

# CHURCH POLICY MANUAL

## INTRODUCTION:

### WELCOME TO MILFORD ASSEMBLY OF GOD CHURCH

THE SENIOR PASTOR AND THE BOARD OF DIRECTORS WOULD LIKE TO WELCOME YOU ON BEHALF OF THE STAFF AND CONGREGATION. WE ARE EXCITED THAT GOD HAS LED YOU TO BE A PART OF MILFORD ASSEMBLY OF GOD. WE HOPE YOU WILL BE WITH US FOR MANY YEARS.

IN ORDER FOR US TO HAVE A FRUITFUL MINISTRY, THE ADMINISTRATIVE STAFF AND LEADERS OF THIS CHURCH MUST ADHERE TO SPECIFIC GUIDELINES, POLICIES AND PROCEDURES. ON THE FOLLOWING PAGES THESE POLICIES HAVE BEEN OUTLINED FOR YOU. THIS INFORMATION WILL ASSIST YOU DURING YOUR EMPLOYMENT HERE. PLEASE READ THE ENTIRE MANUAL CAREFULLY AND IF THERE ARE ANY QUESTIONS, DO NOT HESITATE TO CONTACT YOUR SUPERVISOR. WE ENCOURAGE YOU TO REFER TO THIS MANUAL OFTEN TO REFRESH YOUR MEMORY OF THE POLICIES. AFTER READING, THERE IS A STATEMENT ON THE LAST PAGE THAT YOU MUST SIGN STATING YOU HAVE READ THIS MANUAL. THIS SIGNED STATEMENT MUST BE RETURNED TO YOUR SUPERVISOR.

WHEN GOD SAW THIS PROPERTY WE CALL MILFORD ASSEMBLY OF GOD IN DECADES PAST, HE KNEW WE ALL WOULD BE HERE ON THIS DATE WORKING AND DOING BUSINESS FOR HIM.

THERE ARE A FEW THINGS WE WOULD LIKE TO SHARE WITH YOU THAT MAKES FOR A HEALTHY AND GROWING CHURCH.

1. REMEMBER WE ARE A TEAM.
2. SPEAK WITH ONE VOICE.
  - A. ALWAYS BE CAREFUL TO KNOW WHERE YOU STAND BEFORE YOU RESPOND OR SPEAK TO ANOTHER PARISHIONER.
  - B. STAY CLOSE.
3. STAY BUSY.
  - A. BE CAREFUL HOW CLOSE (CHUMMY) YOU GET TO THE PEOPLE IN THE CONGREGATION.
  - B. KEEP THEIR RESPECT.
  - C. MAINTAIN INTEGRITY AND DIGNITY.
  - D. DON'T FUEL A CONVERSATION DEGRADING ANOTHER MEMBER OF THE ADMINISTRATION, SPOUSE OR FAMILY.
  - E. THE ONLY THING WE HAVE IS TRUST ... WE CANNOT AFFORD TO LOSE ANYONE'S TRUST.
4. WHEN PEOPLE INVITE YOU TO THEIR HOMES, BE CAREFUL HOW YOU BUDDY. DON'T BE TOO CLOSE.
  - A. PEOPLE WILL ACCUSE YOU OF BEING IN A CLIQUE AND BE JEALOUS OF YOU.
  - B. THEY MAY TRY TO MANIPULATE YOU IF YOU GET TOO CLOSE.
  - C. NEVER TALK PROBLEMS TO FRIENDS OR CHURCH PEOPLE.
  - D. AN ADMINISTRATION IS NO STRONGER THAN ITS WEAKEST LINK.
5. DEVELOP LOYALTY BETWEEN ONE ANOTHER.
6. SUPPORT ONE ANOTHER WITH ATTENDANCE, LOVE AND PRAYERS.
7. SHOW RESPECT FOR ONE ANOTHER.
  - A. NEVER CONFRONT ONE ANOTHER PUBLICLY.
  - B. DON'T BE AGGRESSIVE.
  - C. DON'T EMBARRASS ONE ANOTHER.
8. DEVELOP A POSITIVE ATTITUDE. SHOW THAT "CAN DO SPIRIT".
9. BE PROFESSIONAL.
  - A. GOD GIVES DIGNITY WHEN HE CALLS US.
  - B. BE CLEAN, YOURSELF AND YOUR WORK AREA.
10. HAVE A CLEAR VISION. SET A GOAL OR GOALS AND WORK TOWARDS THEM.
11. SERVANTHOOD
  - A. YOU WILL HAVE TO DO MORE WORKING IN THE MINISTRY THAN ANY OTHER TYPE OF JOB. YOU CAN EXPECT MANY HOURS OVERTIME.
  - B. YOU HAVE TO MAKE A SPECIAL EFFORT TO SERVE.
12. PROMPTNESS

- A. BE PUNCTUAL AT WORK AND CHURCH.
  - B. FOR THE STAFF ON THE PLATFORM, PLEASE MEET EARLY IN PASTOR'S LOUNGE.
13. BE CONSERVATIVE. TURN OFF THE EQUIPMENT, LIGHTS, SOUND SYSTEM AND WATER FAUCETS WHEN NOT IN USE.
  14. BE INVOLVED. GET INVOLVED WITH GROUP FUNCTIONS, FUNERALS, WEDDINGS, ETC.
  15. BE MINISTERIAL. HAVE DIGNITY AND INTEGRITY. REMEMBER, THE REAL "SELF" COMES OUT UNDER PRESSURE. GOOD PLANNING BRINGS STABILITY. MOOD SWINGS WILL WORK AGAINST A GOOD STABLE ENVIRONMENT.
  16. REALLY WORSHIP IN CHURCH. YOU CAN SET A MOOD AND A PRECEDENCE.
  17. HAVE DAILY DEVOTIONS WITH YOUR FAMILY.
  18. BE CONSCIENTIOUS OUTSIDE OF CHURCH AS WELL AS INSIDE. DON'T BE WATCHING "R" RATED MOVIES.

THE CHURCH AND THE PEOPLE WHO WORK IN THE MINISTRY SHOULD BE WHERE GOD'S LOVE IS FELT. CHURCH SHOULD BE A PLACE OF PEACE. THE ADMINISTRATION SHOULD ALWAYS GET ALONG IN HARMONY. HAPPY LEADERS PRODUCE HAPPY FOLLOWERS.

### **INTRODUCTION - POLICY STATEMENT**

THIS MANUAL CONTAINS STATEMENTS OF PERSONNEL POLICIES AND PROCEDURES TO BE FOLLOWED BY ALL STAFF MEMBERS OF MILFORD ASSEMBLY OF GOD. IT IS THE PURPOSE OF THIS POLICY HANDBOOK TO SERVE AS A WORKING GUIDE FOR ALL MINISTERS, SUPERVISORS, AND DEPARTMENT HEADS IN THE DAY-TO-DAY ADMINISTRATION OF OUR CHURCH. THESE WRITTEN POLICIES SHOULD INCREASE UNDERSTANDING, ELIMINATE THE NEED FOR PERSONAL DECISIONS ON MATTERS OF CHURCH WIDE POLICY AND HELP TO ENSURE UNIFORMITY THROUGHOUT ALL THE MINISTRIES.

SHOULD YOU HAVE ANY QUESTIONS AS TO THE INTERPRETATION OR UNDERSTANDING OF ANY POLICY, PLEASE CHECK WITH YOUR IMMEDIATE PASTOR. AS WE ALL WORK TOGETHER, IT IS MOST IMPORTANT THAT WE CONTINUE TO HAVE A FULL AND COMPLETE UNDERSTANDING OF ALL PERSONNEL POLICIES AND PRACTICES.

THIS POLICY MANUAL WILL BE DISTRIBUTED TO ALL MEMBERS OF THE STAFF.

### **PRINCIPLES OF OPERATION**

YOUR MOST VALUABLE ASSET IS YOUR TIME. UPON ACCEPTING EMPLOYMENT WITH US IT IS UNDERSTOOD THAT EMPLOYEES HAVE RENTED THAT ASSET TO US. WHILE BEING HIRED FOR A SPECIFIC JOB DESCRIPTION; IT IS RECOGNIZED AND ACCEPTED THAT WE HAVE RENTED YOUR TIME AND YOU WILL BE RESPONSIBLE TO DO WITH IT AS REQUESTED WITH A POSITIVE ATTITUDE, WHETHER COVERED BY A JOB DESCRIPTION OR NOT. FAIR WAGES ARE IMPORTANT AND WILL BE AGREED UPON BEFORE HIRING.

WORK ASSIGNMENTS WILL BE MADE ACCORDING TO POSITION, CAPABILITY AND INTEREST RESULTING IN THE RIGHT PEOPLE DOING THE RIGHT JOB. EVERY EFFORT WILL BE MADE TO SELECT AND PLACE EACH EMPLOYEE SO THAT THEY WILL BE PHYSICALLY, MENTALLY, SOCIALLY AND TEMPERAMENTALLY SUITED TO DO THE JOB THEY ARE EXPECTED TO DO.

AN ATMOSPHERE OF ACCEPTANCE IS A DESIRED NECESSITY IF WE ARE TO OPERATE EFFICIENTLY. THIS ACCEPTANCE IS EXTENDED TO THE EMPLOYEE UPON HIRING. MINIMAL INTERRUPTIONS OF OTHER'S WORK ARE VITAL FOR THE EFFICIENT, PRODUCTIVE FUNCTION OF THE OFFICE.

WE MUST ALL WORK AND ABIDE BY THE GOLDEN RULE: BE CONSIDERATE AND COOPERATIVE WITH ALL OTHERS, SHARING A COMMON INTEREST IN THE DEVELOPMENT OF THE CHURCH.

REWARDS ARE EARNED, NOT GIVEN. RAISES OR BONUSES ARE NOT GIVEN; THEY ARE EARNED BY THE QUANTITY AND QUALITY OF WORK. REASONABLE SECURITY AND THE POSSIBILITY FOR ADVANCEMENT WILL BE PROVIDED.

EMPLOYEES ARE REPRESENTATIVES OF THE CHURCH AND, THEREFORE, SHOULD REFLECT THE HIGHEST CHRISTIAN QUALITIES AT ALL TIMES. CARE SHOULD BE TAKEN THAT EMPLOYEES ARE ON THEIR BEST BEHAVIOR AT CHURCH, BUT SHOULD ALSO BE AWARE OF THE SIGNIFICANCE OF THEIR CASUAL, UNPLANNED CONTACTS AWAY FROM THE CHURCH.

## **THE PHILOSOPHY OF MILFORD ASSEMBLY OF GOD**

MILFORD ASSEMBLY OF GOD IS A CONGREGATION OF PEOPLE OF LIKE PRECIOUS FAITH IN THE LORD JESUS CHRIST.

THE PURPOSE OF MILFORD ASSEMBLY OF GOD IS THREE-FOLD:

- (1) MINISTRY TO GOD - AS WE COME TOGETHER WE ENTER INTO HIS COURTS WITH SINGING, WITH PRAISE, AND WITH WORSHIP. EVERYTHING THAT IS DONE IN PRIVATE HOMES, ON THE JOB, AT SCHOOL, IN TRANSIT OR IN THE SANCTUARY, INDIVIDUALLY OR COLLECTIVELY, IS TO HONOR THE LORD JESUS CHRIST BY THE HOLY SPIRIT, TO THE GLORY OF GOD THE FATHER.
- (2) MINISTRY TO SAINTS - TO EDIFY, TO COMFORT, TO EXHORT, TO REPROVE WITH LOVE, AND TO ENCOURAGE IS THE GOAL OF THE CHURCH IN ITS RELATIONSHIPS WITH THE FAMILY OF GOD. NO DISTINCTION IS TO BE MADE BETWEEN THE RICH AND POOR, EDUCATED OR THE UNEDUCATED, MIGHTY OR WEAK. EMPHASIS ON DENOMINATIONAL LINES WILL BE MINIMIZED. OUR SERVICES WILL HAVE GREAT EMPHASIS ON PREACHING THE WORD AND RELIANCE ON THE HOLY SPIRIT FOR THE HEALING OF THE WHOLE PERSON.
- (3) MINISTRY TO SINNERS - EVANGELISM SHOULD PERMEATE THE WHOLE ORGANIZATIONAL NETWORK AND BE A CONTINUOUS EMPHASIS OF THE CHURCH. ALTAR CALLS AND APPEALS SHOULD BE MADE TO MEN AND WOMEN, BOYS AND GIRLS, TO FLEE FROM WRATH AND TO COME AND DRAW NEAR TO THE WAITING ARMS OF JESUS. THE CHURCH SHOULD RING OUT WITH THE CRIES AND THE LAUGHTER OF NEW-BORN CHILDREN OF GOD. THE CHURCH SHOULD PROVIDE FOR THEIR EDUCATION IN THE CHRISTIAN WALK AND IN THE HOLY SPIRIT SO THEY CAN DEVELOP COMPLETE MATURITY IN GOD.

THE CHURCH SHOULD BE THE MOST DELIGHTFUL PLACE A CHRISTIAN COULD CONCEIVE OF ON EARTH ... A PLACE OF GREAT POWER, GREAT GRACE, GREAT FEAR, GREAT COMPANY, GREAT WONDERS, GREAT MIRACLES, GREAT PERSECUTIONS, AND GREAT JOY! (ACTS 4:33; 5:5,11; 6:7,8; 8:1,8; 15:3)

## LEADERSHIP

### PASTORAL CARE

IT IS EXPECTED THAT ALL PASTOR, INCLUDING THE SENIOR PASTOR OF MILFORD ASSEMBLY OF GOD, WILL FEEL THE BURDEN AND RESPONSIBILITY OF BEING A SHEPHERD OF THE FLOCK UNDER JESUS CHRIST. AS ELDERS, BLAMELESS IN CHRISTIAN CHARACTER, THEY WILL GIVE OVERSIGHT AND BE EXAMPLES FOR THE MEMBERS OF THE CONGREGATION. IN PREACHING, TEACHING, RULING, AND MINISTERING IN COUNSELING AND PRAYER, THEY WILL KEEP THE SPOTLIGHT ON THE LORD JESUS CHRIST WITH A DUAL EMPHASIS ON THE WORD OF GOD AND THE HOLY SPIRIT.

ALL PASTORS ARE EXPECTED TO LEAD THE WAY IN ATTENDANCE AT ALL REGULAR SERVICES OF THE CHURCH AS WELL AS TAKE CARE OF THEIR OWN PARTICULAR MINISTRIES. THEY WILL BE MEN OF PRAYER, PARTICIPATING IN THE PRAYER MINISTRY OF THE CHURCH. THEY WILL BE ON CALL DAY AND NIGHT FOR EMERGENCIES AND WILL ENSURE THAT THE SECRETARIES KNOW WHERE THEY CAN BE REACHED WITHIN 15 MINUTES TIME.

**THE SENIOR PASTOR**, AS HEAD OF THE CHURCH UNDER JESUS CHRIST, WILL REGULARLY SEEK COUNSEL AND ADVICE OF HIS DIRECTORS AND ELDERS, ON ALL MATTERS REGARDING THE SPIRITUAL, FINANCIAL, AND PRESENT AFFAIRS OF THE CHURCH. THROUGH THE GUIDANCE OF GOD, THESE LEADERS WILL PRAYERFULLY SEEK COMPLETE UNANIMITY ON ALL MAJOR DECISIONS. ALTHOUGH IT IS IMPOSSIBLE TO CALL THESE GROUPS TOGETHER ON EVERY ITEM, THE SENIOR PASTOR WILL ENDEAVOR IN ALL HIS DECISIONS TO REFLECT THE OVERALL CONSENSUS OF HIS DIRECTORS AND ELDERS.

THERE MAY BE EXTREME CIRCUMSTANCES OR EMERGENCY SITUATIONS WHEN THE SENIOR PASTOR WILL MAKE DECISIONS SEPARATE FROM THE DIRECTORS AND ELDERS FOR CONSCIENCE SAKE. ALSO, AS CHAIRMAN OF THE BOARD, THE SENIOR PASTOR MAY NOT ALWAYS KEEP A NEUTRAL POSITION ON ISSUES. SINCE HE IS THE SHEPHERD OF THE FLOCK UNDER JESUS CHRIST, AND BECAUSE OF NECESSITY SPENDS SO MUCH TIME IN PRAYER AND MEDITATION ON MATTERS PERTAINING TO THE LIFE OF THE CHURCH, IT IS EXPECTED THAT HE WILL GIVE GUIDANCE AND STRONG LEADERSHIP IN ALL DISCUSSIONS AND DECISIONS.

PRIVATE CONVERSATIONS WITH INDIVIDUAL DIRECTORS AND ELDERS ON DELICATE ISSUES AND CONFIDENTIAL MATTERS WHICH SHOULD INVOLVE ALL DIRECTORS AND ELDERS SHALL BE AVOIDED BY THE SENIOR PASTOR.

THE SENIOR PASTOR WILL GO OUT OF HIS WAY TO SUPPORT THE MINISTRY OF HIS STAFF AND DEPARTMENT HEADS, PROTECTING THEM FROM UNDUE CRITICISM EVEN WHEN THEY MAKE WRONG DECISIONS. HOWEVER, HE WILL NOT WITHHOLD INFORMATION FROM THE DIRECTORS AND ELDERS WHEN THE INCIDENTS HAVE NOT BEEN PROPERLY CORRECTED OR WHEN THERE MAY BE OPPORTUNITIES FOR SERIOUS REPERCUSSIONS THAT WOULD AFFECT THE LIFE AND WELL-BEING OF THE CHURCH.

**THE SENIOR PASTOR'S WIFE** THE PASTOR'S WIFE IS THE FIRST LADY OF THE CHURCH. SHE IS NOT EXPECTED TO BE INVOLVED IN ANY ADMINISTRATIVE AFFAIRS OF THE CHURCH EXCEPT WHEN ASSIGNED BY THE PASTOR. HER MAIN MINISTRY IS HER HUSBAND AND FAMILY. AS HER TALENTS WARRANT AND HER TIME PERMITS, THE PASTOR'S WIFE WILL HAVE MINISTRY IN THE CHURCH. SHE WILL NOT ONLY SUPPORT THE CONGREGATION WITH HER ATTENDANCE AT THE REGULAR SERVICES, BUT SHE WILL ALSO BE AVAILABLE FOR COUNSELING FROM TIME TO TIME AS THE LORD DIRECTS. REQUESTS TO THE CHURCH STAFF OR REQUISITIONS FROM THE CHURCH BY HER WILL BE CHANNLED THROUGH THE PASTOR. WHEN AN OCCASIONAL NEGATIVE REPORT COMES TO THE PASTOR'S WIFE AS REGARDS THE ACTIONS OF THE MEMBERS OF THE STAFF OR THE CONGREGATION, SHE WILL REPORT IT TO THE PASTOR, BEING CAUTIOUS TO STAY OBJECTIVE WITH THE PERSON MAKING THE REPORT. THE PASTOR'S WIFE WILL BE AN EXAMPLE OF A NOBLE CHRISTIAN IN CHARACTER, IN PUBLIC APPEARANCE, AND IN SPIRITUALITY.

**THE PASTORS** THE PASTORS ARE TO BE HIGHLY ESTEEMED, NEXT TO THE SENIOR PASTOR, "FOR THEIR WORKS SAKE" BY THE CHURCH BODY. THEY ARE THE "PASTOR" OR DEPARTMENT HEAD OF THEIR OWN ASSIGNED AREA OF MINISTRY UNDER THE SENIOR PASTOR. IT IS ESSENTIAL THAT THEY SUBMIT TO THE SENIOR PASTOR AND SUPPORT EVERY FACET OF THE GOALS OF THE ENTIRE CHURCH ADMINISTRATION. THEY WILL FEEL THE SPIRITUAL BURDEN OF THE CHURCH ALONG WITH THE SENIOR PASTOR.

