational entities, civic groups, and ecumenical organizations in promoting activities of mutual interest.
10. Accept other responsibilities as assigned by the Minister of Music.

\*Presently a part-time position

JOB DESCRIPTION  
Youth Pastor  
(Part-time)  
Immanuel Baptist Church  
Nashville, Tennessee

Principal Function

The Youth Pastor, with the cooperation of church leaders, is responsible for giving creative and effective leadership in conducting a comprehensive program of activities and ministries for youth. The term “youth” includes grades seven through twelve. He or she will report to the Pastor. It is expected that he or she will work closely with the staff in coordinating youth programs with other church programs.

Responsibilities

1. Serve as mentor, discipler, and confidant to youth. The Youth Pastor will provide spiritual leadership and direction to youth by example and personal involvement as an educator and counselor.
2. Lead in developing and implementing a well-rounded program of youth work. The youth ministry should include elements such as: Bible study, worship, outreach, personal discipleship, mission action, fellowships, retreats, youth-parent meetings, banquets, athletic events, group socials, parties, and drama.
3. Work in cooperation with the church staff, youth workers and parents, and youth council to plan, conduct, and evaluate the youth ministry. This should be done in coordination with the church council.
4. Serve as a resource person in the development and training of workers with youth. Likewise, serve as a resource person to parents for information, training, and guidance regarding youth issues and developing strong youth-parent relationships.

5. Develop an itemized budget for all proposed activities and work within the budget adopted by the church. Keep record of all expenses and receipts and submit these to the financial secretary.
6. Cooperate with appropriate denominational entities, civic groups, and ecumenical organizations in promoting activities of mutual interest.
8. Accept other responsibilities as assigned by the Pastor.

1/27/2010

JOB DESCRIPTION  
Minister to the Vietnamese  
Immanuel Baptist Church  
Nashville, Tennessee

Principal Function

The minister to the Vietnamese is responsible to the pastor and the missions committee for ministering to Vietnamese speaking persons in the church and the community and developing the church's program of work in this area. He will spend a minimum of twenty hours per week in this work.

Responsibilities

1. Preach and lead worship in the Vietnamese language on Sundays or at such other times as may be appropriate and feasible. Preach and share in worship in the English-speaking congregation as requested by the pastor.
2. Visit the unsaved and the unchurched to win them to Christ and church membership.
3. Organize and train Vietnamese congregation members to visit and to win others to Christ and church membership.
4. Organize and promote church growth through Sunday School work.
5. Teach Bible, Christian doctrine, and other necessary Christian knowledge to the Vietnamese to assist them in coming to faith in Christ and living a Christian life.
6. Conduct services of baptism and the Lord's Supper for the Vietnamese congregation.
7. Assist in resettlement of Vietnamese-speaking persons moving to the Nashville area. Provide Christian ministry to meet the basic needs of these persons as they adjust to their

life in the community. Cooperate with other agencies involved in this work. Participate in the life and activities of the Vietnamese community.

8. Minister to the Vietnamese people, both members and non-members, in times of crisis such as serious illness and death in the family.
9. Provide pre-marital counseling sessions to Vietnamese couples before their wedding.
10. Provide counseling sessions for individuals and families in need.
11. Conduct weddings and funerals.
12. Serve as administrator for the Vietnamese work, overseeing volunteer workers and following the budget, calendar, and policies of the church. Develop a budget for the Vietnamese work and operate within that budget.
13. Preside in the Vietnamese committee meetings.
14. Lead in developing a comprehensive program for the Vietnamese work. Help the church to establish the appropriate structures for the work including mission status for the Vietnamese congregation. Develop long range plans about such matters as possible church status and the need for additional facilities.
15. Assist Immanuel Baptist Church in its missionary task by teaching missions and by involving English-speaking members in the Vietnamese work.
16. Provide cultural interpretations to the English-speaking congregation as well as the Vietnamese congregation in need.
17. Report the Vietnamese work to the deacons at their regular meetings.

18. Supervise any associate ministers for the Vietnamese congregation.
19. Discover and develop Vietnamese leaders for Christian leadership and services.
20. Keep historical notes of the Vietnamese congregation for further study and church history.
21. Pursue a program of personal and professional growth through individual work and continuing education opportunities.
22. Cooperate with appropriate denominational entities, civic groups, and ecumenical organizations in promoting activities of mutual interest.
23. Accept other responsibilities as assigned by the pastor.

JOB DESCRIPTION  
Church Administrator  
Immanuel Baptist Church  
Nashville, Tennessee

Principal Function

The Church Administrator is responsible to the pastor for managing the work of the church office; overseeing financial records and books; supervising maintenance of the building; serving as a staff resource person for church officers, church program leaders, deacons and committees; and providing administrative and clerical support to the pastor and other ministerial staff.

Responsibilities

1. Provide financial management and reporting for church. Oversee complete bookkeeping system in preparing financial records; provide cost analysis reports; oversee insurance coverage, claims, and worker's compensation; provide billings for building use.
2. Provide data for annual budget planning including projected increases, budget requests from committees, staff, and church program organizations; provide pledging and estimates of giving information; and serve as resource to stewardship committee.
3. Maintain records and make necessary reports of payroll, and employee benefits including medical, life and disability insurance and retirement plans for all participating employees.
4. Delegate, oversee or perform clerical tasks and special projects to insure a smooth workflow in the church office. Maintain church office files and office equipment.
5. Provide resources and services to church officers, church program organization leaders, committees, deacons, and church council.
6. Coordinate work of building staff and others in preparation for meetings and usage of facility; review and process work requests and

items requiring repair with building staff including room arrangements and HVAC requirements for meetings and calendar events-.

