

**Student Educational Leader/Minister**  
***Job Description***  
**Job Title: Educational Minister of Students**

**Reports directly to:** Senior Pastor  
**Reports indirectly to:** Chairman of Deacons

**Measurable Criteria:**

- Willingness to be in agreement, alongside the Senior Pastor, with our church's vision, goals and statement of faith
- Set annual goals related to children and youth programs, including discipleship, service, outreach and personal educational goals.

**General Overview:**

- The Educational Minister of Students at Pleasant Grove Baptist church is expected to possess a strong walk with God through a growing personal relationship with Jesus Christ. He/She must serve as a positive role model to students and to the church. As a student minister, he/she must have the ability to work well with others and possess a servant's heart.

**Job Description:**

1. Set the vision for the children and youth ministry with a plan to carry it out
  - a. Create a Biblical purpose statement for the students including at least these three elements: evangelism, spiritual growth (which includes fellowship, worship and Biblical teaching), and student leadership
  - b. Teach the vision and purpose statement to involve all volunteers, staff, and student leaders (Sunday school teachers, committee members, etc)
2. Develop and lead programs according to the vision and purpose of the student ministry
  - c. Create outreach programs, activities and events (evangelism) geared towards students
  - d. Plan spiritual growth programs, activities and events that include opportunities for students to worship, fellowship with each other, learn Biblical truths and apply them to their lives (spiritual growth)
  - e. Plan programs, activities or events, developing students who want to reach out and serve others, impacting them with the love of Christ (student leadership)
3. Coordinate with the Children and Youth Committees to implement and evaluate a balanced student ministry program.
  - f. Recruit and train committee members
  - g. Meet regularly with children and youth committees
  - h. Request feedback from committee members related to the children and youth programs
4. Build and maintain relationships with students both church and unchurched
  - Provide Biblical discipleship to students weekly
  - Encourage unchurched students to be a part of events
  - Seek out opportunities to fellowship with students on campus, at sports events, or in the community

5. Build and maintain quality relationships with parents
  - Clearly share your vision with parents so they understand the purpose of the youth ministry
  - Create avenues of consistent contact with parents (regular e-newsletters, annual parent meetings, etc.)
  - Send phone tree messages to students' families informing them of upcoming events
6. Network with other student ministers in the community
  - Meet with other student leaders in the community, encouraging each other, sharing ideas and experiences and praying for the community
  - Program or attend area events with other youth ministries annually
7. Set and oversee the student ministry budget
  - Prepare and monitor a reasonable budget that reflects the vision of the student ministry
8. Involve students in the ministry of the church as a whole, supporting and participating in the church's vision, worship services, and activities
9. Attend all church staff meeting
10. Under the direction of the Senior Pastor, provide a report of your goals, accomplishments, prayers and praises
11. Meet with the personal committee annually to be evaluated based on annual goals set the previous year.
12. Further education within a reasonable time frame, as needed or required under the guidance of the Senior Pastor.

## **Associate Pastor of Students, and Young Adults**

- I. Purpose:** The Associate Pastor of Students, and Young Adults is responsible for leading the Student Ministry (grades 6 through 12) and Young Adult Ministry (18-30).
- II. Lines of Accountability:** Under the Lord, the Associate Pastor of Students, Young Adults, and Education will be responsible to the Senior Pastor with regard to overall direction and mission as well as the day-to-day matters related to the carrying out of his ministry. He will also work alongside the other church staff in order to accomplish the mission and vision of the church.
- III. Ministry Responsibilities:**
- 1. Pastoral Ministry:**
    - Be available to preach in place of the Senior Pastor when needed.
    - Conduct weddings and funerals as requested.
    - Assist in hospital visitation and bereavement visits.
    - Serve as needed among various committees and leadership teams in the church.
  - 2. Student Ministry (grades 6-12):**
    - Plan, organize, and implement all Student Ministry programs. This should include (but not be limited to) Sunday morning and Wednesday night.
    - Oversee the discipleship and mentoring relationships for the students.
    - Plan, organize, and implement all special events for the students (summer camp, mission trips, youth events, etc.).
    - Seek to reach area students evangelistically with the gospel.
  - 3. Young Adult Ministry:**
    - Plan, organize, and implement all ministry programs. This should include (but not be limited to) Sunday morning and Wednesday night.
    - Oversee the discipleship and mentoring relationships for this group.
    - Plan, organize, and implement all special events for this age group.
    - Seek to reach area college students and young adults evangelistically with the gospel.