THE PASTORS WILL BE CAUTIOUS NOT TO DISCUSS, AS TO PROPRIETY, ADMINISTRATIVE DECISIONS WITH OTHER MEMBERS OF THE STAFF, THEIR SPOUSES, OR ANYONE ELSE OTHER THAN THE SENIOR PASTOR. NEGATIVE REPORTS COMING TO THEIR ATTENTION FROM TIME TO TIME CONCERNING OTHER DEPARTMENTS OR OTHER PERSONNEL WOULD BE REFERRED IMMEDIATELY TO THE SENIOR PASTOR. DISCUSSION OF THESE MATTERS WITH ANYONE ELSE SHOULD BE AVOIDED. A POSITIVE ATTITUDE TOWARD ALL ADMINISTRATIVE POLICIES MUST BE MAINTAINED AT ALL TIMES EVEN THOUGH PERSONAL DISAGREEMENT ON MINOR ISSUES MAY HAPPEN. IF A MAJOR DISAGREEMENT WITH REGARD TO POLICIES IS HELD BY A STAFF MEMBER TO THE EXTENT THAT HIS CONSCIENCE IS BEING VIOLATED, HE SHOULD MAKE PROPER APPEAL TO THE SENIOR PASTOR.

ON OR OFF DUTY, ALL MEMBERS OF THE CHURCH MINISTERIAL STAFF WILL MAINTAIN A HIGH LEVEL OF SPIRITUAL FERVOR. THEY WILL BE ON CALL FOR EMERGENCY MINISTRY DAY AND NIGHT IN THEIR OWN AREA OF WORK, AND WILL COVER FOR OTHER MINISTERS AS THE NEED ARISES. REGULAR ATTENDANCE AT ALL THE MAIN CHURCH SERVICES IS EXPECTED AS WELL AS BEING FAITHFUL IN TITHES, OFFERINGS, AND ALMS.

**THE PASTOR'S SPOUSE** THE SPOUSE OF THE PASTOR WILL BE HELD IN HIGH ESTEEM BY THE CONGREGATION AND BE UNDER THE SAME GENERAL GUIDELINES AS THE SENIOR PASTOR'S WIFE. HE/SHE WILL GIVE ALL REPORTS AND MAKE REQUISITIONS THROUGH THEIR OWN HUSBAND/WIFE. HE/SHE ALSO WILL BE CAUTIOUS TO MINISTER TO OTHERS WITHOUT BEING INVOLVED IN ADMINISTRATION, EXCEPT WHEN HE/SHE IS APPOINTED OR ASSIGNED IN A DEFINITE AREA. HE/SHE WILL AT ALL TIMES BE A CHRISTIAN EXAMPLE AND BE KNOWN FOR HIS/HER "GOOD WORKS".

**THE BOARD OF DIRECTORS** THE PURPOSE OF THE MILFORD ASSEMBLY OF GOD CHURCH BOARD OF DIRECTORS IS TO PROVIDE PRAYERFUL ADVISE AND COUNSEL TO HELP THE SENIOR PASTOR. THEY SHOULD BE A SOUNDING BOARD FOR THE CONGREGATION BUT ALSO A BUFFER FOR THE SENIOR PASTOR. THEY SHOULD NOT ONLY FEEL THE BURDEN OF THE BUSINESS AFFAIRS OF THE CHURCH BUT ALSO THE SPIRITUAL LIFE AS WELL. THEIR ATTENDANCE AND PARTICIPATION IN ALL THE MAIN ACTIVITIES OF THE CHURCH IS ESSENTIAL.

QUALIFICATIONS FOR THE BOARD OF DIRECTORS IS THAT THEY SHALL BE MATURE INDIVIDUALS IN FULL FELLOWSHIP WITH THE ASSEMBLY, PRAYING SOUL WINNERS WHOSE FAITHFULNESS SHALL HAVE BEEN IN EVIDENCE AND WHOSE LIVES AND CONDUCT SHALL CONFORM TO THE FOLLOWING SCRIPTURES: ACTS 6:3; 1 TIMOTHY 3:15; 1 PETER 5:1-5; AND 1 JOHN 4:7, 8. A BOARD OF DIRECTOR MUST BE FILLED WITH THE HOLY GHOST OR EARNESTLY SEEKING THE FILLING OF THE HOLY SPIRIT. MEMBERS OF THE BOARD OF DIRECTORS SHALL BE AT LEAST 21 YEARS OF AGE.

A MEMBER OF THE BOARD IS TO HAVE SCRIPTURAL GOOD CONDUCT, BE DOCTRINALLY SOUND, COOPERATE WITH THE PROGRAM OF THE CHURCH, ATTEND REGULARLY, AND SUPPORT THE CHURCH FINANCIALLY. THEY ARE TO BE AN EXAMPLE TO OTHERS PARTICIPATING IN PRAYER MEETING IN THE CHURCH.

BOARD MEMBERS ARE EXPECTED TO EXPRESS THEMSELVES PRAYERFULLY IN BOARD MEETINGS AND AS MUCH AS POSSIBLE SEEK TO ARRIVE AT A UNANIMOUS DECISION ON ANY GIVEN ISSUE. HOWEVER, IF THE MATTER IS CLEARED BY A SIMPLE MAJORITY, THOSE IN OPPOSITION WILL BE EXPECTED TO ACCEPT THE DECISION AND ENTHUSIASTICALLY SUPPORT EVERYTHING THAT IS DECIDED BY THE MAJORITY.

THE DIRECTORS WILL ACT AS THE CHURCH FINANCE COMMITTEE. THEY WILL BE FULLY RESPONSIBLE FOR RAISING THE CHURCH BUDGET, FOR RETIRING THE CHURCH DEBT, FOR MAKING ALL DECISIONS PERTAINING TO ALL STAFF SALARIES, HOLIDAY PAY, CHURCH POLICY, ALLOWANCES, RETIREMENT PLANS, OR OTHER FINANCIAL OBLIGATIONS INVOLVING THE ASSEMBLY. WITH THE SENIOR PASTOR, THEY SHALL ACT AS THE CORPORATE COMMITTEE IN ALL AFFAIRS OF BUSINESS OF THE LOCAL

BODY. ACCORDINGLY, THEY SHALL BE RESPONSIBLE FOR THE MAINTENANCE AND REMODELING OF ALL REAL PROPERTY OF THE ASSEMBLY, EXCLUSIVE OF ROUTINE JANITORIAL DUTIES. THE SENIOR PASTOR AND BOARD OF DIRECTORS SHALL EVALUATE CHURCH GROWTH, MATERIAL CONDITION OF ALL REAL PROPERTY AND PLAN NEW CONSTRUCTION PROJECTS WHEN NEEDED.

FROM TIME TO TIME, REPORTS OF A DELICATE OR CONFIDENTIAL NATURE WILL COME TO THE ATTENTION OF INDIVIDUAL DIRECTORS. THE DIRECTOR WILL BE COMPLETELY OBJECTIVE WITH THE PERSON GIVING THE REPORT. IN HIS OPINION, IF THE REPORT WARRANTS THE ATTENTION OF THE SENIOR PASTOR AND/OR THE BOARD OF DIRECTORS, HE WILL GIVE THE REPORT TO THE SENIOR PASTOR. IF IT IS A MATTER FOR THE BOARD OF DIRECTORS, THE SENIOR PASTOR WILL PLACE IT ON THE AGENDA FOR THE NEXT MEETING. NO SUCH ITEM WILL BE DISCUSSED WITH THE DIRECTOR'S WIFE, ANOTHER DIRECTOR, OR ANYONE ELSE OTHER THAN THE SENIOR PASTOR AND/OR THE BOARD OF DIRECTORS ITSELF EITHER BEFORE OR AFTER THE MATTER HAS COME TO THEIR ATTENTION AT ITS SCHEDULED MEETING.

THE BOARD OF DIRECTORS WILL MEET WITH THE SENIOR PASTOR MONTHLY OR ANY TIME THE SENIOR PASTOR FEELS IT NECESSARY.

THE OFFICIAL BOARD OF DIRECTORS SHALL BE COMPRISED OF THE SENIOR PASTOR AND EIGHT (8) MEMBERS. THE DIRECTORS WILL BE MEMBERS OF MILFORD ASSEMBLY OF GOD CHURCH, FAITHFUL IN TITHES, OFFERINGS AND ALMS.

**BOARD OF DIRECTOR'S WIVES** A BOARD MEMBER'S WIFE IS TO BE HIGHLY RESPECTED BY THE CONGREGATION FOR THEIR CHRISTIAN EXAMPLE AND BEING A HELPMATE TO THEIR HUSBAND. THEY WILL REMAIN OBJECTIVE WHEN NEGATIVE REPORTS COME TO THEM FROM TIME TO TIME AND WILL IMMEDIATELY TURN THESE ITEMS OVER TO THEIR HUSBANDS, WHO IN TURN, WILL REPORT TO THE SENIOR PASTOR.

**THE COUNCIL OF DEACONS** THE MILFORD ASSEMBLY OF GOD CHURCH COUNCIL OF DEACONS SHALL BE MATURE INDIVIDUALS IN FULL FELLOWSHIP WITH THE ASSEMBLY, PRAYING SOUL WINNERS WHOSE FAITHFULNESS IS EVIDENT AND WHOSE LIVES AND CONDUCT SHALL CONFORM TO THE FOLLOWING SCRIPTURES: ACTS 6:3; 1 TIMOTHY 3:15; 1 PETER 5:1-5; 1 JOHN 4:7, 8. A DEACON MUST BE FILLED WITH THE HOLY GHOST AND THE HUSBAND OF ONE WIFE (TITUS 1:5-10).

THEY SHOULD BE A SOUNDING BOARD FOR THE CONGREGATION BUT ALSO A BUFFER FOR THE SENIOR PASTOR. THEY SHOULD FEEL THE BURDEN OF THE SPIRITUAL LIFE OF THE CHURCH.

QUALIFICATIONS FOR DEACONS, ACCORDING TO THE SCRIPTURES, ARE THAT THEY TAKE THEIR MINISTRY VERY SERIOUSLY, KEEP CONFIDENCE, ARE MODERATE IN THEIR LIFE STYLE, GENEROUS, OF STERLING CHARACTER, MATURE, OF GOOD REPUTATION, HAVE A GODLY WIFE WHO IS SERIOUS MINDED, TRUTHFUL, EARNEST, AND FAITHFUL. A DEACON HAS FAITHFUL CHILDREN, IS HIGH PRIEST OF HIS HOME, BOLD FOR GOD, FULL OF THE SPIRIT, WISDOM, AND FAITH. (1 TIMOTHY 3:8-14; TITUS 1:6; ACTS 6:3-5).

OUR CONSTITUTION REQUIRES AS MANY DEACONS AS NECESSARY TO SUPPORT THE SENIOR PASTOR'S MINISTRY AND TO ADEQUATELY CARE FOR THE SPIRITUAL NEEDS OF THE ASSEMBLY. ONE DEACON WILL BE ASSIGNED FOR EVERY 50 FAMILIES. THE COUNCIL OF DEACONS WILL BE PRINCIPALLY INVOLVED IN THE SPIRITUAL MINISTRY OF THE CHURCH. THE COUNCIL SHALL DETERMINE THE QUALIFICATIONS FOR CHURCH MEMBERSHIP. THEY SHALL ASSIST THE SENIOR PASTOR WITH HOLY COMMUNION AND WATER BAPTISM. THEY SHALL ACT IN THE EXAMINATION OF APPLICANTS FOR MEMBERSHIP, AND ALSO IN THE ADMINISTRATION OF JUSTICE.

FROM TIME TO TIME, REPORTS OF A DELICATE OR CONFIDENTIAL NATURE WILL COME TO THE ATTENTION OF INDIVIDUAL DEACONS. THE DEACON WILL BE COMPLETELY OBJECTIVE WITH THE PERSON GIVING THE REPORT. IN HIS OPINION, IF THE REPORT WARRANTS THE ATTENTION OF THE SENIOR PASTOR AND/OR THE CHURCH BOARD, HE WILL GIVE THE REPORT TO THE SENIOR PASTOR. IF IT IS A MATTER FOR THE CHURCH BOARD, THE SENIOR PASTOR WILL PLACE IT ON THE AGENDA FOR THE NEXT MEETING. NO SUCH ITEM WILL BE DISCUSSED WITH THE DEACON'S WIFE, ANOTHER DEACON, OR ANYONE ELSE OTHER THAN THE SENIOR PASTOR AND/OR THE COUNCIL OF DEACONS ITSELF EITHER BEFORE OR AFTER THE MATTER HAS COME TO THEIR ATTENTION AT ITS SCHEDULED MEETING.

THE COUNCIL OF DEACONS WILL MEET AS THE SENIOR PASTOR FEELS IT IS NECESSARY.

DEACONS WILL BE MEMBERS OF MILFORD ASSEMBLY OF GOD CHURCH, FAITHFUL IN TITHES, OFFERING AND ALMS. THEY WILL ACT AS A CARE MINISTER TO THE CONGREGATION. THEY WILL OVERSEE THE PEOPLE WHO HAVE BEEN ASSIGNED TO THEIR VINEYARDS.

**DEACONS WIVES** DEACON'S WIVES ARE TO BE HIGHLY RESPECTED BY THE CONGREGATION FOR THEIR CHRISTIAN EXAMPLE AND BEING A HELPMATE TO THEIR HUSBAND. THEY WILL REMAIN OBJECTIVE WHEN NEGATIVE REPORTS COME TO THEM FROM TIME TO TIME AND WILL IMMEDIATELY TURN THESE ITEMS OVER TO THEIR HUSBANDS, WHO IN TURN, WILL REPORT TO THE SENIOR PASTOR.

**HONORARY ELDERS** HONORARY ELDERS ARE OLDER MEN WHO HAVE BEEN GODLY MEN FOR MANY YEARS AND WHO ARE GOOD ROLE MODELS FOR OUR YOUNG MEN. THEY ARE ALSO MEN WITH GODLY WISDOM WHO CAN COUNCIL THE ACTIVE DEACONS.

### **LEADERSHIP QUALITIES**

THE FOLLOWING IS A LISTING OF SPECIFIC CHARACTER QUALITIES WHICH WE FEEL ARE NECESSARY FOR CONSISTENT, DYNAMIC LEADERSHIP IN THIS CHURCH BODY. THESE QUALITIES SPEAK DIRECTLY TO YOUR CHURCH ROLE AND RELATIONSHIP TO OUR SENIOR PASTOR.

**FAITH** - 1 CORINTHIANS 4:2; LUKE 16:10-12 - BEING STEADFAST, CONSISTENT, UNWAVERING AND DEPENDABLE

**DISCIPLINED** - ACTS 24:16; GALATIANS 5:24, 25 - ALLOWING GOD TO PROGRAM ONE'S LIFE.

**COMMITTED** - ROMANS 12: 1, 2 - ALLEGIANCE CONFIRMED BY CORRESPONDING ACTION.

**LOYAL** - 1 TIMOTHY 6:1,2; 2 THESSALONIANS 3:4 - CONSISTENTLY SUPPORTING THE WISHES OF THOSE IN AUTHORITY.

**TEACHABLE** - TITUS 3:14; JOB 6:24 - WILLINGNESS AND ABILITY TO GAIN WISDOM AND UNDERSTANDING OF GOD'S PRINCIPLES

**OBEDIENT** - ROMANS 13:1, 2; JOHN 14:12 - YIELDING TO PROPER AUTHORITY

**SUBMISSIVE** - HEBREWS 13:17 - INWARD ATTITUDE UNDER PROPER AUTHORITY; DESIRING TO BE UNDER AUTHORITY.

**HUMBLE** - ROMANS 12:3; 1 PETER 6:6 - RECOGNIZING THAT GOD AND OTHERS ARE ACTUALLY RESPONSIBLE FOR ANY ACHIEVEMENTS

**POSITIVE** - ROMANS 8:28; PHILIPPIANS 4:8, 13 - AN AFFIRMATIVE ATTITUDE REGARDLESS OF CIRCUMSTANCES.

**SERVANT'S HEART** - HEBREWS 12 - REFLECTED IN ALL OF THE ABOVE QUALITIES. THE DESIRE TO HELP THE ONE IN AUTHORITY BECOME A SUCCESS.

## **POLICIES AND PROCEDURES**

### **BUILDING:**

#### **B-1 SANCTUARY**

THE CHURCH SANCTUARY IS RESERVED FOR THE WORSHIP OF GOD. ACCORDINGLY, THE FOLLOWING GUIDELINES MUST BE OBSERVED:

1. NO FOOD OR DRINK IS ALLOWED IN THE SANCTUARY.
2. CHILDREN SHOULD BE TAUGHT REVERENCE AND RESPECT FOR THE SANCTUARY (NOT ALLOWED TO RUN, BE EXCESSIVELY LOUD, OR ALLOWED ON THE PLATFORM WITHOUT PERMISSION, ETC.).

#### **B-2 INTRA-CHURCH USE**

THE BUILDINGS ARE NOT AVAILABLE FOR PRIVATE SOCIAL FUNCTIONS.

#### **B-3 OUTSIDE ORGANIZATIONAL USE**

DUE TO HEAVY BUILDING USE, THE RENTAL OF THE CHURCH BUILDING TO OUTSIDE GROUPS OR ORGANIZATIONS IS NO LONGER PERMITTED. THIS WOULD NOT INCLUDE MINISTRY RELATED FUNCTIONS SUCH AS SECTION MEETINGS OR DISTRICT FUNCTIONS.

#### **B-4 SPACE ASSIGNMENTS**

STORAGE SPACE FOR CHURCH ORGANIZATIONS AND DEPARTMENTS WILL BE ASSIGNED BY THE ADMINISTRATIVE ASSISTANT.

#### **B-5 KEYS**

THE BUSINESS MANAGER IS IN CHARGE OF ALL MASTER BUILDING KEYS. HE IS HELD ACCOUNTABLE FOR SECURITY, ISSUANCE, COLLECTION, AND RECORDING OF ALL MASTER KEYS.

THE ADMINISTRATIVE ASSISTANT IS IN CHARGE OF ALL INSIDE KEYS. A RECORD WILL BE KEPT OF KEY ASSIGNMENTS WHICH HAVE BEEN APPROVED BY THE DEPARTMENT HEAD.

WHEN A PERSON HAS A TEMPORARY NEED FOR A KEY, THEY MAY FILL OUT A KEY SIGNATURE CARD PROVIDED BY THE OFFICE.

UPON APPROVAL OF THE BUSINESS MANAGER OR ADMINISTRATIVE ASSISTANT, A KEY WILL BE ISSUED WITH THE FOLLOWING AGREED TO CONDITIONS:

1. UNDER NO CIRCUMSTANCES WILL THE KEY BE DUPLICATED.
2. WHEN THE KEY IS NO LONGER NEEDED, IT WILL BE RETURNED.
3. KEYS WILL NOT BE GIVEN TO ANY OTHER PERSON, INCLUDING FAMILY MEMBERS.
4. NO UNAUTHORIZED PERSON WILL BE GIVEN ENTRANCE TO ANY BUILDING, ROOM OR AREA BY THE KEY HOLDER.
5. ANY PERSON UNLOCKING A DOOR WILL BE RESPONSIBLE FOR ITS RELOCKING.
6. IN CASE A KEY IS LOST, STOLEN, OR MISPLACED, THE BUSINESS MANAGER OR ADMINISTRATIVE ASSISTANT MUST BE NOTIFIED IMMEDIATELY.

THESE CONDITIONS SHALL BE GIVEN TO THOSE ISSUED A KEY.

THE NUMBER OF KEYS IN CIRCULATION WILL BE KEPT TO THE ABSOLUTE MINIMUM.

AT THE END OF A TERM OF OFFICE OR ASSIGNMENT, THE PERSON HAVING KEYS MUST RETURN ALL KEYS TO THE BUSINESS MANAGER OR ADMINISTRATIVE ASSISTANT. KEYS SHALL NOT BE PASSED ON TO THE NEW OFFICER OR TEACHER. NEW APPOINTEES MUST APPLY FOR THEIR OWN KEYS.

RECOVER OF ALL KEYS IS THE RESPONSIBILITY OF THE BUSINESS MANAGER OR THE ADMINISTRATIVE ASSISTANT.

THOSE OPENING DOORS FOR INDIVIDUALS WITH A LEGITIMATE NEED, ARE ALSO RESPONSIBLE FOR THE DOOR BEING LOCKED WHEN THE SPECIFIC TASK HAS BEEN COMPLETED.