7. Supervise maintenance of the building and building personnel, provide for emergency maintenance of equipment, and consult with building committee coordinator and others as needed.

8. Provide supervision for Nursery Coordinator and Parent's Day Out Director.

9. Serve on selected committees per committee manual; serve as secretary to church council and at other meetings including church business meeting in absence of church clerk or treasurer. Provide agendas for stewardship committee, deacons' meeting, business meeting and church council.

10. Provide coordination of church activities and news. Prepare, maintain and coordinate annual and monthly church calendar including wedding and funeral arrangements; coordinate special church meetings and any outside use of building.

11. Maintain church clerk records; provide monthly clerk report for church clerk use at deacons' meeting and business meeting; request and transfer church letters. Prepare Annual Church Profile for Nashville Baptist Association, providing highlights at church annual business meeting in October.

12. Prepare annual corporation report to State of TN. Prepare annual report to Postmaster.

13. Provide administrative support services for pastor and other ministerial staff.

14. Provide administrative support for Vietnamese pastor. Provide complete bookkeeping system and analyses for Vietnamese Mission. Assist in coordinating the work of the Vietnamese Mission.

15. Enlist additional volunteers or workers as needed for church office, building and food service needs in absence of other workers.

16. Pursue a program of personal and professional growth through individual work and continuing education opportunities.

17. Accept other responsibilities as assigned by the pastor.

JOB DESCRIPTION  
Secretaries  
Immanuel Baptist Church  
Nashville, Tennessee

Principal Function

Secretaries are responsible to the Church Administrator for performing general office work.

Responsibilities

1. Answer telephone and receive visitors.
2. Sort and route incoming mail.
3. Take reservations for Wednesday night meal and other special meetings, dinners and trips.
4. Perform stenographic work for the educational staff and type various copy for reproduction.
5. Inventory office supplies and requisition needed supplies.
6. Compile literature orders; check and distribute literature.
7. Assist in notifying committee members and deacons of meeting dates.
8. Prepare envelope sets and new member packets.
9. Publish weekly *Bulletin* and other printed material.
10. Maintain church mailing lists; address and mail weekly church publications; assist with all other mailings.
11. Maintain master church membership and various organizational records and files; compile and type records as requested.

12. Post offerings to individual accounts, file envelopes and type quarterly records of contributions.
13. Copy and distribute weekly *Informer* on Wednesday night; collect fee for Wednesday night meal.
14. Pursue a program of personal and professional growth through individual work and continuing education opportunities.
15. Accept other responsibilities as assigned by the Church Administrator.

JOB DESCRIPTION  
Organist  
Immanuel Baptist Church  
Nashville, Tennessee

Principal Function

The organist is responsible to the minister of music for serving as organist of the church and assisting in the music ministry of the church.

Responsibilities

1. Play for all services of the church, both regular and special, including Wednesday evening activities.
2. Serve as accompanist for the church choir, soloists, and other ensembles as required.
3. Play for weddings and funerals, as requested and serve as resource person in planning such services.
4. Assist in planning worship services, choir rehearsals, and special music events.
5. Maintain a regular schedule of organ practice and professional development.
6. Serve as consultant in matters related to the maintenance and repair of the organ and pianos.
7. Accept other responsibilities as assigned by the Minister of Music.

JOB DESCRIPTION  
Pianist  
Immanuel Baptist Church  
Nashville, Tennessee

Principal Function

The pianist is responsible to the Minister of Music for serving as pianist for the music ministry of the church.

Responsibilities

1. Play for the services of the church, both regular and special, as required.
2. Serve as accompanist for choirs, soloists and ensembles as needed.
3. At the request of the Minister of Music, accompany the adult choir in rehearsal and play the organ for worship services in the absence of the organist.
4. Maintain a regular schedule of piano practice and professional development.
5. Accept other responsibilities as assigned by the minister of music.

JOB DESCRIPTION  
Parents' Day Out Director  
Immanuel Baptist Church  
Nashville, Tennessee

Principal Function

The Parents' Day Out Director will report to the Pastor and will work closely with him, other staff, church leaders and committees to coordinate and provide effective leadership for Parents' Day Out.

Responsibilities

1. Hire, train, provide direction, support and training of teachers and assistants. Provide for background checks on all personnel. Provide for substitute teachers and caregivers to ensure continuity of program.
2. Ensure safety and cleanliness of the facility. Notify appropriate personnel of repair/maintenance needs. Schedule annual special cleaning. Ensure sheets, blankets, mats are laundered and toys are clean and safe.
3. Develop and maintain up-to-date file on each child enrolled, including emergency information and record of current immunization status.
4. Respond to inquiries concerning the program. Recruit, advertise, and promote the program in church publications, website and other media.
5. Revise and distribute faculty and parent handbooks to communicate program policies and procedures. Conduct parent orientation meetings annually. Provide timely notification to parents regarding schedule and health concerns.
6. Provide a Christian nurturing and educational environment consistent with effective teaching practices, which enhance each child's creative, emotional, cognitive, motor, and social development. Provide age-appropriate equipment and supplies for each classroom, making purchases within the approved budget.
7. Collect registration fees and monthly tuition. Maintain accurate bookkeeping records. Make deposits. Provide church with monthly finance statements and information about the program.
8. Submit semi-monthly payroll information; distribute checks.
9. Prepare annual budget. Monitor monthly income and expenses.
10. Develop and maintain program and facilities calendar in coordination with the overall church calendar.

11. Encourage teamwork and mutual support by coordinating activities, policies and procedures with the Sunday School Director, Nursery Coordinator, and Preschool/Children's Committee to assure positive relationships are maintained between the Parents' Day Out and church programs.
12. Perform other duties as needed.

December 2010