# Pleasant Grove Baptist Church

## Position Description

**Job Title:** Ministerial Intern  
**Position Status:** Part-time (Paid)  
**Hours:** Twenty Hours per week

### Ministry Purpose:

To proclaim the gospel of Jesus Christ, to teach the Biblical revelations, to implement planning the administrative aspects of Ministry and services to the church and community.

### Service Relationships:

The Ministerial Intern is under the direction and supervision of the Senior Pastor. The Associate Pastor will serve as a mentor.

### Requirements:

The Ministerial Intern will be a follower of Jesus Christ who has completed no less than one year of college or university education. The Intern will be a person of good character with a commitment to hard work and lifelong learning.

### Primary Functions:

#### 1. Youth:

- a. Provide Pastoral Ministry to youth and their parents in collaboration with the Associate Pastor.
- b. Plan and organize weekly discipleship programs as assigned.
- c. Attend and lead youth Sunday School in coordination with Sunday School teachers.
- d. Attend Youth summer camp with responsibilities in leading church group devotions/ Bible study and supervision of attendees.

#### 2. Children

- a. Provide Pastoral Ministry to children and their parents in collaboration with the Associate Pastor and the Children's Director.
- b. Plan and organize Bible study for children as assigned.
- c. Attend and lead a Children's Sunday School class in coordination with Sunday School teachers.
- d. Attend Kids' Camp with responsibilities in leading church group devotions/Bible study and supervision of attendees.

#### 3. Adult

- a. Provide Pastoral Care for adults in the church in collaboration and alongside the Senior Pastor.
- b. Preach at least one sermon.

#### 4. Other

- a. Meet weekly with church staff for evaluation and mentoring.
- b. Maintain a regular program of study to plan and conduct meaningful services and activities.
- c. Complete required readings assigned by the staff.
- d. Maintain a reflective journal on the experience of serving in the role as Ministerial Intern.

The above statements are intended to describe the general nature and level of work being performed by individuals hired in this position. They are not to be construed as an all-inclusive list of all duties and responsibilities of people so assigned.

Written: February 2018

## **Part Time Children's Director**

**Reports directly to:** Pastor, Associate Pastor, Chairman of Deacons  
**Hours:** 15 - 20 hours per week

### **Qualifications:**

1. Have a growing personal relationship with Jesus Christ
2. Enjoys spending time with children
3. A desire to teach and mentor children

### **Job Duties:**

1. Create outreach events geared toward children
2. Encourage unchurched children to be a part of events
3. Plan spiritual growth activities for children to worship, fellowship with each other, and learn Biblical truths and apply them to their lives
4. Plan activities and events, developing children who want to reach out and serve others
5. Build and maintain quality relationships with parents
6. Communicate consistently with parents
7. Provide a report of accomplishments, prayers, and praises to the Pastor, Associate Pastor, and Chairman of Deacons
8. Work with Children's Committee

### **Other General Expectations Include:**

1. Should be conscious of need for confidentiality
2. Should exercise discernment and wise judgment
3. Should be a person who gives attention to detail
4. Should be a self-starter
5. Maintain personal spiritual development through Bible reading, prayer, and Christian community

# PLEASANT GROVE BAPTIST CHURCH

## *Part-Time Music Director*

### Agreement

This agreement is entered into between \_\_\_\_\_ and Pleasant Grove Baptist Church (hereinafter known as "Church"), and is representative for work to be performed as part of the ministry of the Church. Date: \_\_\_\_\_

The duration of this agreement is from \_\_\_\_\_ to \_\_\_\_\_, hereinafter known as "Agreement Period".

This agreement contains a probationary period of ninety (90) days. At the end of the ninety (90) days probationary period, the agreement may be extended for the remainder of the agreement period, provided that both parties agree. At any time during the agreement, should either party decide against completing the full agreement, the agreement will terminate with 30 days notice from either party without bias against either party.