## **B-6 SECURITY**

ANY PERSON UNLOCKING THE BUILDING MUST FOLLOW SPECIFIC OPENING PROCEDURES AND BE AUTHORIZED WITHIN THE BUILDING SECURITY SYSTEM.

THE LAST PERSON LEAVING THE BUILDING MUST FOLLOW SPECIFIC CLOSING PROCEDURES AND IS RESPONSIBLE FOR CHECKING ALL DOORS, AND LIGHTS.

## **B-7 DECORATION**

ALL DECORATIVE ITEMS PLACED ON WALLS, BULLETIN BOARDS, PLAQUES, SIGNS, ETC., MUST BE APPROVED BY THE ADMINISTRATIVE ASSISTANT BEFORE THEY ARE PURCHASED OR DISPLAYED.

SCOTCH TAPE SHOULD NOT BE SEEN ON THE FRONT OF THE POSTERS BUT ROLLED ON THE BACK. SCOTCH TAPE AND MASKING TAPE SHOULD NOT BE USED ON PLASTERBOARD WALLS BUT CAN BE USED ON WOOD, BLOCK, OR BRICK (EXCEPT IN GROVES). STRAIGHT PINS ALSO WORK VERY WELL LEAVING ONLY MINUTE HOLES ON THE WOOD AND PAINTED WALLS.

## **B-8 READINESS & MISCELLANEOUS**

ALL DESIRED ROOM ARRANGEMENTS FOR MEETINGS SHALL BE INCLUDED ON THE MASTER CALENDAR FORM.

GENERAL SUGGESTIONS ON THE USE OF THE BUILDING AND OTHER CHURCH OWNED PROPERTIES.

IF YOU OPEN IT ..... CLOSE IT.  
IF YOU TURN IT ON ..... TURN IT OFF.  
IF YOU UNLOCK IT ..... LOCK IT.  
IF YOU BREAK IT ..... REPAIR IT.  
IF YOU CAN'T FIX IT ..... REPORT ITS CONDITION TO THE CHURCH OFFICE.  
IF YOU BORROW IT ..... RETURN IT (ASK PERMISSION FIRST AND SIGN FOR IT, THEN RETURN IT PROMPTLY WHEN FINISHED).  
IF YOU USE IT ..... DON'T ABUSE IT.  
IF YOU MAKE A MESS ..... CLEAN IT UP (ESPECIALLY IN THE KITCHEN).  
IF YOU DON'T KNOW HOW TO OPERATE IT ..... LEAVE IT ALONE.  
IF IT BELONGS TO SOMEONE AND YOU WANT TO USE IT ..... GET PERMISSION.  
IF IT DOESN'T CONCERN YOU ..... DON'T MESS WITH IT.

**THINK . . . . .** NONE OF US ARE SO BUSY THAT WE HAVE THE RIGHT TO BE THOUGHTLESS, CARELESS, UNKIND OR WASTEFUL.

## **CALENDAR:**

### **C-1 MASTER CALENDAR FORMS**

ALL APPROVED ACTIVITIES FOR MILFORD ASSEMBLY OF GOD MUST BE DETAILED ON A MASTER CALENDAR FORM AVAILABLE AT THE CHURCH OFFICE. THIS FORM MUST BE COMPLETED WITH ALL REQUESTED INFORMATION ANNOTATED.

**C-2 COMMITTEE MEETINGS**

DUE TO THE EMPHASIS ON CORPORATE WORSHIP AND BIBLE TEACHING AT MILFORD ASSEMBLY OF GOD, NO MEETING OF ANY KIND SHOULD BE HELD DURING ANY SCHEDULED SERVICE.

**C-3 CHANGES**

THERE SHALL BE NO CHANGES OF LOCATION, TIME, OR DATES AFTER AN ACTIVITY HAS BEEN PROMOTED THROUGH PRINTED MATERIAL (I.E., CALENDAR, BULLETIN), WITHOUT APPROVAL OF THE SENIOR PASTOR.

**EQUIPMENT:**

**E-1 AUDIO / VISUAL**

NO PERSON SHALL BORROW EQUIPMENT FROM THE AUDIO/VISUAL DEPARTMENT (VCR, CAMERAS, RECORDERS, TELEVISIONS, ETC.) WITHOUT APPROVAL FROM THE AUDIO/VISUAL OFFICE.

**E-2 RECREATIONAL**

EACH DEPARTMENT SHALL BE RESPONSIBLE FOR THEIR OWN RECREATION EQUIPMENT AS WELL AS THEIR UPKEEP AND USE.

**E-3 MUSICAL**

THE MINISTER OF MUSIC IS RESPONSIBLE FOR THE UPKEEP AND USE OF ALL MUSICAL ASSETS. REQUESTS TO USE ANY MUSICAL INSTRUMENT, SHEET MUSIC, MUSIC TAPES, STANDS, ETC., SHALL BE MADE TO THE MINISTER OF MUSIC.

**E-4 GENERAL CHURCH**

INTRA-CHURCH GROUPS MAY REQUEST EQUIPMENT USE FOR GROUP FUNCTIONS FROM THE ADMINISTRATIVE ASSISTANT.

**E-5 VEHICLES**

**SCHEDULING AND USE:**

REQUESTS TO USE THE CHURCH VAN FOR CHURCH ACTIVITIES SHALL BE MADE IN WRITING TO THE BUSINESS MANAGER. APPROVED REQUESTS WILL BE PUT ON THE CALENDAR. REQUESTS WILL BE PROCESSED ON A FIRST COME FIRST SERVE BASIS.

EMERGENCY USE OF CHURCH VANS MUST BE DIRECTED TO THE BUSINESS MANAGER. HE SHALL MAINTAIN A TRANSPORTATION RESERVATION CALENDAR INDICATING THE STATUS OR RESERVATION OF CHURCH VANS.

IT IS ESSENTIAL THAT REQUESTS FOR CHURCH VANS BE PROCESSED THROUGH THE BUSINESS MANAGER SO THAT CONFLICTS CAN BE AVOIDED. THIS SHOULD BE DONE AT LEAST TWO WEEKS PRIOR TO THE DATE OF PLANNED USE.

THE BUSINESS MANAGER IS RESPONSIBLE FOR THE PROPER MAINTENANCE, SERVICE, AND REPAIRS ON ALL CHURCH VANS.

THE BUSINESS MANAGER IS RESPONSIBLE FOR ALL VAN KEYS.

CHURCH GROUPS USING THE CHURCH VANS MUST HAVE ADEQUATE SUPERVISION OTHER THAN THE DRIVER.

AFTER THE USE OF THE CHURCH VAN, THE DRIVER IS RESPONSIBLE FOR FILLING IT UP WITH GAS AND MAKING SURE THAT IT IS CLEANED BEFORE LEAVING IT AT THE CHURCH.

**DRIVERS QUALIFICATIONS AND RESPONSIBILITIES:**

ALL DRIVERS MUST BE APPROVED BY THE SENIOR PASTOR. AN APPROVED DRIVER ROSTER SHALL BE MAINTAINED BY THE BUSINESS MANAGER.

TO BE APPROVED, ALL DRIVERS MUST BE AT LEAST 25 YEARS OF AGE, HAVE AN UP-TO-DATE CHAUFFEUR'S LICENSE, AND A GOOD DRIVING RECORD.

THE DRIVER WILL HAVE COMPLETE AUTHORITY OVER ALL PASSENGERS WHILE OPERATING THE VEHICLE.

A DRIVER'S CHECKLIST SHALL BE PROVIDED BY THE BUSINESS MANAGER AND DRIVERS SHALL COMPLY WITH IT.

DRIVERS SHALL OBEY ALL TRAFFIC LAWS. ANY FINES ARE THE RESPONSIBILITY OF THE DRIVER EXCEPT FOR MECHANICAL MALFUNCTIONS.

IN CASE OF A VEHICLE ACCIDENT:

1. CALL POLICE.
2. CALL FOR MEDICAL HELP, IF NEEDED.
3. DO NOT MOVE VEHICLE UNTIL POLICE ARRIVE.
4. DO NOT DISCUSS ACCIDENT WITH ANYONE EXCEPT THE POLICE.
5. OBTAIN LICENSE NUMBERS OF OTHER VEHICLES INVOLVED AS WELL AS THE NAMES AND ADDRESSES OF OTHER PERSONS INVOLVED.
6. OBTAIN STATEMENTS, NAMES AND ADDRESSES OF ALL WITNESSES.
7. A DRIVER MUST REPORT IMMEDIATELY TO THE CHURCH OFFICE (PREFERABLY THE BUSINESS MANAGER) ANY INJURY, PROPERTY DAMAGE OR ACCIDENT ASSOCIATED WITH THE VEHICLE USAGE.

ALL PASSENGERS SHALL BE SEATED WHILE THE VEHICLE IS IN MOTION AND USE SEAT BELTS WHEN PROVIDED.

PASSENGERS SHALL NOT ENGAGE IN UNNECESSARY CONVERSATION WITH THE DRIVER. THIS COULD BE DISTRACTING.

**APPROVED ROUTES:**

THE VAN MINISTRY LEADER WILL BE RESPONSIBLE FOR MAPPING OUT ALL ROUTES.

**FINANCES:**

**F-1 PURCHASING**

ALL PURCHASES FOR THE CHURCH MUST BE COVERED BY A PURCHASE ORDER NUMBER.

**PROCEDURES:**

THE REQUISITION IS COMPLETED BY THE INDIVIDUAL AND SIGNED BY THE SENIOR PASTOR.

1. EACH ITEM SHOULD BE CLEARLY DESCRIBED AND DETAILED SPECIFICATIONS GIVEN TO INSURE RECEIPT OF SATISFACTORY MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES.
2. A DESIRED DELIVERY DATE SHOULD BE INDICATED ON EACH REQUISITION.
3. EACH REQUISITION SHOULD SHOW AN ESTIMATED COST.

**F-2 PETTY CASH**

ITEMS WHICH COST FIFTY (50) DOLLARS OR LESS AND ARE NOT AVAILABLE FROM CHURCH SOURCES CAN BE PURCHASED FROM LOCAL VENDORS.

PETTY CASH IS AVAILABLE FROM THE BUSINESS MANAGER FOR REIMBURSABLE EXPENSES NOT TO EXCEED \$50.00. A RECEIPT MUST BE GIVEN TO RECEIVE REIMBURSEMENT. IF A RECEIPT IS NOT PRESENTED, THE EXPENSES BECOME NON-REIMBURSABLE.

PETTY CASH FUNDS SHALL NOT BE USED FOR THE PAYMENT OF ANY PERSONAL SERVICE OR TO PURCHASE ANY ITEMS OF A PERSONAL NATURE.

**REGULATIONS:**

1. ANY MINISTRY MAKING A PURCHASE OF FIFTY DOLLARS OR LESS FROM PETTY CASH IS RESPONSIBLE FOR INVESTIGATING THE SOURCE OF SUPPLY AND OBTAINING THE BEST POSSIBLE PRICE.
2. AT THE TIME OF A PETTY CASH PURCHASE, THE VENDOR SHOULD BE INFORMED THAT THE PURCHASE IS FOR MILFORD ASSEMBLY OF GOD AND THAT ANY SALES SLIP OR INVOICE SHOULD BE PREPARED ACCORDINGLY.
3. COMPLETED AND APPROVED PETTY CASH EXPENDITURE RECEIPTS MUST BE REDEEMED WITHIN 10 DAYS FROM THE BUSINESS MANAGER.
4. ALL PURCHASES OR EXPENDITURES WITH PETTY CASH ARE REVIEWED BY THE CPA TO INSURE COMPLIANCE WITH THIS POLICY.
5. STAFF MEMBERS MAY NOT USE PETTY CASH TO CASH THEIR PERSONAL CHECKS.
6. NO I.O.U.'S ARE TO BE WRITTEN TO PETTY CASH.
7. NO TWO PARTY CHECKS SHALL BE CASHED FROM PETTY CASH.

**F-3 REQUISITIONS AND PURCHASE ORDERS**

ALL REQUISITIONS FOR THE PURCHASE OR LEASE OF ANY MATERIAL, SUPPLIES, EQUIPMENT, OR SERVICES SHALL BE SUBMITTED TO THE SENIOR PASTOR.

1. ALL REQUISITIONS SHOULD BE SUBMITTED FAR ENOUGH IN ADVANCE OF THE NEED TO PERMIT CORRESPONDENCE AND INVESTIGATION OF SOURCES OF SUPPLY.
2. USE QUANTITY REQUIREMENTS FOR A REASONABLE PERIOD OF TIME TO AVOID UNNECESSARY REPETITION OF REQUISITIONS AND ORDERS. AVAILABILITY OF FUNDS MAY BE A FACTOR HERE IF THE COST IS EXCESSIVE.
3. ALL REQUISITIONS MUST HAVE THE CORRECT DEPARTMENT DESIGNATED.
4. UPON RECEIPT OF ORDER, ATTACH INVOICE AND/OR RECEIPTS TO THE PROPER REQUISITION COPY AND FORWARD TO BUSINESS MANAGER FOR PAYMENT.

5. AFTER THE SENIOR PASTOR HAS SIGNED THE REQUISITION, TURN IT IN TO THE RECEPTIONIST. SHE WILL GIVE IT TO THE BUSINESS MANAGER. USE THE PURCHASE ORDER NUMBER WHEN ORDERING. MAKE A COPY FOR YOUR RECORDS.

#### **F-4 HANDLING OF MONEY**

MONEY COLLECTED BY VARIOUS MINISTRIES, SHALL BE **PROMPTLY** SUBMITTED TO THE BUSINESS MANAGER.

MONIES GIVEN FOR DONATION CREDIT MUST BE PLACED IN AN OFFERING ENVELOPE WITH NAME, ADDRESS, DATE AND AMOUNT.

UNDER NO CIRCUMSTANCES, WILL OFFERINGS BE TAKEN WITHOUT PRIOR APPROVAL OF THE SENIOR PASTOR

#### **F-5 CHECK WRITING**

PERSONNEL SERVING IN THE FOLLOWING POSITIONS ARE AUTHORIZED FOR CHECK WRITING.

BUSINESS MANAGER  
CHAIR OF BOARD OF DIRECTORS  
RECORDING SECRETARY

### **OFFICE**

#### **O-1 MACHINES**

THE OFFICE MACHINES (TYPEWRITERS, COPIERS, ETC.) ARE TO BE OPERATED ONLY BY OFFICE STAFF OR UNDER THEIR DIRECTION.

PERSONAL USE OF THE COPY MACHINE WILL BE CHARGED AT THE POSTED PRICE OF 15 CENTS PER COPY. PERSONAL USE COPIES SHALL NOT EXCEED 100.

CHURCH COMPUTERS ARE TO BE USED ONLY BY INDIVIDUALS AUTHORIZED BY THE SENIOR PASTOR.

#### **O-2 MAILING LIST**

NO INDIVIDUAL, ORGANIZATION, OR GROUP SHALL HAVE ACCESS TO THE CHURCH MAILING LIST.

CHURCH MINISTRIES NEEDING A MAILING LIST MUST REQUEST IT ONE WEEK IN ADVANCE.

#### **O-3 OFFICE AREA**

ENTRY DOORS INTO THE RECEPTIONIST/SECRETARY'S OFFICE SHALL BE KEPT LOCKED EXCEPT DURING OFFICE HOURS. UNAUTHORIZED ACTIVITY IN THE OFFICE AREA MUST BE KEPT TO A MINIMUM.

## **PUBLICITY**

### **P-1 APPROVAL**

ALL PUBLICITY (RADIO, TELEVISION, NEWSPAPER, BULLETINS, ETC.) MUST HAVE THE APPROVAL OF THE SENIOR PASTOR.

### **P-2 SUNDAY BULLETIN**

ALL INFORMATION FOR PRINTED ARTICLES MUST BE SUBMITTED AS EARLY AS POSSIBLE BUT NO LATER THAN TUESDAY 4:30 PM BEFORE THE SUNDAY FOR WHICH IT IS TO BE RUN.

### **P-3 NEWSPAPER**

ALL NEWSPAPER PRESS RELEASES AND ADVERTISING SHALL BE APPROVED BY THE SENIOR PASTOR.

## **PUBLIC SERVICES**

### **PS-1 SPECIAL RECOGNITION DURING PUBLIC WORSHIP**

ALL SPECIAL PROGRAMS (I.E. MUSICALS, DRAMAS, MUSICAL GROUPS, ETC.) PLACED ON THE MASTER CALENDAR MUST BE REVIEWED WITH THE SENIOR PASTOR. ALL SCRIPTS, MUSIC AND PROGRAM CONTENTS MUST BE APPROVED BY THE SENIOR PASTOR.

THE DEPARTMENT REPRESENTATIVES MUST MAKE THE INITIAL CONTACT WITH THE SENIOR PASTOR AND ENFORCE THE ABOVE POLICIES.

### **PS-2 APPEARANCE GUIDELINES FOR PLATFORM**

#### **MEN**

1. WEAR SHINED SHOES.
2. WEAR SOCKS OF ADEQUATE LENGTH TO KEEP LEGS COVERED.
3. WEAR COAT AND DRESS TIE.

#### **WOMEN**

1. EXERCISE MODESTY IN DRESS.
2. NO SLACKS.

#### **CONDUCT**

1. BE ATTENTIVE AND RESPONSIVE TO THOSE LEADING THE SERVICE.
2. NO UNNECESSARY TALKING, WHISPERING, NOTE-PASSING, ETC.

ANY QUESTION ON DRESS OR CONDUCT SHOULD BE DIRECTED TO THE SENIOR PASTOR.

## **SUPPLIES**

### **S-1 KITCHEN**

ANY GOODS OR SUPPLIES NEEDED FOR A SOCIAL FUNCTION, PURCHASED BY CHURCH MONIES, MUST BE PURCHASED THROUGH THE SOCIAL DIRECTOR OR APPROVED BY THE SENIOR PASTOR.

SUPPLIES STORED IN THE KITCHEN CANNOT BE USED WITHOUT APPROVAL; THESE SUPPLIES ARE FOR SPECIFIC PURPOSES.

NO FOOD MAY BE TAKEN OUT OF STOCK WITHOUT PROPER AUTHORIZATION.,

A CLEAN-UP COMMITTEE FOR A FUNCTION MUST BE APPOINTED. ALL DISHES MUST BE WASHED, DRIED, AND PUT BACK IN PLACE, INCLUDING SILVERWARE, POTS AND PANS. THE KITCHEN MUST BE LEFT CLEAN AND ORDERLY.

ANY TABLES, CHAIRS OR EQUIPMENT SET UP AND USED FOR A SPECIFIC ACTIVITY IN THE CAFETERIA ARE TO BE CLEANED AND PROPERLY STOWED.

## **S-2 DECORATIONS**

DECORATIONS OF THE ENTIRE CHURCH ARE THE RESPONSIBILITY OF THE DECORATION COMMITTEE AND THE ADMINISTRATIVE ASSISTANT. BEFORE USE, PURCHASE, STORAGE OR CHANGING OF DECORATIONS, THE ADMINISTRATIVE ASSISTANT MUST BE CONSULTED.

## **S-3 EDUCATION**

REQUESTS FOR SUPPLIES FROM THE EDUCATION OFFICE SHOULD BE MADE TO THE SUNDAY SCHOOL COORDINATOR. THIS WILL PROVIDE PROPER ACCOUNTABILITY AND INVENTORY LEVELS.

## **S-4 GENERAL STATEMENT**

NO PERSON SHALL BORROW ANOTHER DEPARTMENT'S SUPPLIES WITHOUT FIRST SEEKING LEADERSHIP APPROVAL.

## **S-5 REFRESHMENT POLICY**

EACH CLASS SERVING REFRESHMENTS MUST BE RESPONSIBLE FOR THE CLEAN UP AND RESTOCKING OF ITEMS USED. (I.E. COFFEE POTS, SILVERWARE, ETC.)

## **MISCELLANEOUS**

### **X-1 BABY DEDICATION**

PARENTS DESIRING TO HAVE THEIR BABY DEDICATED MUST CONTACT THE CHURCH OFFICE TO REGISTER THEIR BABY. CHILDREN OVER 1 YEAR OF AGE CAN BE DEDICATED IN THE SENIOR PASTOR'S OFFICE.

