

Barnesville Baptist Church Job Descriptions
for Offices Not Defined by the Church Constitution
as of July 2, 2008

(A) Education Committee

The following officers shall serve for a two-year term under the direction of the Education Committee and the Minister of Education:

Sunday School Teacher:

Sunday School teachers and other instructors shall be responsible for teaching biblically-based lessons appropriate to the age and grade level of their students, to secure a substitute teacher for a planned absence no later than one week prior to the planned absence, and to report the weekly class attendance/offering record to the Sunday School Secretary, as well as coordinate the ordering of any literature or materials with the Sunday School Secretary.

Sunday School Superintendent:

The Sunday School Superintendent shall be responsible for promoting and encouraging the success of the Sunday School classes and activities, including, but not limited to: teacher training, curriculum evaluation, and working with teachers to increase enrollment in Sunday School.

Sunday School Secretary:

The Sunday School Secretary shall be responsible for maintaining the Church-wide weekly record of attendance and offerings given in Sunday School classes, and reporting the same at each monthly Business Meeting, as well as coordinating the ordering of any literature or materials for Sunday School classes.

Director of Youth (paid personnel):

The Director of Youth shall be employed under the supervision of the Education Committee. The Director of Youth shall be responsible for ministering to and working with the teenagers who attend this Church, as directed by the Pastor and the Chairman of the Education Committee.

Children's Church Coordinator:

The Children's Church Coordinator shall be responsible for working with the Minister of Education to create a worshipful Church experience for children from 3 years old through 4th grade.

Nursery Coordinator:

The Nursery Coordinator shall be responsible for providing teacher coverage in the Nursery for children from birth to two years of age during Sunday School and Morning Worship.

(B) Finance Committee

The following officers shall serve for a two-year term under the direction of the Finance Committee and Church Treasurer:

Tellers:

The Tellers shall be responsible for counting the weekly offerings from Sunday School, Sunday Worship, and the Benevolence Fund, along with any special offerings, logging the offerings in the teller log book, preparing deposit and teller slips, delivering deposits to the bank, and supplying offering envelopes to the Treasurer for yearly giving statements.

(C) Outreach Committee

The following officers shall serve for a two-year term under the direction of the Outreach Committee:

Fellowship Coordinator:

The Fellowship Coordinator shall be responsible for maintaining the Church kitchen's cleanliness, and the upkeep of cleaning and paperware supplies and food stocks, as well as to organize and oversee Church-wide fellowships and other functions involving the use of the kitchen.

Bereavement Coordinator:

The Bereavement Coordinator shall be responsible for coordinating the efforts of the Church to minister to bereaved persons, including but not necessarily limited to providing meals and cooperating with the Worship Committee on flowers and services, as needed.

(D) Internal Administration Committee

The following officers shall serve for a two-year term under the direction of the Internal Administration Committee:

Head Groundsman:

The Head Groundsman shall be responsible for the long-term planning of upkeep and maintenance needs, as well as to direct the efforts of the groundsmen, monthly church cleaners, and other volunteers to regularly maintain, repair, and clean the Church grounds, buildings, and other properties and assets.

Groundsmen:

Under the direction of the Head Groundsman, the Groundsmen shall provide or secure the labor and supplies needed to maintain, repair, and clean the Church grounds, buildings, and other properties and assets. For jobs beyond the time and capacity of the Groundsmen, they may entertain and evaluate bids from outside contractors.

Church Custodian (paid personnel):

The Church Custodian shall be responsible for cleaning the church on a weekly basis by vacuuming, cleaning the restrooms, removing trash and other similar tasks as directed by the Pastor and the Head Groundsman.

Choir Director (paid personnel):

The Choir Director shall conduct the Choir practices and performances, manage Choir personnel issues, and select music and songs in cooperation with the Pastor. The Choir Director shall also oversee the maintenance and repair of Church instruments.

Musicians (paid personnel):

In cooperation with the Pastor and Choir Director, the Church Musicians shall assist in the selection and performance of music and songs used during Church services, as well as to promptly report maintenance and repair needs of Church instruments used by them to the Choir Director.

Librarian:

The Church Librarian, in cooperation with the Pastor, shall be responsible for organizing and maintaining library resources, and keeping accurate records of borrowed and returned resources.

Historian:

The Church Historian, in cooperation with the Pastor, shall be responsible for providing for the preservation and storage of Church archives, records, and documents.

Webmaster:

The Church Webmaster, in cooperation with the Pastor, shall be responsible for maintaining the accounts and services necessary to continue the official church website located at <http://www.barnesvillebaptist.org>, and regularly update the website's content with material that is timely, informative, and presented in a manner and format that is professional and a credit to the Church's reputation and mission. The webmaster shall also assist and advise the Pastor with the maintenance and purchase of Church-owned computer hardware, software and other technological products or issues.

(E) Worship Committee

The following officers shall serve for a two-year term under the direction of the Worship Committee:

Ushers:

The Ushers shall be responsible for greeting and providing bulletins to worshippers, and directing the attention of visitors to the visitor greeting cards in the pews as well as to collect offerings, assist worshippers during inclement weather and those with special access needs, maintain order during service, and supervise parking as needed.