RESPONSIBLE TO: Directly – Pastor  
Indirectly – Personnel Committee

#### RESPONSIBILITIES:

1. Maintain personal devotions and growing relationship with Christ.
2. Under the leadership of the pastor, communicate with all staff members in a Christ-like manner for the good of the church. Attend regular staff and planning meetings.
3. Direct the planning, rehearsing, and conducting of the Adult Choir.
4. Coordinate and lead congregational singing for Sunday morning, special services, and Sunday and Wednesday evening (when requested).
5. Coordinate special music for regular Sunday morning worship services (and Sunday and Wednesday evenings when requested).
6. Plan congregational, choral, and special music for special services (revival, Christmas Eve, Easter Sunrise, etc.)
7. Coordinate with all age group choirs, ensembles, soloists, instrumentalists, etc., groups (Creative Movement) and musicians to ensure their involvement in all services listed above.
8. Supervise all staff musicians and volunteers.
9. Order all music and supplies for music ministry.
10. Supervise the maintenance of the music library and equipment.
11. Coordinate with sound technicians in preparation for all services.
12. Coordinate musicians for weddings and funerals and personally assist when requested (and available).
13. Keep informed on current music methods, materials, principles, and administration utilizing them as appropriate.
14. Engage in program of continuing education (workshops, seminars, etc.) to strengthen musical and leadership skills.
15. Prepare and administer music and related budgets.
16. Continually monitor changes in the copyright laws and be responsible for assuring Church's compliance with all laws.

Compensation (paid monthly) shall be set annually by the Personnel Committee upon approval of the Church. A conference expense account is available for conference expenses, and other ministry-related expenses will be reimbursed according to the Personnel Policy.

This schedule is based on 50 weeks annually. The Music Director is responsible to inform the pastor (at least one week in advance) of planned absence and to make arrangements for substitute (Music Director will be responsible for substitute's compensation). In the absence of the Director of Music, persons who fill-in will be compensated one-half of the weekly salary.

Compensation per agreement is \$ \_\_\_\_\_ annually.

This agreement represents the entire agreement between the parties. No verbal agreements, condition, or representations are valid unless appearing on all copies. Any modifications hereof must be in writing and acknowledged by all concerned parties.

This agreement is to be governed by the laws of the State of North Carolina and is binding upon the heirs, personal representatives, successors, and assigns of the parties.

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Signature

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Signature of Church Representative

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Signature of Church Representative

# PLEASANT GROVE BAPTIST CHURCH

## *Interim Music Director*

### Agreement

This agreement is entered into between \_\_\_\_\_ and Pleasant Grove Baptist Church (hereinafter known as “Church”), and is representative for work to be performed as part of the ministry of the Church. Date: \_\_\_\_\_

The duration of this agreement is from \_\_\_\_\_ to \_\_\_\_\_, hereinafter known as “Agreement Period”.

This agreement contains a probationary period of ninety (90) days. At the end of the ninety (90) days probationary period, the agreement may be extended for the remainder of the agreement period, provided that both parties agree. At any time during the agreement, should either party decide against completing the full agreement, the agreement will terminate with 30 days notice, from either party without bias against either party, or shall terminate upon the Church hiring a full-time Worship Leader.