RECOGNIZING THE SACREDNESS OF DEDICATING A CHILD TO GOD, THE BABY DEDICATION SERVICE SHALL BE CONDUCTED IN AN ATTITUDE OF WORSHIP.

### **X-2 BENEVOLENCE**

INDIVIDUALS SEEKING ASSISTANCE WHO ARE NOT MEMBERS OR ATTENDERS, SHOULD BE HANDLED BY ONE OF THE SECRETARIES, ADMINISTRATIVE ASSISTANT OR AN AVAILABLE MINISTER. TRY TO BYPASS THE SENIOR PASTOR.

MEMBERS/ATTENDERS - REFER THEM TO THE ADMINISTRATIVE ASSISTANT OR ONE OF THE MINISTERS.

### **X-3 TAPE MINISTRY**

CASSETTE RECORDINGS WILL BE MADE OF ALL SERVICES.

COPIES OF RECORDED SERVICES MAY BE PURCHASED THROUGH THE TAPE MINISTRY BY USING THE ORDER ENVELOPES AVAILABLE AT THE TAPE CENTER OR BY CALLING THE CHURCH OFFICE. ALL TAPES ARE TO BE PAID FOR IN ADVANCE. (\$3.00 IF PICKED UP, \$5.00 IF MAILED)

ALL CASSETTES ARE GUARANTEED AGAINST DEFECTS AND WILL BE REPLACED UPON REQUEST.

**X-4 WEDDING AND ANNIVERSARY RECEPTIONS**

THE CHURCH FACILITIES ARE AVAILABLE TO MEMBERS AND FAITHFUL ATTENDERS AND THEIR CHILDREN ONLY.

THE TOTAL COSTS ARE LISTED IN THE WEDDING PACKET AVAILABLE FROM THE ADMINISTRATIVE ASSISTANT.

REQUEST OF CAFETERIA FOR RECEPTIONS SHALL BE MADE BY RETURNING THE POLICY SHEET APPLICATION IN THE WEDDING PACKET.

**X-5 CHILD CARE**

THE MINISTRY OF CHILDREN WILL PROVIDE CHILD CARE AS DESIGNATED FOR ASSIGNED CHURCH PROGRAMS, BUSINESS OR LEADERSHIP MEETINGS.

WHEN NEEDED, CHURCH DEPARTMENTS WILL PROVIDE CHILD CARE FOR THEIR OWN ACTIVITIES AS COORDINATED THROUGH THE CHILDREN'S MINISTER. SING-UP SHEETS WILL BE PROVIDED FOR PARENTS TO SIGN CHILDREN IN AND OUT. WHEN NECESSARY, PARENTS WILL BE CALLED TO ASSIST WITH THEIR CHILDREN.

THE CHURCH FACILITIES WILL NOT BE USED FOR CHILD CARE FOR NON-CHURCH ACTIVITIES UNLESS APPROVED BY SENIOR PASTOR. IF APPROVED, THE REQUESTING GROUP MUST PAY FOR THE WORKERS. THE MINISTER OF CHILDREN WILL ALSO NEED TO BE NOTIFIED.

**X-6 LAUNDRY**

CHURCH LAUNDRY (I.E. CHOIR ROBES, USHERS' JACKETS) IS UNDER THE DIRECTION OF THE MINISTER OF MUSIC AND USHER COORDINATOR.

NURSERY BED SHEETS AND OTHER NURSERY ITEMS ARE UNDER THE DIRECTION OF THE MINISTER OF CHILDREN.

**X-7 LOST AND FOUND**

ALL LOST AND FOUND ITEMS ARE TO BE CLAIMED OR TURNED INTO THE CHURCH OFFICE. THESE ITEMS WILL BE STORED IN THE OFFICE. IF NOT CLAIMED WITHIN 3 WEEKS, THEY WILL BE PUT TO GENERAL CHURCH USE OR DISPOSED OF ACCORDINGLY.

**X-8 PARKING**

RESERVED PARKING AREAS ARE IDENTIFIED AND SHOULD BE USED ONLY BY PERSONS DESIGNATED. THE HANDICAPPED PARKING IS CLEARLY MARKED.

**X-9 WATER BAPTISM**

ALL CANDIDATES FOR WATER BAPTISM SHALL MEET WITH A TEACHER AT THE DESIGNATED DATE AND TIME PRIOR TO THE BAPTISMAL SERVICE FOR THE PURPOSE OF UNDERSTANDING COMPLETELY THE MEANING OF WATER BAPTISM AND VERBALIZING THEIR COMMITMENT TO CHRIST.

DUE TO THE IMPORTANCE OF UNDERSTANDING AND REMEMBERING THE ORDINANCE OF WATER BAPTISM, INDIVIDUALS CONSIDERED TOO YOUNG TO UNDERSTAND THE MEANING, SIGNIFICANCE AND IMPORTANCE OF WATER BAPTISM SHALL NOT BE BAPTIZED.

#### **X-10 MEMBERSHIP**

MEMBERSHIP IS OPEN THREE TO FOUR TIMES A YEAR. PROSPECTIVE MEMBERS ARE TO FILL OUT A MEMBERSHIP CARD AND RETURN IT TO THE CHURCH OFFICE OR AN USHER. IT IS THEN ROUTED TO THE DEACON WHO IS OVER THAT PERSON'S VINEYARD. THE DEACON WILL MAKE PERSONAL HOME CONTACT WITH THE POTENTIAL MEMBER. THE DEACON WILL THEN MEET WITH THE SENIOR PASTOR THE WEEK BEFORE MEMBERSHIP DAY AND REPORT HIS EVALUATION OF PROSPECTIVE MEMBER.

#### **X-11 WEDDINGS**

ALL INDIVIDUALS DESIRING THE USE OF THE CHURCH FACILITIES FOR A WEDDING SHALL BE RESPONSIBLE FOR COMPLIANCE WITH THE WEDDING POLICIES AND PROCEDURES AS DESCRIBED BELOW.

WEDDING CEREMONIES THAT ARE TO BE CONDUCTED BY ONE OF THE MINISTERIAL STAFF SHALL BE APPROVED BY THE SENIOR PASTOR PRIOR TO SCHEDULING THE WEDDING.

WEDDING CEREMONIES CAN ONLY TAKE PLACE IN THE CHAPEL AND CAN ONLY BE USED BY MEMBERS AND REGULAR ATTENDERS AND THEIR CHILDREN.

FEES AND CHARGES ARE OUTLINED ON THE FACILITY USAGE FORM.

#### **IMPORTANT REGULATIONS:**

1. **NO** ALLOWANCE WILL BE MADE FOR **FOOD OR DRINKS IN THE CHAPEL.**
2. YOU WILL BE RESPONSIBLE FOR **ANY** CLEANING BILL RECEIVED AS A RESULT OF VIOLATING THE ABOVE.
3. THE CHURCH **WILL NOT** BE RESPONSIBLE FOR ANY LOST, STOLEN, OR DAMAGED ITEMS.
4. **NO** PUNCHES OR DRINKS THAT CONTAIN **RED DYE** ARE ALLOWED ANYWHERE ON THE PREMISES - ESPECIALLY THE CAFETERIA. STAINS DO NOT COME OUT.
5. **NO SMOKING** ALLOWED IN THE CHURCH COMPLEX.
6. **NO ALCOHOLIC BEVERAGES** OF ANY KIND ALLOWED IN OR ON THE CHURCH PROPERTY.
7. **NO DANCING** ALLOWED.
8. **ALL MUSIC** FOR ACTIVITIES MUST BE PRE-APPROVED BY THE SENIOR PASTOR **BEFORE USE.**
9. ABSOLUTELY **NO** FLOWERS OR PLANTS ARE TO BE MOVED FROM THE NEW FACILITIES (SANCTUARY, FOYER, ANNEX OR CAFETERIA).
10. ONLY SOUND TECHNICIANS ARE ALLOWED TO MOVE SOUND EQUIPMENT, INSTRUMENTS, FURNITURE, OR ANY OTHER MAJOR ITEMS IN THE CHAPEL. IF YOU NEED SOMETHING MOVED, PLEASE LIST IT ON THE FACILITY USAGE FORM.

## PERSONNEL POLICIES

### **PP-1 EMPLOYMENT**

1. A JOB APPLICATION FORM MUST BE COMPLETED BY EACH PROSPECTIVE EMPLOYEE.
2. A JOB INTERVIEW AND OTHER NECESSARY INQUIRIES WILL BE CONDUCTED IF WARRANTED.
3. ALL PERSONNEL ARE REQUIRED TO READ THE PERSONNEL POLICIES PRIOR TO EMPLOYMENT AND AGAIN WITH THEIR SUPERVISOR DURING THE FIRST WEEK OF EMPLOYMENT.
4. AN EMPLOYEE FOLDER WILL BE MAINTAINED FOR EACH EMPLOYEE. THE FOLDER SHALL INCLUDE: JOB APPLICATION FORM, COPY OF JOB DESCRIPTION, COPY OF JOB PERFORMANCE APPRAISAL, SALARY AGREEMENT, RECORD OF ABSENCES, DAYS OFF, AND ANY OTHER PERTINENT EMPLOYMENT DATA. DISCUSSION OF SALARY AND BENEFITS WILL BE FILED IN THE EMPLOYEE'S FOLDER.
5. EACH EMPLOYEE SHALL BE GIVEN A WRITTEN JOB DESCRIPTION. THE JOB DESCRIPTION SHALL BE REVIEWED ANNUALLY AND REVISED AS NEEDED.
6. THERE WILL BE AN ANNUAL "JOB PERFORMANCE APPRAISAL", USING THE JOB DESCRIPTION. THE EVALUATION WILL INCLUDE THE SUPERVISOR'S INPUT ON PAST GOALS AS WELL AS EXPECTATIONS FOR THE COMING YEAR.
7. OFFICE AND CUSTODIAL PERSONNEL ARE EXPECTED TO EVIDENCE A CHRISTIAN LIFESTYLE AND CONDUCT, ATTITUDES AND VALUES WHICH ARE IN KEEPING WITH THE STANDARDS OF MILFORD ASSEMBLY OF GOD CHURCH.
8. MINISTERIAL PERSONNEL ARE EXPECTED TO EVIDENCE A CHRISTIAN LIFESTYLE, BE BAPTIZED IN WATER, BE BAPTIZED IN THE HOLY SPIRIT AND FULFILL THE EXPECTATION OF THE MEMBERSHIP STANDARDS OF MILFORD ASSEMBLY OF GOD.

### **PP-2 TERMINATION OF SERVICES**

- A. TERMINATION OF SERVICES OF STAFF MEMBERS WILL RESULT DUE TO: DISLOYALTY TO THE LEADERSHIP AND/OR THE CHURCH; UNSCRIPTURAL CONDUCT; CHANGE OF DOCTRINE; BEING OUT OF HARMONY WITH THE LEADERSHIP AND/OR PRACTICES OF THE CHURCH; OR INCOMPETENCE IN MINISTERIAL FUNCTION. SPEAKING AGAINST ANY FELLOW MEMBER ON STAFF (OFFICE OR PASTORAL), THEIR SPOUSE, OR DEACON/SPOUSE IS GROUNDS FOR TERMINATION. THE TERMINATION PROCESS WILL BE ACCORDING TO REGULAR PROCEDURES:
  1. RESIGNATION: VOLUNTARY TERMINATION REQUIRES AT LEAST TWO WEEKS NOTICE SUBMITTED TO IMMEDIATE SUPERVISOR. MINISTERS SHALL SUBMIT AT LEAST A ONE MONTH NOTICE TO THE SENIOR PASTOR.
  2. DISMISSAL MEANS TERMINATION INITIATED BY THE EMPLOYER. DISMISSAL CAN BE IMMEDIATE. SEVERANCE PAY MAY OR MAY NOT BE ALLOWED. IT WILL BE AT THE DISCRETION OF THE SENIOR PASTOR AND THE BOARD OF DIRECTORS. TERMINATION WITH THE CHURCH TAKING THE INITIATIVE WILL BE USED IN THE CONDITIONS DESCRIBED IN THE FIRST PARAGRAPH (DISLOYALTY, MISCONDUCT).

### **PP-3 SALARY POLICY**

- A. THE BASE SALARY SHALL BE CONSIDERED AND AGREED UPON AT THE TIME OF HIRING.
- B. REVIEW OF SALARY WILL BE ANNUALLY. MANY FACTORS ARE CONSIDERED, INCLUDING ABILITY, QUALITY, QUANTITY OF WORK, WORKING RELATIONS, ATTITUDE, INTEREST, ATTENDANCE, AND PUNCTUALITY. AN EMPLOYEE'S SALARY IS PERSONAL AND CONFIDENTIAL AND SHOULD NOT BE DISCUSSED WITH ANYONE.
- C. EMPLOYEES SHALL BE PAID BY CHECK BI-WEEKLY. DEDUCTIONS WILL BE MADE FOR SUCH THINGS AS FICA, FEDERAL, STATE AND OTHER DEDUCTIONS AS DETERMINED IN CONSULTATION WITH THE SENIOR PASTOR AT THE TIME OF HIRING. PASTORS WILL BE CONSIDERED SELF-EMPLOYED WITH NO TAXES DEDUCTED AND WILL BE RESPONSIBLE FOR THEIR OWN TAXES.

### **PP-4 WORK SCHEDULE**

- A. THE CHURCH OFFICE WILL BE OPEN FROM 8:30 AM TO 4:30 PM MONDAY THROUGH FRIDAY.
- B. IF ANY EMPLOYEE IS UNABLE TO REPORT TO WORK, THE OFFICE MUST BE NOTIFIED PRIOR TO 8:30 AM ON THE DAY OF THE ABSENCE.
- C. FULL-TIME EMPLOYEES ARE GIVEN 1 HOUR FOR LUNCH. LUNCH HOURS WILL BE STAGGERED SO THAT THE OFFICE REMAINS OPEN DURING THE LUNCH BREAK. ALL EMPLOYEES ARE URGED TO TAKE THE LUNCH TIME FOR A BREAK, REST, AND REFRESHMENT. THE LUNCH SCHEDULE FOR OFFICE PERSONNEL SHALL BE ESTABLISHED BY THE OFFICE MANAGER.
- D. THE MINISTERIAL AND OFFICE STAFF SHALL CHECK OUT WITH THE RECEPTIONIST WHEN GOING TO LUNCH, RUN ERRANDS, VISITATION, OR OTHER RESPONSIBILITIES.
- E. EMPLOYEES ARE EXPECTED TO WORK THE FULL NUMBER OF HOURS FOR WHICH THEY HAVE BEEN EMPLOYED. IF IT BECOMES NECESSARY TO LEAVE BEFORE COMPLETING ALL SCHEDULED WORK HOURS, THE REASON FOR LEAVING MUST BE GIVEN AND PERMISSION RECEIVED BEFORE LEAVING THE JOB.
- F. BECAUSE OF THE NATURE OF CHURCH WORK AND THE NEED FOR A GOOD SPIRIT AMONG THE WORKING STAFF, THE SPECIFIC HOURS FOR EACH STAFF PERSON WILL BE WORKED OUT COOPERATIVELY WITH THE SENIOR PASTOR. HOWEVER, THE FOLLOWING IS A GENERALLY ACCEPTED WORK SCHEDULE:
  - 1. NORMAL HOURS ARE 8:30 AM TO 4:30 PM, MONDAY THROUGH FRIDAY. ONE HOUR PAID LUNCH WILL BE GRANTED.
  - 2. FULL TIME OFFICE STAFF WILL WORK 40 HOURS A WEEK. PART TIME WILL WORK THE NUMBER OF HOURS THEY WERE ASSIGNED BY THE SENIOR PASTOR.
  - 3. CUSTODIAL STAFF WORKS 8:30 AM TO 4:30 PM OR AS ASSIGNED BY THE SENIOR PASTOR WITH DAYS OFF AS ASSIGNED BY THE SENIOR PASTOR.
  - 4. THE WORK DAY FOR THE MINISTERIAL STAFF BEGINS AT 9:00 AM AND IS UNDERSTOOD TO INCLUDE SOME NIGHT-TIME RESPONSIBILITIES.

5. THE MINISTER'S DAY OFF WILL BE APPROVED BY THE SENIOR PASTOR. SATURDAY SHALL BE CONSIDERED A NON-STRUCTURED WORK DAY TO PREPARE FOR SUNDAY MINISTRY.

#### **PP-5 MEDICAL BENEFITS**

- A. MEDICAL INSURANCE - A GROUP MEDICAL INSURANCE PLAN IS PROVIDED BY THE CHURCH. THE CHURCH WILL PAY THE EMPLOYEE'S PART OF THE MONTHLY FEE. THE EMPLOYEE IS RESPONSIBLE FOR DEPENDENT'S MONTHLY FEE. THIS WILL BE DEDUCTED FROM THE EMPLOYEE'S SALARY. A LIFE INSURANCE POLICY IS ALSO PROVIDED WITH THE SAME MEDICAL CARRIER WITHOUT ADDITIONAL COST. THIS IS OPTIONAL. IF YOU HAVE A POLICY YOU WOULD LIKE TO KEEP, YOU MAY DO SO IF THE COST IS THE SAME OR LOWER.
- B. FROM TIME TO TIME WE WILL REVIEW THE MEDICAL INSURANCE POLICY AND GET BIDS FROM OTHER COMPANIES. WE WILL ALWAYS STRIVE TO MAKE THIS A PRIORITY AND OBTAIN THE BEST POLICY FROM THE FUNDS AVAILABLE TO US.
- C. EMPLOYEES ARE COVERED BY WORKMAN'S COMPENSATION IN CASE OF A JOB-RELATED INJURY. THE EMPLOYEE IS RESPONSIBLE TO REPORT THE INJURY TO THE SUPERVISOR IMMEDIATELY. IF THERE IS TIME LOSS DUE TO INJURY THE EMPLOYEE MAY ELECT TO RECEIVE EARNINGS FROM WORKMAN'S COMPENSATION IN LIEU OF REGULAR WAGES.

#### **PP-6 SICK LEAVE**

- A. SICK LEAVE IS OFFERED ONLY TO FULL TIME EMPLOYEES. 10 DAYS A YEAR WITH PAY WILL BE ALLOWED FOR SICK LEAVE WITHOUT DEDUCTION OF PAY, WITH THE EXCEPTION OF ABSENCE DURING THE FIRST NINETY DAYS OF EMPLOYMENT. ABSENCES IN EXCESS OF THESE TEN DAYS WILL BE WITHOUT PAY. THIS BENEFIT IS NON-CUMULATIVE AND IS NOT TO BE CONFUSED AS PERSONAL DAYS. **(DO NOT ABUSE)**.
- B. WHEN SICKNESS IS PROLONGED FOR A PERIOD OF TWO WEEKS OR MORE OR ACCUMULATES TO THAT AMOUNT, A REPORT MUST BE PROVIDED BY THE SUPERVISOR FOR EVALUATION OF THE SITUATION BY THE SENIOR PASTOR. A DOCTOR'S CERTIFICATION IS ALSO REQUIRED.

#### **FAMILY AND MEDICAL LEAVE**

- A. MILFORD ASSEMBLY OF GOD CHURCH WILL ALLOW AN EMPLOYEE UP TO SIX (6) WEEKS OF JOB-PROTECTED LEAVE IN ANY TWELVE-MONTH PERIOD FOR THE FOLLOWING:
  1. THE BIRTH OF A CHILD
  2. THE PLACEMENT OF A CHILD FOR ADOPTION OR FOSTER CARE
  3. THE SERIOUS HEALTH CONDITION OF THE EMPLOYEE OR AN IMMEDIATE FAMILY MEMBER. IN THESE SITUATIONS, THE EMPLOYEE IS REQUIRED TO GET A CERTIFICATION FROM THEIR DOCTOR STATING THE EMPLOYEE HAS REASON FOR THE LEAVE.
- B. TO BE ELIGIBLE FOR LEAVE AN EMPLOYEE MUST HAVE WORKED FOR THE EMPLOYER FOR AT LEAST TWELVE (12) CONSECUTIVE MONTHS.

## **COMPENSATION FOR FAMILY AND MEDICAL LEAVE**

MILFORD ASSEMBLY OF GOD WILL NOT PAY EMPLOYEES FOR THIS TYPE OF LEAVE. HOWEVER, COVERAGE OF THE GROUP HEALTH POLICY WILL BE CONTINUED DURING THE LEAVE PERIOD.

THE EMPLOYEE WILL BE RESTORED TO HIS/HER FORMER POSITION WITH EQUIVALENT PAY, BENEFITS AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT. THE EMPLOYEE WILL NOT LOSE ANY SENIORITY ACCRUED PRIOR TO THEIR LEAVE.

### **PP-7 PERSONAL DAYS**

- A. FULL TIME EMPLOYEES WILL BE ALLOWED 5 PERSONAL DAYS A YEAR WITH PAY FOR PERSONAL USE WITHOUT DEDUCTION OF PAY, WITH THE EXCEPTION OF ABSENCE DURING THE FIRST NINETY DAYS OF EMPLOYMENT. THE NEED FOR THESE DAYS IS RECOGNIZED BY MILFORD ASSEMBLY OF GOD DUE TO MANY THINGS, SUCH AS: CHILDREN ACTIVITIES, CHILDREN SICKNESS, 1 DAY GET-AWAY, PERSONAL BUSINESS, ETC. THIS BENEFIT IS NON-CUMULATIVE AND MUST BE APPROVED BY IMMEDIATE SUPERVISOR. A FIRST COME - FIRST SERVE BASIS WILL APPLY WHEN EMPLOYEES SEEK THE SAME DAY OFF.
- B. THE SENIOR PASTOR WILL DETERMINE THE NUMBER OF PERSONAL DAYS EACH PART-TIME EMPLOYEE WILL BE ALLOWED. THE NUMBER OF DAYS ALLOWED WILL BE BASED ON THE AMOUNT OF HOURS WORKED AND WILL BE DISCUSSED WITH THE EMPLOYEE WHEN HE/SHE IS HIRED.

### **PP-8 EXCUSED ABSENCE**

#### **JURY AND WITNESS DUTY**

- A. AN EMPLOYEE IS PAID FOR THE TIME ABSENT FOR JURY OR WITNESS DUTY BY THE GOVERNMENT. ANY PAYMENTS RECEIVED FROM THE GOVERNMENT FOR SUCH SERVICES ARE RETAINED BY THE EMPLOYEE. THE DIFFERENCE BETWEEN THE GOVERNMENT PAYMENTS AND REGULAR SALARY WILL BE COMPENSATED BY THE CHURCH. ARRANGEMENTS SHOULD BE MADE WITH THE SENIOR PASTOR.
- B. IF THE EMPLOYEE'S SERVICES AS A JUROR OR WITNESS ARE NOT REQUIRED FOR THE ENTIRE DAY, THE EMPLOYEE IS EXPECTED TO REPORT AT THE CHURCH FOR THE REMAINDER OF THE DAY.
- C. THE EMPLOYEE IS EXPECTED TO REPORT FOR WORK ON ANY REGULAR SCHEDULED WORK DAY WHEN THE COURT DISMISSED FOR A HOLIDAY NOT RECOGNIZED BY THE CHURCH.

### **FUNERAL LEAVE**

- A. AN EMPLOYEE IS GIVEN TWO DAYS EXCUSED ABSENCE FROM WORK WITHOUT LOSS OF PAY TO ATTEND THE FUNERAL OF A MEMBER OF HIS FAMILY. (SPOUSE, CHILD, PARENT, GRANDPARENT)
- B. REQUEST TIME OFF FOR OTHER REASONS WILL BE GIVEN CONSIDERATION UPON MERIT OF THE REQUEST. TIME OFF IN THIS CATEGORY SHALL BE WITHOUT PAY.

**PP-10 LEAVE OF ABSENCE**

- A. IF AN EMPLOYEE NEEDS TO BE AWAY FROM WORK DUE TO PERSONAL ILLNESS, ILLNESS IN THE FAMILY, OR ANY OTHER TEMPORARY DISABILITY (EXCLUDING MATERNITY) A LEAVE OF ABSENCE MAY BE GRANTED. A LEAVE OF ABSENCE REQUEST MUST BE SUBMITTED IN WRITING TO THE SENIOR PASTOR.
- B. AFTER THIRTY DAYS OF UNPAID LEAVE OF ABSENCE, YOUR POSITION IS NOT GUARANTEED. THE SENIOR PASTOR WILL DETERMINE IF YOUR POSITION CAN BE HELD WITHOUT JEOPARDY TO THE OPERATIONS OF THE OFFICE/CHURCH. AT HIS DISCRETION, YOUR POSITION MAY BE FILLED.

**PP-11 HOLIDAYS**

- A. THE FOLLOWING SHALL BE CONSIDERED NORMAL HOLIDAYS FOR EMPLOYEES. IF ANY OF THESE DESIGNATED HOLIDAYS FALL ON SUNDAY, THE HOLIDAY SHALL BE OBSERVED ON THE FOLLOWING MONDAY. WHEN A DESIGNATED HOLIDAY FALLS ON A SATURDAY, A SCHEDULE OF COMPENSATORY TIME OFF SHALL BE WORKED OUT COOPERATIVELY WITH THE SENIOR PASTOR.

- NEW YEAR'S EVE DAY
- NEW YEAR'S DAY
- MEMORIAL DAY
- INDEPENDENCE DAY
- LABOR DAY
- THANKSGIVING DAY
- CHRISTMAS EVE DAY
- CHRISTMAS DAY

- B. TO RECEIVE PAY FOR THE HOLIDAY, THE EMPLOYEE MUST BE AT WORK THE DAY BEFORE AND THE DAY AFTER THE HOLIDAY.
- C. IF A HOLIDAY OCCURS DURING AN EMPLOYEE'S VACATION,. THE EMPLOYEE WILL HAVE AN EXTRA DAY OFF.

**PP-12 VACATIONS**

- A. DURING THE FIRST SIX MONTHS OF EMPLOYMENT, ANY VACATION GRANTED WILL BE BASED ON PERFORMANCE. IF GRANTED, THE TIME WILL NOT EXCEED 1 WEEK. THEREAFTER, VACATIONS WILL BE GRANTED BASED ON THE CALENDAR YEAR, JANUARY THROUGH DECEMBER.
- B. VACATION WITH PAY SHALL BE GRANTED TO EACH EMPLOYEE AS FOLLOWS:
  - 1. ONE WEEK (5 WORKING DAYS) VACATION TO ANY EMPLOYEE WHO HAS COMPLETED SIX MONTHS OR MORE OF CONTINUOUS FULL-TIME HIGHLY SUCCESSFUL SERVICE.
  - 2. TWO WEEKS VACATION TO ANY EMPLOYEE WHO WILL COMPLETE TWELVE MONTHS OF CONTINUOUS FULL-TIME SERVICE.

3. THREE WEEKS VACATION TO ANY EMPLOYEE WHO WILL COMPLETE FIVE OR MORE YEARS OF CONTINUOUS FULL-TIME SERVICE.
  4. VACATION FOR PART-TIME EMPLOYEES WILL BE DETERMINED BY THE SENIOR PASTOR. THE NUMBER OF DAYS OR WEEKS WILL BE BASED UPON HOURS WORKED. THIS WILL BE DISCUSSED WITH THE EMPLOYEE WHEN HIRED.
- C. REQUESTS FOR VACATION SCHEDULES MUST BE MADE TO THE SENIOR PASTOR. ALL REQUESTS ARE TO BE TURNED IN NOT LATER THAN MARCH 1<sup>ST</sup> OF EACH CALENDAR YEAR.
  - D. SENIORITY OF SERVICE WILL BE CONSIDERED WHEN SCHEDULING VACATION DATES.
  - E. EMPLOYEES WILL BE GIVEN THEIR VACATION PAY THE DAY BEFORE STARTING THEIR VACATION.
  - F. VACATIONS ARE NOT CUMULATIVE AND WILL BE FORFEITED IF NOT TAKEN.

#### **PP-13 PERSONAL DEVELOPMENT SEMINARS**

- A. EMPLOYEES MAY BE GRANTED PERMISSION TO ATTEND AN APPROVED JOB/SELF IMPROVEMENT SEMINAR, CLASS, SCHOOL, CONFERENCE, SEMINAR, ETC. REQUEST MUST BE MADE WELL IN ADVANCE AND APPROVAL GIVEN BY THE SENIOR PASTOR. DETERMINATION WHETHER THE STAFF MEMBER WILL PAY HIS OWN EXPENSE OR WHETHER THIS WILL BE WITH OR WITHOUT PAY WILL BE MADE BY THE TIME OF APPROVAL.

#### **PP-14 OUTSIDE MINISTRY**

- A. ALL PASTORS WILL BE ALLOWED TWO TIMES PER YEAR TO BE AWAY OR MINISTRY, INCLUDING ON SUNDAY IF ABSOLUTELY NECESSARY. ALL ARE ENCOURAGED NOT TO BE AWAY ON SUNDAY UNLESS ABSOLUTELY NECESSARY.
- B. TOTAL MINISTRY DAYS TO BE AWAY FOR A ONE YEAR PERIOD MUST NO EXCEED 7 DAYS INCLUDING TRAVEL TIME.
- C. EXPENSES FOR THESE MINISTRY DATES ARE TO BE COVERED BY THE GROUP THAT YOU ARE MINISTERING TO.
- D. ALL MINISTRY DATES MUST BE CLEARED BY THE SENIOR PASTOR AND BE PLACED ON THE MASTER CALENDAR.

#### **PP-15 APPEARANCE GUIDELINES**

**OFFICE:**

- A. DRESSES, SUITS, SKIRTS, OR SLACKS ARE CONSIDERED TO BE PROPER FEMALE ATTIRE FOR THE OFFICE.
- B. ATTIRE SHALL BE MODEST AND CLEAN.
- C. FEMALE PERSONNEL (INCLUDING MINISTER’S WIVES) SHALL WEAR SKIRT OUTFITS TO WORSHIP SERVICES AND SANCTUARY ACTIVITIES.
- D. MALE ATTIRE FOR THE OFFICE SHALL INCLUDE DRESS SHIRT AND NECKTIE OR NEAT CASUAL DRESS WEAR.

**CHURCH:**

**MEN**

- 1. WEAR SHINED SHOES
- 2. WEAR SOCKS OF ADEQUATE LENGTH TO KEEP LEGS COVERED.
- 3. WEAR COAT AND DRESS TIE.

**WOMEN**

- 1. EXERCISE MODESTY IN DRESS **(NO SLACKS)**.

**CONDUCT**

- 1. BE ATTENTIVE AND RESPONSIVE TO THOSE LEADING THE SERVICE.
- 2. NO UNNECESSARY TALKING, WHISPERING, NOTE-PASSING, ETC.
- 3. NO SLEEPING (BE WELL RESTED).
- 4. INVOLVE YOURSELF IN THE SERVICE IN EVERY WAY POSSIBLE (ESPECIALLY ALTAR MINISTRY)

**PP-16 HOUSEKEEPING**

THE CHURCH ATTEMPTS TO PROVIDE EMPLOYEES WITH CLEAN AND PLEASANT WORKING FACILITIES. GOOD HOUSEKEEPING IS NOT THE SOLE RESPONSIBILITY OF THE CUSTODIAL STAFF; IT IS THE RESPONSIBILITY OF EACH OF US. CLEANLINESS AND ORDERLINESS PROMOTES SAFETY, MORALE, AND COMFORT. OFFICE AND WORKING AREAS MUST BE KEPT ORDERLY. IF YOU USE ANY JANITORIAL EQUIPMENT PLEASE RETURN IT AS SOON AS YOU ARE THROUGH.

**PP-17 “OPEN DOOR”**

- A. IT IS OUR DESIRE TO OPERATE BY THE SCRIPTURAL BASIS OF MATTHEW 5 AND 18 IN REGARDS TO OFFENSES BETWEEN PERSONNEL. THE TERM “OFFENSES” INCLUDES DIFFERENCES OF OPINIONS, ALLEGED MISCONDUCT, AND ANY EVENT WHICH CREATES UNRESOLVED CONFLICTS.
- B. IF ANY EMPLOYEE IS UNCOMFORTABLE IN SPEAKING DIRECTLY WITH THE INVOLVED PARTY, OR INITIAL ATTEMPT TO SOLVE THE OFFENSES HAVE FAILED, THE IMMEDIATE SUPERVISOR SHOULD BE THE THIRD PARTY WITNESS TO THE RESOLUTION ATTEMPT.
- C. THE SENIOR PASTOR’S DOOR IS OPEN TO ANY EMPLOYEE WHO NEEDS TO SPEAK TO HIM REGARDING AN UNRESOLVED CONFLICT OR OFFENSE.

## **PP-18 RETIREMENT**

- A. NO RETIREMENT BENEFITS ARE AVAILABLE TO PERSONNEL THROUGH THE CHURCH.
- B. STAFF, HOLDING ASSEMBLIES OF GOD MINISTERIAL CREDENTIALS, MAY ENROLL IN THE MINISTER'S BENEFIT ASSOCIATION (A RETIREMENT PLAN ENDORSED BY THE GENERAL COUNCIL OF THE ASSEMBLIES OF GOD). THE AMOUNT TO BE INVESTED MUST BE DEFINED IN CONSULTATION WITH THE SENIOR PASTOR, WRITTEN CONFIRMATION IN THE EMPLOYEES FILE, AND APPROPRIATE DEDUCTIONS MADE FROM BASE SALARY.

## **PP-19 ACTION PROCEDURE FOR MINISTERS AND DEPARTMENT HEADS**

- ACT** YOU ARE EXPECTED TO HAVE COMPLETE KNOWLEDGE IN YOUR FIELD OF MINISTRY. YOU HAVE DIRECT AUTHORITY TO OPERATE WITHIN YOUR PARAMETERS TO EFFECTIVELY DIRECT THAT MINISTRY. YOU SHOULD BE ABLE TO DEFEND YOUR JUDGMENT IN THESE MATTERS IF QUESTIONED.
- INFORM AND ACT:** TWO POINTS WHICH DESCRIBE THE IMPORTANCE OF COOPERATION IN MINISTRY OF ARE:
  - 1. SPECIFIC INFORMATION SOMETIMES LEAVES US WITH MULTIPLE CHOICES AND COUNSELING WITH YOUR SUPERVISOR IS OFTEN A GREAT ASSET IN MAKING DECISIONS.
  - 2. SOMETIMES ACTIONS ARE NEEDED WHICH RELATE TO OTHER AREAS OF MINISTRY NOT UNDER YOUR AUTHORITY OR POSSIBLY IN UNDEFINED AREAS.
- ACT AND INFORM:** THESE ARE TIMES WHICH DEMAND IMMEDIATE ACTION IN UNDEFINED AREAS OF RESPONSIBILITY. IT IS BETTER TO ACT THAN REMAIN INDECISIVE. YOU SHOULD IMMEDIATELY SHARE WITH YOUR SUPERVISOR WHAT ACTION WAS TAKEN AND WHY.

## **PP-20 TELEPHONES**

- A. ALL CALLS SHALL BE HANDLED WITH PROPER TELEPHONE COURTESY AND WITH MAXIMUM EFFORT TO HELP THE CALLER WITH INQUIRIES AND QUESTIONS.
- B. INCOMING CALLS SHALL BE ANSWERED BY THE RECEPTIONIST WITH AN ASSIGNED SECRETARY AS BACK-UP.
- C. ALL STAFF SHALL SHARE RESPONSIBILITY FOR PHONE ANSWERING AND NO CALL SHOULD RING MORE THAN THREE TIME.
- D. CALLS FOR THE SENIOR PASTOR SHALL BE DIRECTED TO HIS SECRETARY. CALLS FOR OTHER PASTORS SHALL BE FORWARDED TO THEM.

- E. INTERCOM LINES SHALL BE USED AS A PRIMARY SOURCE OF TIME-SAVING, ENERGY EFFICIENT INTER-OFFICE COMMUNICATIONS.
- F. "DO NOT DISTURB" BUTTONS ARE NOT TO BE ABUSED BY THE USERS AND SHOULD BE RESPECTED BY OTHERS.
- G. ALL STAFF IS RESPONSIBLE FOR LONG DISTANCE PERSONAL MINISTRY CALLS AS WELL AS LONG DISTANCE PERSONAL CALLS.
- H. ALL OFFICE STAFF MEMBERS ARE ASSIGNED A LINE TO USE FOR THEIR BUSINESS RELATED LONG DISTANCE PHONE CALLS. PLEASE USE THAT LINE ONLY.

**PP-21 GENERAL CONDUCT**

AS ANY STRUCTURED ORGANIZATION NEEDS RULES FOR PROTECTION AND GUIDANCE, MILFORD ASSEMBLY OF GOD HAS RULES. LISTED BELOW FOR YOUR GUIDANCE ARE OFFENSES THAT WILL RESULT IN DISMISSAL OR OTHER DISCIPLINARY ACTION.

- 1. FALSIFICATION OF RECORDS SUCH AS APPLICATION OF EMPLOYMENT, TIME SHEETS, ETC.
- 2. THEFT FROM THE CHURCH, STAFF, OR VISITORS.
- 3. PROFANITY OR ABUSIVE LANGUAGE, IMMORAL CONDUCT, OR IMPROPER CONDUCT IN PERFORMANCE OF WORK ASSIGNMENT.
- 4. INSUBORDINATION SUCH AS REFUSAL TO CARRY OUT ASSIGNMENTS OR OTHER ACTS OF DISOBEDIENCE.
- 5. DELAYING OR RESTRICTING WORK OR INCITING OTHERS TO DO SO.
- 6. ABUSE OF CHURCH PROPERTY INCLUDING GENERAL CARELESSNESS OR NEGLIGENCE.
- 7. DISCLOSURE OF CONFIDENTIAL INFORMATION OR BREACH OF PROFESSIONAL ETHICS.
- 8. PATTERNS OF UNEXCUSED ABSENCES OR TARDINESS.
- 9. INABILITY OR FAILURE TO PERFORM WORK ASSIGNMENT.
- 10. ENGAGING IN RUDE OR DISCOURTEOUS BEHAVIOR TOWARDS OR IN THE PRESENCE OF VISITORS OR STAFF.
- 11. ENGAGING IN ACTIVITIES ON OR OFF DUTY WHICH ARE CONTRARY TO THE MISSION OF MILFORD ASSEMBLY OF GOD AND WHICH WILL DAMAGE MILFORD ASSEMBLY OF GOD'S IMAGE IN THE COMMUNITY.

THIS LIST IS NOT EXHAUSTIVE AS OTHER ACTIONS NOT LISTED MAY ALSO RESULT IN DISMISSAL OR OTHER DISCIPLINARY ACTION. VIOLATION OF THESE AND OTHER PRACTICES AND PROCEDURES WILL BE DEALT WITH ON AN INDIVIDUAL BASIS. WARNINGS MAY BE USED TO DISCIPLINE IF THE NATURE OF THE OFFENSE DOES NOT WARRANT IMMEDIATE TERMINATION.

ANY INCIDENT WILL BE HANDLED FAIRLY AND JUSTLY. IF YOU DO NOT AGREE WITH AN ISSUE, YOU MAY REQUEST A MEETING WITH THE SENIOR PASTOR. HE WILL CONSIDER ALL CIRCUMSTANCES AND MAKE A FINAL DETERMINATION.

## **PP-22 PRIVILEGED, CONFIDENTIAL INFORMATION**

TO PROTECT OUR MEMBERS, STAFF, AND MILFORD ASSEMBLY OF GOD, SENSITIVE OR CONTROVERSIAL INFORMATION CONCERNING MEMBERS, FINANCES, STAFF MEMBERS AND ONGOING ISSUES ARE TO BE HELD IN STRICTEST CONFIDENCE AND IS NOT TO BE DISCUSSED WITH ANYONE. ANY DISCUSSION OF THE ABOVE MUST BE DONE IN A PROFESSIONAL MANNER AND LIMITED ONLY TO THOSE WHO HAVE A LEGITIMATE NEED TO KNOW. ANY REQUEST FOR SUCH INFORMATION FROM PERSONS OUTSIDE THE OFFICE SHOULD BE REFERRED TO THE SENIOR PASTOR.