RESPONSIBLE TO: Directly – Pastor  
Indirectly – Personnel Committee

#### RESPONSIBILITIES:

1. Maintain personal devotions and growing relationship with Christ.
2. Under the leadership of the pastor, communicate with all staff members in a Christ-like manner for the good of the church. Attend regular staff and planning meetings.
3. Direct the planning, rehearsing, and conducting of the Adult Choir and continuing the Handbell Program as needed.
4. Coordinate and lead congregational singing for Sunday morning, special services, and Sunday and Wednesday evenings (when requested).
5. Coordinate special music for regular Sunday morning worship services (and Sunday and Wednesday evenings when requested).
6. Plan congregational, choral, and special music for special services (revival, Christmas Eve, Easter Sunrise, etc.)
7. Coordinate with all age group choirs, ensembles, soloists, instrumentalists, etc., groups (Creative Movement) and musicians to ensure their involvement in all services listed above.
8. Supervise all staff musicians and volunteers.
9. Order all music and supplies for music ministry.
10. Supervise the maintenance of the music library and equipment.
11. Coordinate with sound technicians in preparation for all services.
12. Coordinate musicians for weddings and funerals and personally assist when requested (and available).
13. Keep informed on current music methods, materials, principles, and administration utilizing them as appropriate.
14. Engage in program of continuing education (workshops, seminars, etc.) to strengthen musical and leadership skills.
15. Prepare and administer music and related budgets.
16. Continually monitor changes in the copyright laws and be responsible for assuring Church’s compliance with all laws.

Compensation (paid monthly) shall be set annually by the Personnel Committee upon approval of the Church. A conference expense account is available for conference expenses, and other ministry-related expenses will be reimbursed according to the Personnel Policy.



This schedule is based on 50 weeks annually. The Music Director is responsible to inform the pastor (at least one week in advance) of planned absence and to make arrangements for substitute (Music Director will be responsible for substitute's compensation). In the absence of the Director of Music, persons who fill-in will be compensated one-half of the weekly salary.

Compensation per agreement is \$\_\_\_\_\_ annually.

This agreement represents the entire agreement between the parties. No verbal agreements, condition, or representations are valid unless appearing on all copies. Any modifications hereof must be in writing and acknowledged by all concerned parties.

This agreement is to be governed by the laws of the State of North Carolina and is binding upon the heirs, personal representatives, successors, and assigns of the parties.

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Signature

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Signature of Church Representative

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Signature of Church Representative

# PLEASANT GROVE BAPTIST CHURCH

## *Part-Time Pianist / Organist*

### Job Description

This agreement is entered into between \_\_\_\_\_ and Pleasant Grove Baptist Church (hereinafter known as "Church"), and is representative for work to be performed as part of the ministry of the Church.

Date: \_\_\_\_\_

The duration of this agreement is from \_\_\_\_\_ to \_\_\_\_\_, hereinafter known as "Agreement Period."

This agreement contains a probationary period of ninety (90) days. At the end of the ninety (90) days probationary period, the agreement may be extended for the remainder of the agreement period, provided that both parties agree. At any time during the agreement, should either party decide against completing the full agreement, the agreement will terminate with 30 days notice from either party without bias against either party.

#### RESPONSIBLE TO:

Directly – Pastor

Indirectly – Personnel Committee

#### RESPONSIBILITIES:

1. Maintain personal devotions and growing relationship with Christ.
2. Under the leadership of the Pastor and Music Director, communicate and work with all staff members in a Christ-like manner for the good of the church. Attend planning meetings as requested.
3. Play for rehearsals and services as outlined below:
4. Play for special services: Revivals, Christmas Eve, Easter Sunrise, etc., and special presentations (Cantata, etc.) as assigned.
5. Assist in weddings and funerals when requested (and available).

#### PIANO:

Sunday Morning: Prelude, offertory, duets with organ, choir special, and accompany ensembles, groups, and soloists as requested, postlude.

Evening Services: Congregational singing and others as planning requires.

Wednesday Evening: Prelude, congregational singing as requested, Choir practice.

#### ORGAN:

Sunday Morning: Prelude, offertory, duets with piano as requested, choir special, and accompany ensembles, groups, and soloists as requested, postlude.

Wednesday Evening: Choir practice

Compensation (paid monthly) shall be set annually by the Personnel Committee upon approval of the Church. A conference expense account is available for conference expenses, and other ministry-related expenses will be reimbursed according to the Personnel Policy.

This schedule is based on 50 weeks annually. The Music Director is responsible to inform the pastor (at least one week in advance) of planned absence and to make arrangements for substitute (Music Director will be responsible for substitute's compensation). In the absence of a musician, persons who fill-in will be compensated one-half of the weekly salary.

Compensation per agreement is \$ \_\_\_\_\_ annually.

This agreement represents the entire agreement between the parties. No verbal agreements, condition, or representations are valid unless appearing on all copies. Any modifications hereof must be in writing and acknowledged by all concerned parties.