**(NO PP-23 WAS IN MANUAL)**

## **PP-24 UNAUTHORIZED COMMITMENT**

ONLY DESIGNATED OFFICERS ACTING WITHIN THE SCOPE OF THEIR AUTHORITY MAY ENTER INTO OR MODIFY CONTRACTS ON BEHALF OF ANY ORGANIZATION.

WHEN A NON-DESIGNATED REPRESENTATIVE OR STAFF MEMBER SOLELY ENTERS INTO OR MODIFIES AN AGREEMENT AND/OR CONTRACT FOR SERVICES AND/OR MATERIALS WITH AN INDIVIDUAL OR ESTABLISHMENT AND THOSE SERVICES ARE SATISFACTORILY PERFORMED/DELIVERED THE INDIVIDUAL ACTING HAS DONE SO ON THEIR BEHALF INFERRING THAT THE ORGANIZATION WILL BE OBLIGATED AS SO STATED.

IN SOME CASES THE INDIVIDUAL MAKING THE COMMITMENT MAY BE HELD LIABLE FOR COMPENSATION. BUT THE MOST COMMON METHOD OF COMPENSATION IS THE RATIFICATION PROCEDURE WHERE THE ORGANIZATION CONDUCTS A RATIFICATION INQUIRY AND APPROVES/DISAPPROVES BASED ON THE EVIDENCE. IN BOTH APPROACHES LEGAL ACTIONS MAY RESULT OR BE REQUIRED.

POSITIVE ACTION SHOULD BE TAKEN TO PRECLUDE TO THE MAXIMUM EXTENT POSSIBLE, THE NEED FOR RATIFICATION ACTIONS.

FUTURE EFFORTS OF CONSTRUCTIONS, REMODELING AND MAINTENANCE SHOULD BE CAREFULLY REVIEWED PRIOR TO INCORPORATION. AT NO TIME SHOULD ASSUMPTIONS DRIVE OUR DECISION MAKING AND WRITE OF AGREEMENT/CONTRACTS SHOULD BE IN PLACE AND CLEARLY UNDERSTOOD PRIOR TO THE COMMENCEMENT OF WORK.

NOTE: THE FORE MENTIONED MAY VARY IN ACCORDANCE TO OHIO LAW AND WOULD IN ANY QUESTION ARISING NEED TO BE DIRECTED TO COUNCIL FOR JUDICATION.

**I HAVE READ AND FULLY UNDERSTAND THE POLICIES AND PROCEDURES OF THIS MANUAL. I AM AWARE THAT IF I HAVE ANY QUESTIONS OR CONCERNS NOT COVERED IN THIS MANUAL, I AM TO CONTACT MY IMMEDIATE SUPERVISOR. I ALSO UNDERSTAND THAT UPON EMPLOYMENT TERMINATION, I AM TO RETURN THIS MANUAL TO MY IMMEDIATE SUPERVISOR.**

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**EMPLOYEE'S SIGNATURE**

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**DATE**

**MILFORD ASSEMBLY OF GOD, INC.**  
1301 SR 131  
520 GARFIELD AVE.  
MILFORD, OHIO 45150  
513-831-8039

**APPLICATION FOR EMPLOYMENT**

**(PLEASE ATTACH RESUME AND ANY OTHER  
PERTINENT DOCUMENTATION)**

**PERSONAL INFORMATION**

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

PRESENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PHONE (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
HOME OTHER

SOCIAL SECURITY NUMBER \_\_\_\_\_ DOB \_\_\_\_\_  
MONTH DAY YEAR

CURRENT DRIVERS LICENSE: \_\_\_\_\_ WHAT STATE: \_\_\_\_\_ LICENSE NUMBER: \_\_\_\_\_

DO YOU USE  TOBACCO  ALCOHOLIC BEVERAGES  NON RX DRUGS

HAVE YOU EVER BEEN CONVICTED OF, OR PLEADED GUILTY TO, A CRIMINAL OFFENSE (EXCLUDING MINOR TRAFFIC VIOLATIONS)? IF SO, PLEASE GIVE INFORMATION AS TO THE NATURE OF THE OFFENSE, THE DATE AND THE COURT OF JURISDICTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WERE YOU A VICTIM OF ABUSE OR MOLESTATION WHILE A MINOR? \_\_\_\_\_ (IF YOU PREFER, YOU MAY REFUSE TO ANSWER THIS QUESTION, OR YOU MAY DISCUSS YOUR ANSWER IN CONFIDENCE WITH THE SENIOR PASTOR RATHER THAN ANSWERING IT ON THIS FORM. ANSWERING YES, OR LEAVING THE QUESTION UNANSWERED, WILL NOT AUTOMATICALLY DISQUALIFY AN APPLICANT FOR CHILDREN OR YOUTH WORK.

MARITAL STATUS:  SINGLE  MARRIED  DIVORCED  WIDOWED  REMARRIED

NAMES AND BIRTH DATES OF CHILDREN \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

	NAME AND ADDRESS	YEARS COMPLETED	DEGREE
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOLS			

**EMPLOYMENT DESIRED**

POSITION APPLYING FOR \_\_\_\_\_

**IF APPLYING FOR A POSITION WORKING WITH CHILDREN, PLEASE LIST ON A SEPARATE SHEET ANY CLASSES OR PAST EMPLOYMENT WITH CHILD CARE.**

DATE YOU CAN START \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_

ARE YOU EMPLOYED NOW?  YES  NO IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?  YES  NO

MINIMUM LENGTH OF COMMITMENT: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

**PHYSICAL RECORD**

DO YOU HAVE ANY PHYSICAL LIMITATIONS WHICH MAY PREVENT YOU FROM PERFORMING CERTAIN KINDS OF DUTIES INVOLVING LIFTING, BENDING, STOOPING OR DUTIES PARTICULAR TO THE JOB FOR WHICH YOU ARE APPLYING?  NO  YES (IF YES, EXPLAIN) \_\_\_\_\_

HAVE YOU EVER BEEN INJURED ON THE JOB?  NO  YES (IF YES, EXPLAIN) \_\_\_\_\_

**FORMER EMPLOYERS**

LIST BELOW YOUR LAST THREE EMPLOYERS, STARTING WITH THE PRESENT ONE FIRST.

NAME AND ADDRESS	DATE EMPLOYED	SALARY POSITION	REASON FOR LEAVING



**STATE BRIEFLY YOUR PERSONAL RELATIONSHIP WITH GOD:** \_\_\_\_\_

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**CHURCH AFFILIATION** \_\_\_\_\_ **MEMBER?** \_\_\_\_\_

**PASTOR'S NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**STATE BRIEFLY HOW YOU WOULD HANDLE THE SITUATION IN WHICH ONE CHILD HAS HIT ANOTHER CHILD?** \_\_\_\_\_

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**STATE AN EXAMPLE OF A CLASSROOM ACTIVITY THAT YOU COULD DO IN 15 MINUTES** \_\_\_\_\_

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**APPLICANT'S STATEMENT**

THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE ANY REFERENCES LISTED IN THIS APPLICATION TO GIVE YOU ANY INFORMATION THEY MAY HAVE REGARDING MY CHARACTER AND FITNESS FOR WORK, AND I RELEASE ALL SUCH REFERENCES FROM LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SUCH EVALUATIONS TO YOU.

IF I AM OFFERED AND ACCEPT EMPLOYMENT WITH MILFORD ASSEMBLY OF GOD, INC., I UNDERSTAND THAT IF HIRED I WILL BE EMPLOYED ON A PROBATIONARY STATUS FOR A PERIOD OF 90 DAYS AND MAY BE DISCHARGED OR LAID OFF BEFORE THAT PERIOD WITHOUT RECOURSE. EVEN IF PROBATION IS SUCCESSFULLY COMPLETED, I STILL RESERVE THE RIGHT TO TERMINATE AT ANY TIME AND MILFORD ASSEMBLY OF GOD, INC. RESERVES THE SAME RIGHT.

SHOULD MY APPLICATION BE ACCEPTED, I AGREE TO BE BOUND BY THE CONSTITUTION AND BYLAWS AND POLICIES OF THIS CHURCH, AND TO REFRAIN FROM UNSCRIPTURAL CONDUCT IN THE PERFORMANCE OF MY SERVICES ON BEHALF OF THE CHURCH.

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APPLICANT'S SIGNATURE

DATE

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PERSON RECEIVING APPLICATION

DATE

**MILFORD ASSEMBLY OF GOD CHURCH  
1301 STATE ROUTE 131  
520 GARFIELD AVE.  
MILFORD, OHIO 45150  
(513) 831-8039**

DATE \_\_\_\_\_

TO WHOM IT MAY CONCERN:

I, THE UNDERSIGNED, HAVE APPLIED TO MILFORD ASSEMBLY OF GOD CHURCH FOR EMPLOYMENT, AND I DESIRE THAT THEY BE FULLY ADVISED OF MY RECORD WITH FORMER EMPLOYERS. I, THEREFORE, RESPECTFULLY REQUEST THAT YOU FURNISH THE NECESSARY INFORMATION CONCERNING MY EMPLOYMENT WITH YOUR ORGANIZATION, AND I HEREBY RELEASE YOU FROM ANY AND ALL LIABILITY OF DAMAGES FOR PROVIDING THE INFORMATION REQUESTED.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
APPLICANT'S NAME (PRINTED)                      BIRTHDATE                      SOCIAL SECURITY NUMBER

\_\_\_\_\_  
NAME OF PAST EMPLOYER                      ADDRESS                      CITY                      STATE                      ZIP

\_\_\_\_\_  
TYPE OF WORK PERFORMED

\*\*\*\*\*

**FOR PAST EMPLOYER'S USE:    YOUR CONFIDENTIAL REPLY**

EXCELLENT    SATISFACTORY    UNSATISFACTORY

JOB KNOWLEDGE	_____	_____	_____
PERFORMANCE	_____	_____	_____
ATTENDANCE	_____	_____	_____
ATTITUDE	_____	_____	_____
CONDUCT	_____	_____	_____

REASON FOR LEAVING \_\_\_\_\_

HOW WAS THE APPLICANT TERMINATED?     QUIT                       DISCHARGED

WOULD YOU REHIRE?     Yes                       No

DATES EMPLOYED BY YOU \_\_\_\_\_ TO \_\_\_\_\_

TYPE OR TITLE OF POSITION \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**CONFIDENTIAL REFERENCE FORM**

THIS REFERENCE FORM IS TO BE FILLED OUT BY THE PERSON DOING THE INTERVIEW.

NAME OF APPLICANT \_\_\_\_\_

REFERENCE CONTACTED (NAME OF BUSINESS AND PERSON CONTACTED)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE AND TIME OF CONTACT \_\_\_\_\_

PERSON CONTACTING THE REFERENCE \_\_\_\_\_

METHOD OF CONTACT (TELEPHONE, LETTER, PERSONAL CONVERSATION)

---

SUMMARY OF CONVERSATION (SUMMARIZE THE REFERENCE'S REMARKS CONCERNING THE APPLICANT'S FITNESS AND SUITABILITY FOR THE JOB THEY ARE APPLYING FOR)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

---

**MILFORD ASSEMBLY OF GOD**  
**EMPLOYEE PERFORMANCE REVIEW**

NAME \_\_\_\_\_  
 CURRENT POSITION \_\_\_\_\_  
 CURRENT SALARY \_\_\_\_\_  
 DATE EMPLOYED \_\_\_\_\_  
 DATE REVIEW DUE \_\_\_\_\_  
 DATE OF REVIEW \_\_\_\_\_

---

**RATING DEFINITIONS**

- |                         |   |
|-------------------------|---|
| 1. OUTSTANDING          | PERFORMANCE AND RESULTS CONSISTENTLY AND SUBSTANTIALLY EXCEED ALL POSITION REQUIREMENTS AND ACCEPTED STANDARDS FOR THE POSITION. RESULTS ARE OF THE HIGHEST QUALITY.  |
| 2. SUPERIOR             | PERFORMANCE AND RESULTS FREQUENTLY EXCEED POSITION REQUIREMENTS AND ACCEPTED STANDARDS FOR THE POSITION. RESULTS ARE OF A HIGH QUALITY.   |
| 3. SATISFACTORY         | PERFORMANCE AND RESULTS CONSISTENTLY MEET ALL POSITION REQUIREMENTS AND ACCEPTED STANDARDS FOR THE POSITION. RESULTS ARE OF A GOOD QUALITY.   |
| 4. IMPROVEMENT EXPECTED | PERFORMANCE AND RESULTS ARE MET FOR SOME, BUT NOT ALL, POSITION REQUIREMENTS AND ACCEPTED STANDARDS FOR THE POSITION. IMPROVEMENT IS NECESSARY IN ORDER TO MEET THE TOTAL RESPONSIBILITIES OF THE POSITION.   |
| 5. UNSATISFACTORY       | PERFORMANCE AND RESULTS ARE BELOW A STANDARD, ACCEPTABLE LEVEL. A PLAN WITH SPECIFIC OBJECTIVES AND TIME FRAMES MUST BE DEVELOPED. IF CORRECTIVE ACTION AND IMPROVEMENT IS NOT DEMONSTRATED, CORRECTIVE ACTION WILL BE TAKEN, UP TO AND INCLUDING POSSIBLE TERMINATION. |

**OVERALL RATING - CIRCLE ONE**

**1. JOB KNOWLEDGE** **1** **2** **3** **4** **5**

LEVEL OF UNDERSTANDING AND PROFICIENCY IN THE JOB, INCLUDING THE TECHNICAL, ANALYTICAL, CLERICAL AND ADMINISTRATIVE SKILLS REQUIRED. THIS

UNDERSTANDING MAY BE GAINED THROUGH EXPERIENCE, EDUCATION OR SPECIFIED TRAINING.

**EXAMPLE** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. ABILITY TO COMMUNICATE** **1 2 3 4 5**

THE DEGREE TO WHICH THE EMPLOYEE ACHIEVED RESULTS IN DECISION, ORAL PRESENTATIONS AND WRITTEN REPORTS.

**EXAMPLE** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. INITIATIVE** **1 2 3 4 5**

THE IDEAS, INGENUITY AND ACTIONS DEMONSTRATED IN SOLVING PROBLEMS, MAKING DECISIONS AND APPROACHING JOB RESPONSIBILITIES AND WORK ASSIGNMENTS AS WELL AS THE DEGREE TO WHICH UNASSIGNED, TOPICAL PROJECTS ARE UNDERTAKEN.

**EXAMPLE** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. ATTITUDE / PROFESSIONALISM** **1 2 3 4 5**

OVERALL ATTITUDE IN THE JOB DEMONSTRATED BY A SPIRIT OF COOPERATION IN WORKING WITH OTHERS, WILLINGNESS TO TAKE DIRECTION AND ACCEPT FEEDBACK, AND THE ABILITY TO ACCEPT CHANGE. THE USE OF TACT AND COURTEOUSNESS IN DEALING WITH CO-WORKERS, DEPARTMENT HEADS AND MEMBERS OF THE CONGREGATION.

**EXAMPLE** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. QUALITY OF WORK** **1 2 3 4 5**

OVERALL PRODUCTIVITY IN THE JOB DEMONSTRATED BY THE DEGREE OF ACCURACY, THOROUGHNESS, NEATNESS AND TIMELINESS OF WORK ASSIGNMENTS.

**EXAMPLE** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. QUANTITY OF WORK** **1 2 3 4 5**

THE ABILITY TO PLAN AND ORGANIZE ASSIGNMENTS FOR MAXIMUM AND CONSISTENT PRODUCTIVITY. THE OVERALL VOLUME OF COMPLETED, ACCEPTABLE WORK ASSIGNMENTS.

**EXAMPLE** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. JUDGMENT**

**1 2 3 4 5**

THE EMPLOYEE'S SKILLS IN RECOGNIZING, DIAGNOSING AND PRESCRIBING REMEDY TO PROBLEMS. THE ABILITY TO EXERCISE JUDGMENT AND ANALYTICAL ABILITY IN ARRIVING AT LOGICAL CONCLUSIONS AND FOLLOWING THROUGH WITH TIMELY ACTION.

**EXAMPLE** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. DEPENDABILITY**

**1 2 3 4 5**

RELIABILITY, DEDICATION AND COMMITMENT DEMONSTRATED BY ATTENDANCE, PUNCTUALITY, RESPONSIVENESS AND THE OVERALL USE AND MANAGEMENT OF TIME ON THE JOB.

**EXAMPLE** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. INDEPENDENCE**

**1 2 3 4 5**

THE EMPLOYEE'S ABILITY TO WORK ON HIS/HER OWN. THE EXTENT TO WHICH THE EMPLOYEE RELIES ON OUTSIDE DIRECTION AND GUIDANCE TO GET THINGS DONE. THE EMPLOYEE'S ABILITY TO MAKE DECISIONS ON MATTERS FOR WHICH HE/SHE IS RESPONSIBLE.

**EXAMPLE** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. COOPERATION**

**1 2 3 4 5**

THE EMPLOYEE'S WILLINGNESS TO WORK WITH OTHERS. THE EMPLOYEE'S ABILITY TO GET ALONG WITH OTHERS. THE EMPLOYEE'S SENSITIVITY TO OTHER'S VIEWS AND FEELINGS.

**EXAMPLE** \_\_\_\_\_  
\_\_\_\_\_

---

**11. UTILIZATION OF TIME**

**1 2 3 4 5**

THE EMPLOYEE'S ABILITY TO ORGANIZE TIME, DEADLINES WITHOUT UNNECESSARY DELAY, AND DISTRIBUTE TIME AMONG DUTIES ACCORDING TO THEIR RELATIVE IMPORTANCE.

**EXAMPLE** \_\_\_\_\_

---

**12. ABILITY TO LEARN**

**1 2 3 4 5**

THE SPEED AND THOROUGHNESS WITH WHICH THE EMPLOYEE LEARNS NEW PROCEDURES AND TECHNIQUES AND RETAINS INFORMATION. THE EMPLOYEE'S RESPONSIVENESS TO TRAINING AND INSTRUCTION.

**EXAMPLE** \_\_\_\_\_

**WHAT IS THE EMPLOYEE'S STRONGEST ATTRIBUTE?**

**IN WHICH AREA(S) DOES HE/SHE NEED IMPROVEMENT?**

**WHAT GOALS DO YOU AND THE EMPLOYEE INTEND TO SET TO INCREASE THE EFFECTIVENESS OF THE DEPARTMENT?**

**OVERALL EVALUATION OF THIS EMPLOYEE'S PERFORMANCE. PLEASE CIRCLE ONE.**

**OUTSTANDING**

**SUPERIOR**

**SATISFACTORY**

**IMPROVEMENT NEEDED**

**UNSATISFACTORY**

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PASTOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

\_\_\_\_\_  
DATE

**MILFORD ASSEMBLY OF GOD CHURCH  
EMPLOYEE NON-DISCLOSURE AGREEMENT**

**IMPORTANT:** PLEASE READ ALL SECTIONS BELOW. IF YOU HAVE ANY QUESTIONS REGARDING THIS AGREEMENT, PLEASE ADDRESS THEM WITH THE SENIOR PASTOR. YOU WILL RECEIVE A COPY OF THIS AGREEMENT FOR YOUR OWN RECORDS.

**DISCLOSURE OF INFORMATION SEEN OR HEARD:**

THE EMPLOYEE RECOGNIZES AND ACKNOWLEDGES: THAT HE/SHE WILL NOT AT ANY TIME DURING OR AFTER HIS/HER EMPLOYMENT BY THE CHURCH, DISCLOSE ANY INFORMATION THEY HAVE SEEN OR HEARD PERTAINING TO THE CHURCH OR ANY MEMBER OR ATTENDER OF THE CONGREGATION, OR ANY PERSON WHO HAS BEEN INTO COUNSELING OR HAVE CALLED SHARING ANY INFORMATION IN CONFIDENCE. THE EMPLOYEE WILL NOT AT ANY TIME DURING OR AFTER HIS/HER EMPLOYMENT BY THE CHURCH INJURE THE CHURCH WITH TALK AGAINST IT OR ANY MEMBER OF THE STAFF. THE EMPLOYEE RECOGNIZES THAT THE DISCLOSURE OF INFORMATION BY THE EMPLOYEE AS STATED ABOVE MAY GIVE RISE TO IRREPARABLE INJURY TO THE CHURCH AND THAT ACCORDINGLY, THE CHURCH OR ANY MEMBER OF THE CONGREGATION OR STAFF MAY SEEK ANY LEGAL REMEDIES AGAINST THE EMPLOYEE WHICH MAY BE AVAILABLE.