This agreement is to be governed by the laws of the State of North Carolina and is binding upon the heirs, personal representatives, successors, and assigns of the parties.

\_\_\_\_\_  
Signature

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Signature of Church Representative

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Signature of Church Representative

PLEASANT GROVE BAPTIST CHURCH

Part-Time Caretaker

Job Description

This agreement is entered into between \_\_\_\_\_ and Pleasant Grove Baptist Church (hereinafter known as "Church"), and is representative for work to be performed as part of the ministry of the Church. Date: \_\_\_\_\_

The duration of this agreement is from \_\_\_\_\_ to \_\_\_\_\_, hereinafter known as "Agreement Period".

This agreement contains a probationary period of ninety (90) days. At the end of the ninety (90) days probationary period, the agreement may be extended for the remainder of the agreement period, provided that both parties agree. At any time during the agreement, should either party decide against completing the full agreement, the agreement will terminate with 30 days notice from either party without bias against either party.

RESPONSIBLE TO: Directly – Pastor  
Indirectly – Personnel Committee

RESPONSIBILITIES:

The Caretaker carries all the keys to the RA Hut and the church building and is responsible for these duties:

- 1. Turn on heat or air for the church services and events of the congregation. This includes turning on heat or air in the R.A. Hut for Sunday school services. Maintain safe heating and cooling during times when the buildings are not being used.
- 2. Remove the paper trash, such as discarded bulletins, after church services.
- 3. Sweep or blow away leaves and litter from the front porch and side area before services, if needed.
- 4. Turn on needed lights and unlock doors before church services and activities. Turn off all lights and lock all doors after these activities.
- 5. Fill the baptistery for baptisms. Monitor the temperature of the water to assure safety. The Pastor will notify the Caretaker with dates and times for baptisms. After the baptism service, the Caretaker will empty the baptistery and mop out the area.
- 6. Move, and/or oversee the move of the pulpit furniture out of the Sanctuary for weddings, funerals, or special events. The necessity of having the Caretaker oversee this move is to prevent damage to furniture and doorways by someone who is unfamiliar with the process.
- 7. Monitor the oil in the fuel tanks and order as needed.

Compensation (paid monthly) shall be set annually by the Personnel Committee upon approval of the Church. This schedule is based on 52 weeks annually. The Caretaker is responsible to inform the pastor (at least one week in advance) of planned absence and to make arrangements for a substitute caretaker.

Compensation per agreement is \$\_\_\_\_\_ annually.

This agreement represents the entire agreement between the parties. No verbal agreements, condition, or representations are valid unless appearing on all copies. Any modifications hereof must be in writing and acknowledged by all concerned parties.

This agreement is to be governed by the laws of the State of North Carolina and is binding upon the heirs, personal representatives, successors, and assigns of the parties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Church Representative

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Signature of Church Representative

# **Pleasant Grove Baptist Church Secretary**

## ***Job Description***

**Job Title:** Church Secretary

**Reports to:** Senior Pastor

### **General Overview:**

- The church secretary's responsibilities will include many diverse activities performed for various people but he/she will be accountable to the Senior Pastor. The Church Secretary will provide clerical support to the Senior Pastor, and others within the church, but priorities will be determined based on needs, timing and discussions with the Senior Pastor.
- The church secretary will work between 35-40 hours per week with an unpaid lunch period (30 minutes to one hour) each day. Holiday and vacation time are in accordance with the personnel manual.
- The church secretary must possess a willingness to work, alongside the Senior Pastor, in agreement with our church's vision, goals and statement of faith. He/she represents Pleasant Grove Baptist Church and must have the ability to communicate well and exhibit strong verbal and written skills.
- The church secretary will be evaluated by the Senior Pastor, and will meet with the personnel committee annually. Based on annual evaluations, the personnel committee will make recommendations to the Stewardship Committee about pay increases each year.

### **Job Description**

#### 1. A friendly disposition

- The church secretary must possess the quality of working well with people.
- He/She must pleasantly greet visitors and church members who come into the church office.
- He/She must answer the phone with excellent phone etiquette, in a professional manner.