THE EMPLOYEE AGREES THAT HE/SHE WILL AT ALL TIMES COMPLY WITH THE SECURITY REGULATIONS IN EFFECT FROM TIME TO TIME AT THE CHURCH PREMISES, AND EXTERNALLY FOR ALL MATERIALS BELONGING TO THE CHURCH.

**AFFIDAVIT OF GOOD MORAL CHARACTER**

**STATE OF OHIO**

**COUNTY OF CLERMONT**

BEFORE ME THIS DAY PERSONALLY APPEARED \_\_\_\_\_  
WHO, BEING DULY SWORN, DEPOSES AND SAYS:

AS AN APPLICANT FOR EMPLOYMENT IN A POSITION OF TRUST WITH MILFORD ASSEMBLY OF GOD, INC., I HEREBY ATTEST TO MEETING THE REQUIREMENTS FOR EMPLOYMENT, THAT I AM OF GOOD MORAL CHARACTER, THAT I HAVE NOT BEEN FOUND GUILTY OF, REGARDLESS OF ADJUDICATION, OR ENTERED A PLEA OF NOLO CONTENDERE OR GUILTY TO, ANY OFFENSE PROHIBITED UNDER ANY OF THE FOLLOWING PROVISIONS OF THE OHIO STATUTES OR UNDER ANY SIMILAR STATUTE OF ANOTHER JURISDICTION; NOR HAVE I HAD A FINDING OF DELINQUENCY OR ENTERED A PLEA OF NOLO CONTENDERE OR A PLEA AMOUNTING TO AN ADMISSION OF GUILT TO A PETITION ALLEGING DELINQUENCY PURSUANT TO **(PART II, CHAPTER 39, FLORIDA STATUTES)**, OR SIMILAR STATUTES OF OTHER JURISDICTIONS, FOR ANY OF THE FOLLOWING ACTS, REGARDLESS OF ADJUDICATION OR DISPOSITION.

OHIO STATUTES, SECTION

RELATING TO MURDER  
RELATING TO MANSLAUGHTER  
RELATING TO VEHICULAR HOMICIDE  
RELATING TO KILLING OF AN UNBORN CHILD BY INJURY TO THE MOTHER  
RELATING TO ASSAULT, IF THE VICTIM OF THE OFFENSE WAS A MINOR  
RELATING TO AGGRAVATED ASSAULT  
RELATING TO BATTERY, IF THE VICTIM OF THE OFFENSE WAS A MINOR  
RELATING TO AGGRAVATED BATTERY  
RELATING TO KIDNAPPING  
RELATING TO FALSE IMPRISONMENT  
RELATING TO REMOVING CHILDREN FROM THE STATE OR CONCEALING CHILDREN CONTRARY TO COURT ORDER  
RELATING TO SEXUAL BATTERY  
RELATING TO PROHIBITED ACTS OF PERSONS IN FAMILIAL OR CUSTODIAL AUTHORITY  
RELATING TO PROSTITUTION  
LASCIVIOUS BEHAVIOR  
RELATING TO LEWDNESS AND INDECENT EXPOSURE

RELATING TO ARSON  
 RELATING TO ROBBERY  
 RELATING TO FRAUDULENT SALE OF A  
     CONTROLLED SUBSTANCE IF A  
     FELONY  
 RELATING TO INCEST  
 RELATING TO AGGRAVATED CHILD  
     ABUSE  
 RELATING TO NEGLIGENT TREATMENT  
     OF CHILDREN  
 RELATING TO SEXUAL PERFORMANCE  
     BY A CHILD  
 RELATING TO ABUSE, NEGLECT OR  
     EXPLOITATION OF AGED OR  
     DISABLED ADULTS  
 RELATING TO OBSCENE LITERATURE  
 RELATING TO DRUG ABUSE  
     PREVENTION AND CONTROL ONLY  
     IF THE OFFENSE WAS A FELONY  
     OR IF ANY OTHER PERSON  
     INVOLVED IN THE OFFENSE WAS A  
     MINOR

I FURTHER ATTEST THAT I HAVE NOT BEEN JUDICIALLY DETERMINED TO HAVE COMMITTED ABUSE AGAINST A CHILD AS DEFINED IN [SECTION (39.01 (2) AND (7), FLORIDA STATUTES] OR TO HAVE A CONFIRMED REPORT OF ABUSE AS DEFINED IN [CHAPTER 415, FLORIDA STATUTES] OR TO HAVE COMMITTED AN ACT WHICH CONSTITUTES DOMESTIC VIOLENCE AS DEFINED IN [SECTION 741.30, FLORIDA STATUTES].

UNDER THE PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING, AND THE FACTS ALLEGED ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

\_\_\_\_\_

AFFIANT

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_

NOTARY PUBLIC

MY COMMISSION EXPIRES

**MILFORD ASSEMBLY OF GOD CHURCH**

**COMMENDATION / DISCIPLINE REPORT**

A SEPARATE REPORT IS TO BE COMPLETED FOR EACH COMMENDATION OR OFFENSE..

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

**REASON FOR REPORT:**

COMMENDATION       DISCIPLINE       VERBAL REPRIMAND

WRITTEN REPRIMAND       OTHER

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE LIST BELOW, IN FULL DETAIL, WHAT WAS DISCUSSED WITH THE EMPLOYEE. DOCUMENT IN DEPTH DESCRIPTION OF COMMENDATION OR OFFENSE INCLUDING DATE AND TIME, RESULTS OF ANY INVESTIGATION, REASON FOR COMMENDATION OR DISCIPLINE AND REVIEW OF WORK HISTORY. ALSO STATE WHETHER OR NOT THE EMPLOYEE WAS ADVISED OF MORE SEVERE DISCIPLINE IF THIS OR SIMILAR INCIDENTS OCCUR.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EACH WARNING SHOULD END WITH THIS STATEMENT. ANY FUTURE INCIDENT OF THIS NATURE WILL RESULT IN FURTHER DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT. **THIS IS A MUST!**

ATTACH ADDITIONAL PAGE IF NECESSARY.

HISTORY OF PREVIOUS DISCIPLINARY ACTION IF ANY.

DATE

OFFENSE

DISCIPLINE AWARDED

\_\_\_\_\_  
\_\_\_\_\_

---

---

EMPLOYEE'S SIGNATURE

---

DATE

---

PASTOR'S SIGNATURE

---

DATE

---

DEPARTMENT HEAD'S SIGNATURE

---

DATE

**MILFORD ASSEMBLY OF GOD CHURCH**

NOTE ON APPLICANT:

CONFIDENTIAL:

THIS IS NOT TO BE USED AFTER THE INTERVIEW AWAY FROM THE APPLICANT. DO NOT MAKE NOTES ON THE APPLICATION.

---

---

INTERVIEWER

---

DATE

**MILFORD ASSEMBLY OF GOD CHURCH**

**INITIAL 90 DAY EVALUATION**

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

EMPLOYMENT DATE \_\_\_\_\_ END OF INITIAL 90 DAYS \_\_\_\_\_

TRANSFER DATE \_\_\_\_\_

**1. ATTENDANCE** \_\_\_\_\_

\_\_\_\_\_

**2. ATTITUDE** \_\_\_\_\_

\_\_\_\_\_

**3. DEPENDABILITY** \_\_\_\_\_

\_\_\_\_\_

**4. GENERAL APPEARANCE** \_\_\_\_\_

\_\_\_\_\_

**5. PERFORMANCE** \_\_\_\_\_

\_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

**RECOMMENDATION**

CONTINUED EMPLOYMENT

TERMINATION

TRANSFER

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF EVALUATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF DEPARTMENT HEAD

\_\_\_\_\_  
DATE

## MILFORD ASSEMBLY OF GOD CHURCH

### ORIENTATION CHECK LIST

1. GO THROUGH ALL FORMS THAT ARE TO BE SIGNED BY NEW EMPLOYEE AND MAKE SURE THEY ARE ALL FILLED OUT, SIGNED AND DATED.
2. GO OVER INSURANCE.
3. GO OVER STAFF INFORMATION SHEET WITH NEW EMPLOYEE. MAKE SURE THERE IS NO QUESTION ABOUT OFFICE HOURS AND THEIR ASSIGNED WORK HOURS.
4. GIVE JOB DESCRIPTION TO THE NEW EMPLOYEE AND GO OVER EACH ITEM THOROUGHLY. ASSURE HIM/HER TO BE FREE REGARDING ASKING QUESTIONS IF THEY ARE UNDECIDED ABOUT THINGS THAT MIGHT COME UP.
5. TAKE THE NEW EMPLOYEE ON A TOUR OF THE FACILITIES AND ALERT THEM TO THINGS THAT WE ALL ARE ON THE LOOK OUT FOR. (SUCH AS, LEAKING FAUCETS, PESTS, ANYTHING THAT IS A DANGER TO THE CHILDREN, ETC.)
6. INTRODUCE NEW EMPLOYEE TO OTHER STAFF MEMBERS.
7. GET ALL INSURANCE PAPERS FILLED OUT.

# MILFORD ASSEMBLY OF GOD CHURCH

## TERMINATION PROCEDURES

I, THE UNDERSIGNED, HAVE READ THE FOLLOWING RULES FOR DISCHARGE. I AM FULLY AWARE OF THE CONTENTS.

---

EMPLOYEE'S SIGNATURE

---

DEPARTMENT HEAD'S SIGNATURE

### **TERMINATION PROCEDURES**

1. RESIGNATION: VOLUNTARY TERMINATION REQUIRES AT LEAST TWO WEEKS NOTICE SUBMITTED TO IMMEDIATE SUPERVISOR. MINISTERS SHALL GIVE AT LEAST ONE MONTH NOTICE SUBMITTED TO THE SENIOR PASTOR.
2. DISMISSAL MEANS TERMINATION INITIATED BY THE EMPLOYER. DISMISSAL CAN BE IMMEDIATE. SEVERANCE PAY MAY OR MAY NOT BE ALLOWED. IT WILL BE AT THE DISCRETION OF THE SENIOR PASTOR. TERMINATION WITH THE CHURCH TAKING THE INITIATIVE WILL BE USED IN THE CONDITIONS DESCRIBED BELOW.

### **TERMS FOR DISMISSAL**

1. DISLOYALTY TO THE LEADERSHIP AND/OR THE CHURCH
2. UNSCRIPTURAL CONDUCT
3. CHANGE OF DOCTRINE
4. BEING OUT OF HARMONY WITH THE LEADERSHIP AND/OR PRACTICES OF THE CHURCH
5. INCOMPETENCE IN MINISTRY FUNCTION.
6. SPEAKING AGAINST ANY FELLOW MEMBER ON STAFF (OFFICE OR PASTORAL), THEIR SPOUSE, OR DEACON/SPOUSE.

**MILFORD ASSEMBLY OF GOD CHURCH  
1301 STATE ROUTE 131  
520 GARFIELD AVENUE  
MILFORD, OHIO 45150  
513-831-8039**

IF I AM OFFERED AND ACCEPT EMPLOYMENT WITH MILFORD ASSEMBLY OF GOD, INC., I UNDERSTAND THAT IF HIRED I WILL BE EMPLOYED ON A PROBATIONARY STATUS FOR A PERIOD OF 90 DAYS AND MAY BE DISCHARGED OR LAID OFF BEFORE THE END OF THAT PERIOD WITHOUT RECOURSE. EVEN IF PROBATION IS SUCCESSFULLY COMPLETED, I STILL RESERVE THE RIGHT TO TERMINATE AT ANY TIME AND MILFORD ASSEMBLY OF GOD, INC. RESERVES THE SAME RIGHT.

---

APPLICANT'S SIGNATURE

---

DATE

**MILFORD ASSEMBLY OF GOD CHURCH**

**CHILD CARE VOLUNTEER APPLICATION**

**NOTE: APPLICANTS MUST BE 18 YEARS OLD AND OVER**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

MARITAL STATUS  SINGLE  MARRIED

SPOUSE'S NAME \_\_\_\_\_

NAME(S) OF CHILDREN AND AGES \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ARE YOU SAVED ACCORDING TO ROMANS 10:9-13?  YES  NO  DON'T KNOW

WHAT CHURCH DO YOU ATTEND REGULARLY? \_\_\_\_\_

\_\_\_\_\_

YOUR PASTOR'S NAME AND PHONE NUMBER \_\_\_\_\_

\_\_\_\_\_

ARE YOU WILLING TO SUBMIT TO OUR PROCEDURES AND POLICIES IN THE CHILDREN'S DEPARTMENT?  YES  NO

ARE YOU WILLING TO SUBMIT TO MONITORING AND LOVING CORRECTION IF NECESSARY?

YES  NO

IN WHAT AREAS OF CHURCH LIFE HAVE YOU SERVED OR ARE PRESENTLY SERVING? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WHAT IS YOUR EXPERIENCE WITH CHILDREN? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MILFORD ASSEMBLY OF GOD CHURCH**  
**RULES AND GUIDELINES FOR CASUAL LABOR**

1. MILFORD ASSEMBLY OF GOD CHURCH IS NOT RESPONSIBLE FOR WITHHOLDING ANY INCOME TAX OR SOCIAL SECURITY FROM YOUR HOURLY WAGES
2. MILFORD ASSEMBLY OF GOD CHURCH HAS WORKMAN'S COMPENSATION INSURANCE.
3. CASUAL LABOR IS CLASSIFIED AS WORK BY THE HOUR ON A TEMPORARY BASIS FOR SHORT PERIODS OF TIME.
4. A CASUAL LABOR EMPLOYEE CAN BE TERMINATED AT ANY TIME.

I, THE UNDERSIGNED, HAVE READ THE ABOVE RULES AND GUIDELINES. I AM FULLY AWARE OF THE CONTENTS AND UNDERSTAND EACH.

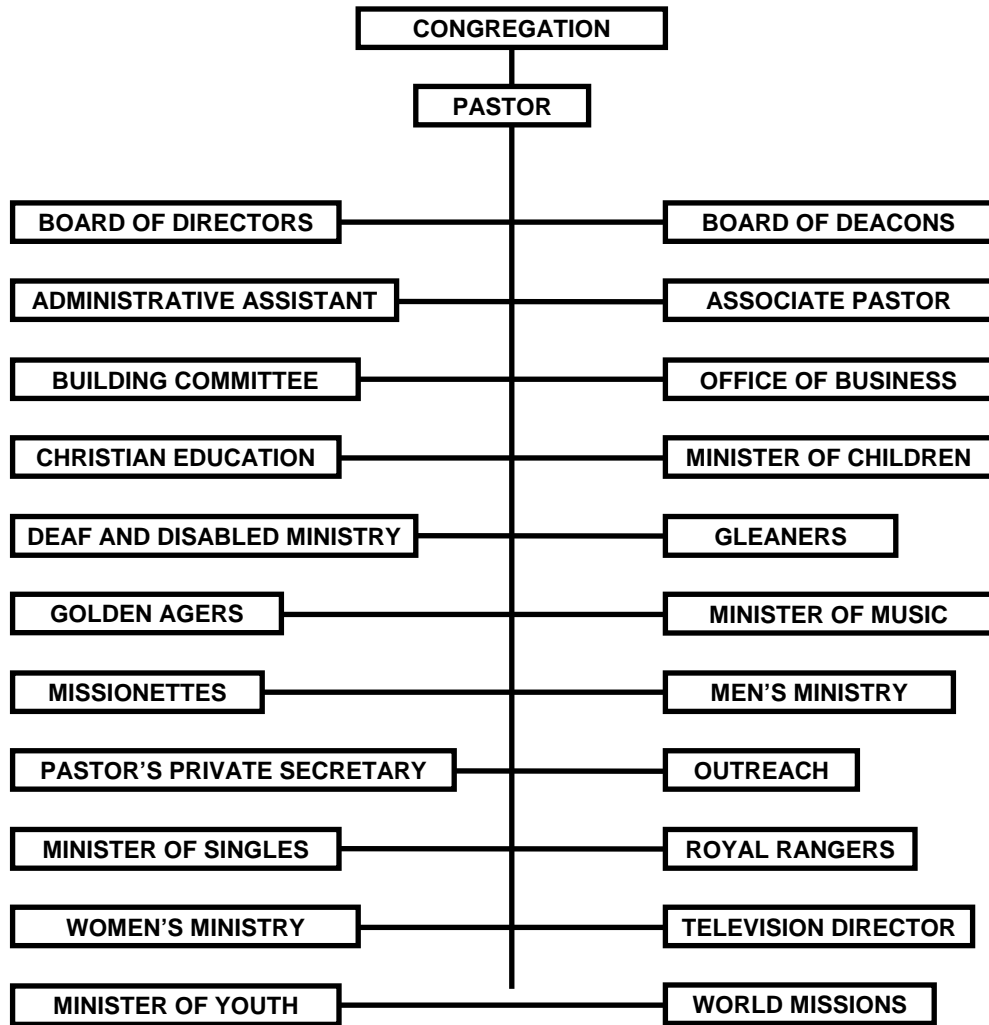
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EMPLOYEE'S SIGNATURE

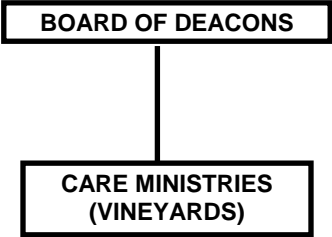
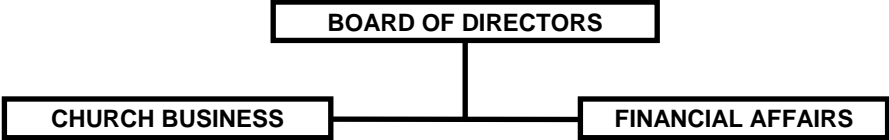
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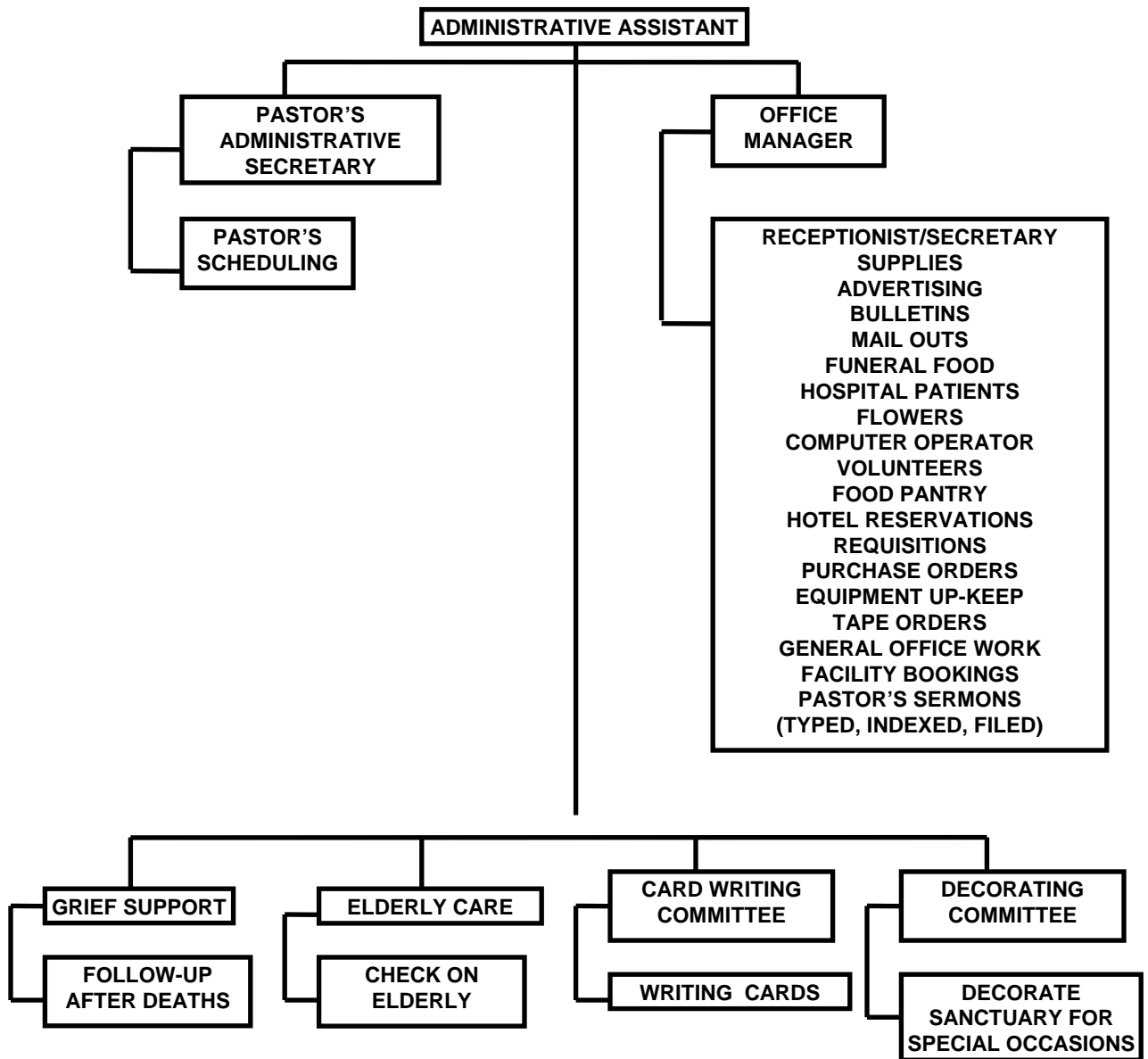
## **FLOW SHEETS**