#### 2. Maintain the Church Calendar, Flower Calendar, and Activities Board

The church calendar is an important tool for Pleasant Grove Baptist Church. The calendar allows the church to coordinate activities and meetings that occur in the life of our church. No date is to be marked on the church calendar except by the Church Secretary or Senior Pastor.

- Aid church members and non church members in reserving dates on the church calendar.
- Explain proper procedures regarding reservations of church facilities (i.e., if someone reserves a church facility, explain proper procedures for use of the building including heat/air, clean-up procedures and lock-up procedures).
- Responsible for making sure all guidelines, for usage of church facilities, are followed in accordance with the policy manual.
- Keep track of facility reservation forms and collect fees for usage of facilities.

The Flower Calendar will be used to reserve a date for providing flowers in the church sanctuary in honor or memory of a certain individual or event. No flower reservation can be made without completing a reservation form from the Church Secretary.

- Maintain and post a flower calendar.
- Provide a reservation sheet that allows families to provide information to print in the church bulletin and newsletter.
- Reserve Mother's Day and Father's Day for special church-provided flowers.

### 3. Maintain Activities Board

- Document important church-wide activities (The Lord's Supper, special offerings, baptisms etc.) on the Activities Board
- Post the Activities Board outside the church office

### 4. Office Management

- Responsible for updating and maintaining the files in the church office.
- Purchase, organize and maintain office supplies.
- Maintain postage stamp usage.
- Maintain office equipment (including copier, fax, computer).
- Maintain church calendars.

### 5. Order Church Supplies

- Responsible for ordering supplies needed for the church.
- Will work with all church committees to order correct numbers of supplies.

### 6. Correspondence

- Responsible for collecting all mail for the church and dispersing it to the appropriate individuals.
- Type and proof all official correspondences (bulletins, newsletter etc.).

#### ○ Bulletins

- Create and make appropriate numbers of copies of the Sunday bulletin (and any special bulletins).
- Make all bulletins available to the congregation (including all Sunday School classes, choir and the ushers) prior to the worship service.
- Include all music information given from the Music Director in the bulletin.
- Flower information will come from the Flower Calendar and reservation sheets.
- The Senior Pastor (or in his absence, the Chairman of Deacons) must approve any name included on the prayer list.

#### ○ Newsletter

- Document all valid items to be printed in each newsletter (birthdays, prayer list, special upcoming events, births, committee announcements etc.).
- Create a newsletter submission form for church members to complete.
- Create and make appropriate numbers of copies of the monthly newsletter.
  - Maintain appropriate email addresses for members who want their newsletter emailed to them.
  - Email/mail newsletters so they arrive to the families prior to the first day of the upcoming month.

#### ○ Phone Tree

- Upon the death of any member of PGBC, the Church Secretary is responsible for sending out a phone tree message to inform all church members of this death. The phone tree message should include any arrangements that have been made regarding the death of the church member.
- Maintain phone tree contact list.

## 7. Finances

- The church secretary will work with the church treasurer to assure all necessary checks are written and distributed in a timely fashion.
- The church secretary must not submit a check over the amount of \$200.00 without prior approval from the church treasurer.
- Manage payroll for all employees in accordance with the budget.
- Submit checks to benefit manager for all full-time employees.
- Manage taxes for Pleasant Grove Baptist Church and its employees.
- Manage all bank accounts.
- Prepare financial reports
- Balance bank statements
- Prepare all records for annual audit
- Record and maintain all contribution information and records. This information is to be kept in strict confidence.
- Prepare contribution receipts and distribute in January of each year.

## 8. Committee Involvement

- He/She will be a member of Church Council.
- He/She will attend all Church Council meetings and serve as Secretary of the Church Council.
- He/She will attend stewardship committee meetings when requested by the committee chair.

## 9. Church Clerk

- Attend all church business meetings.
- In the case of an absence from a church business meeting, the clerk is to notify the Senior Pastor and the assistant church clerk.
- Keep track of member letter transfers and additions for church membership.
- Record the minutes of all business meetings and post the minutes in the newsletter.
- Keep all church minutes neatly organized.