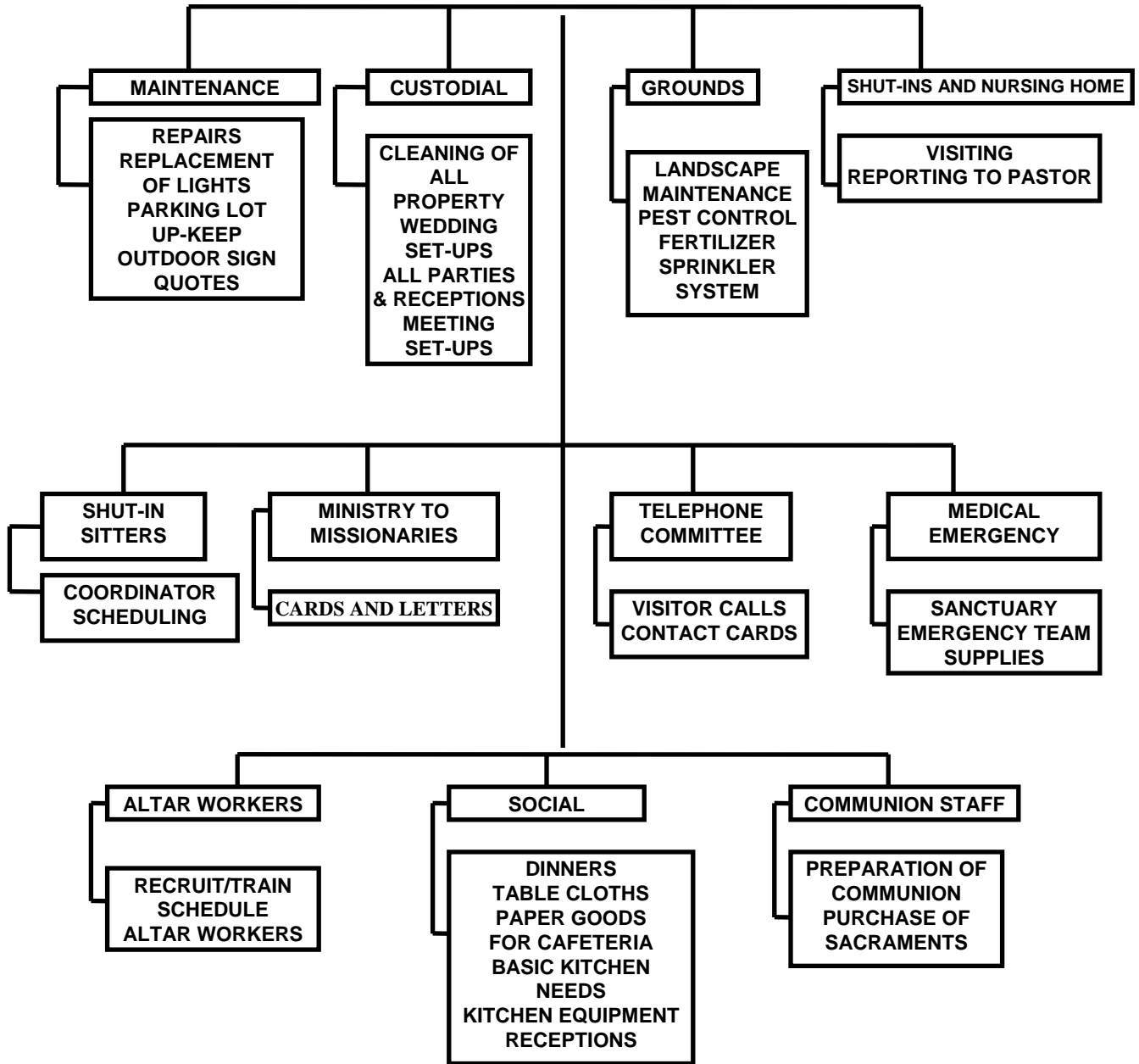
**MILFORD ASSEMBLY OF GOD CHURCH  
1301 STATE ROUTE 131  
520 GARFIELD AVENUE  
MILFORD, OHIO 45150**

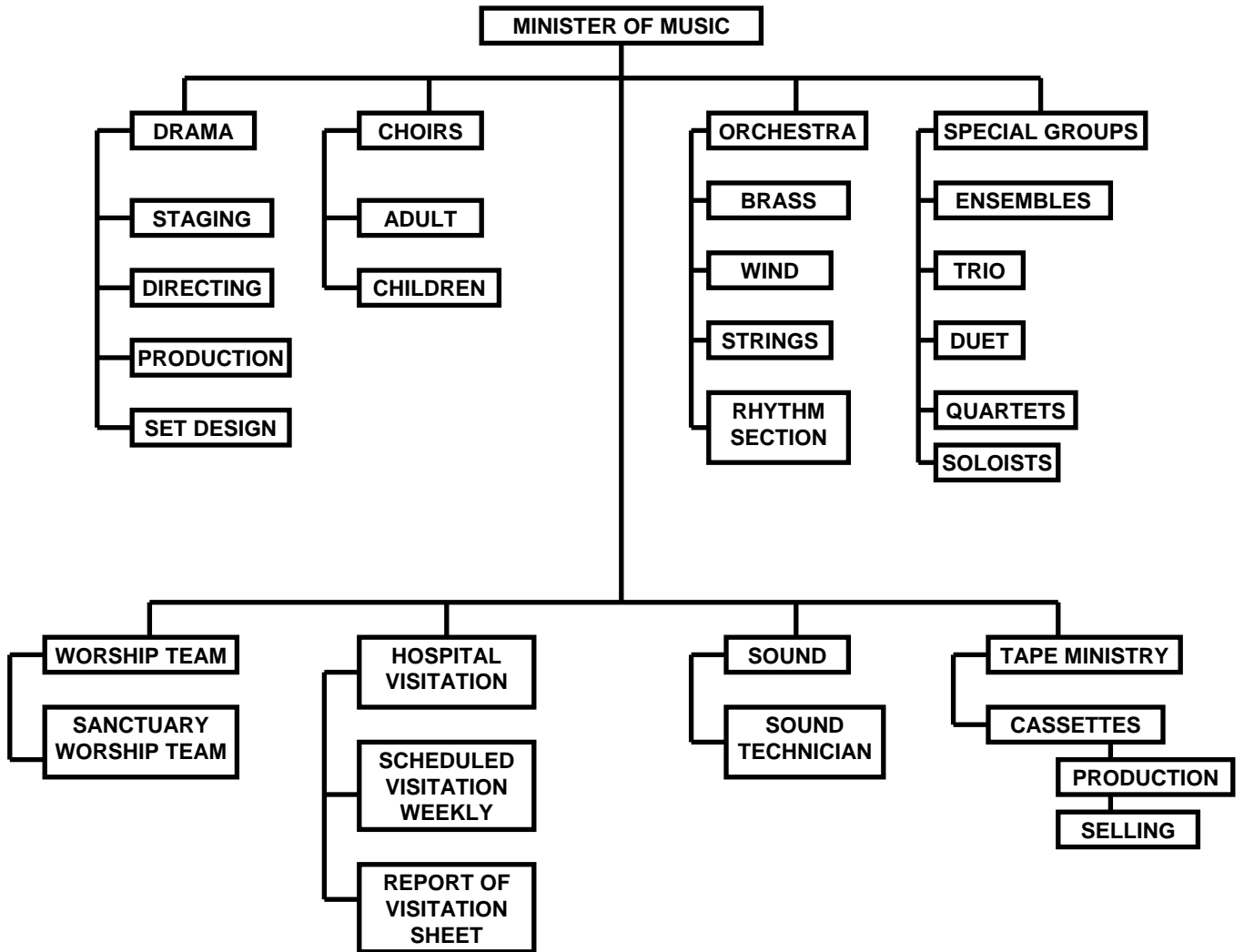
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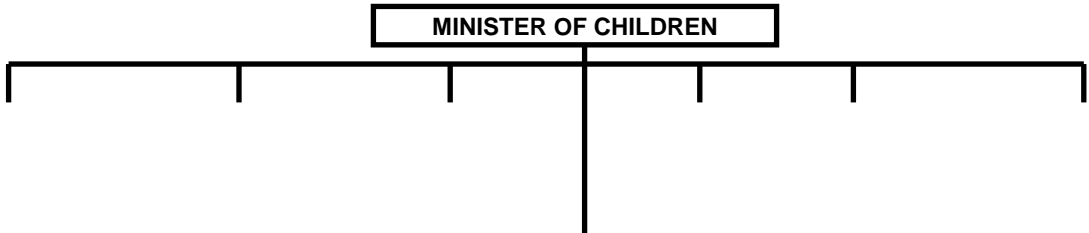
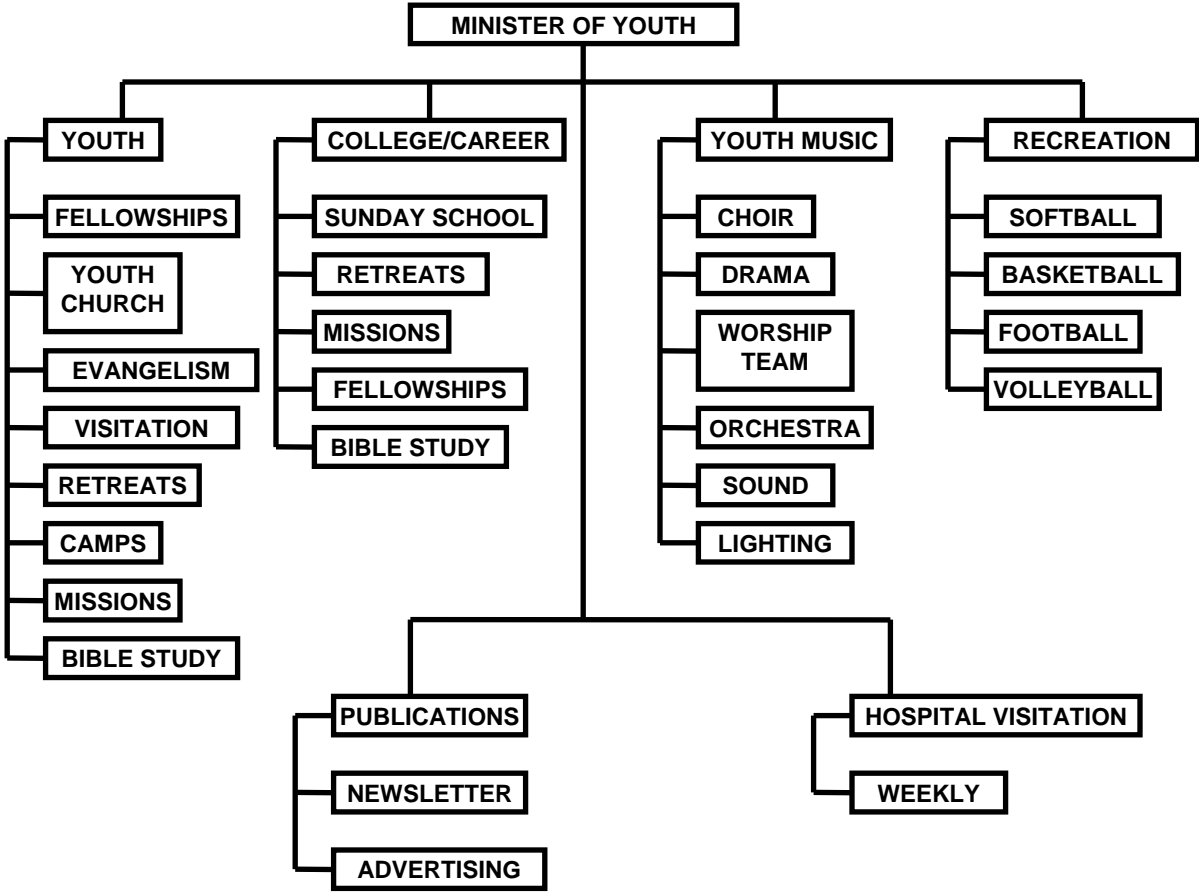


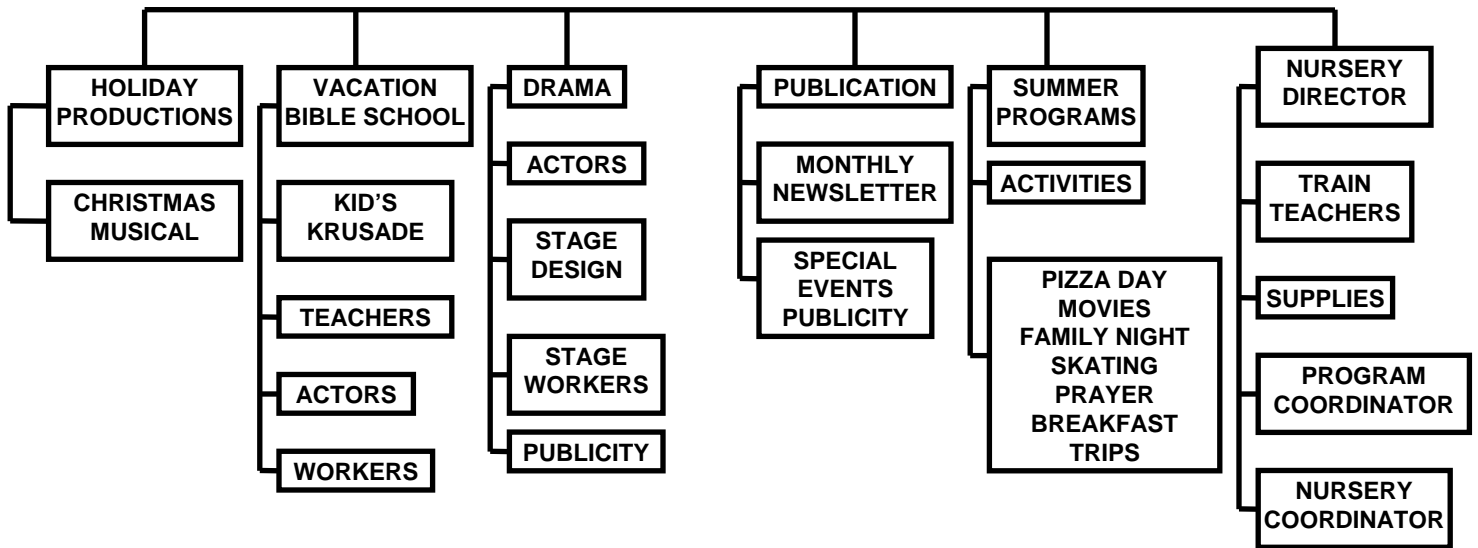
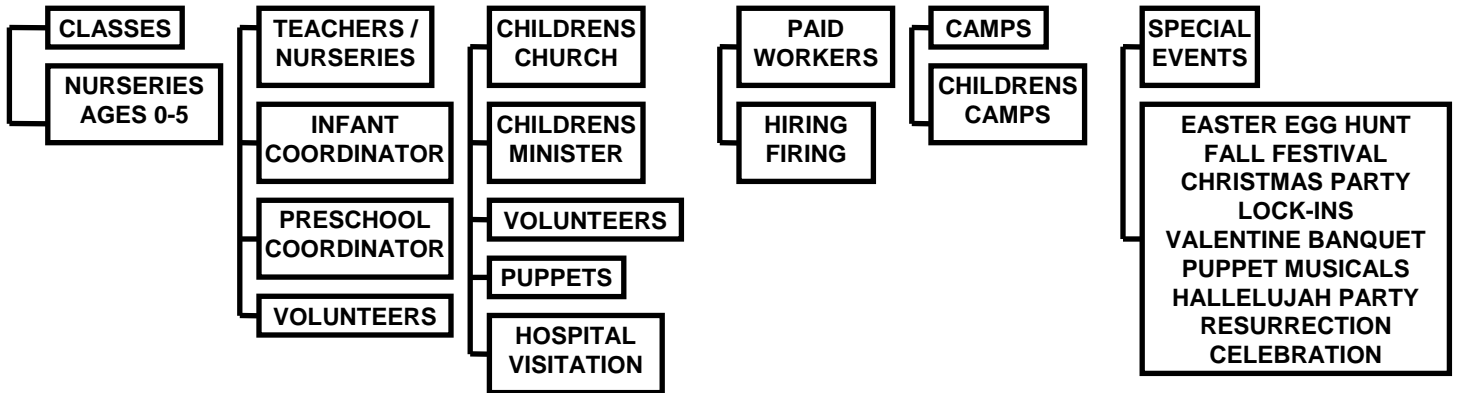


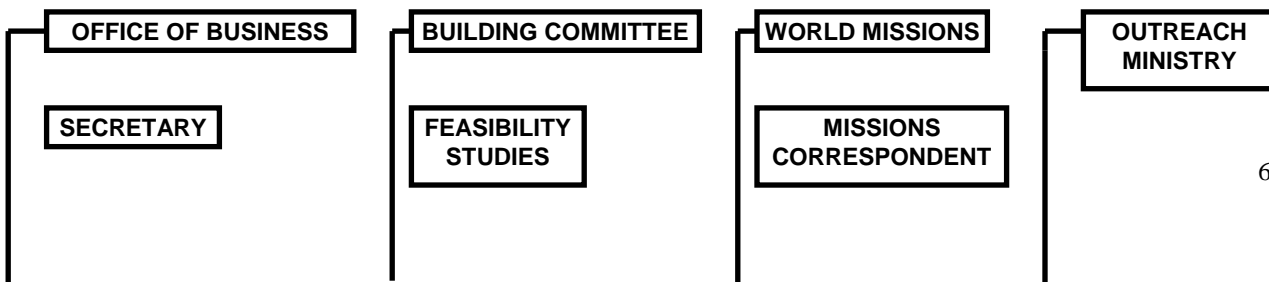
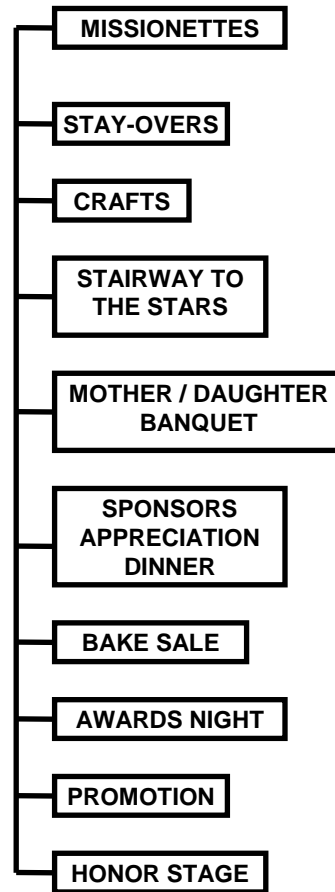
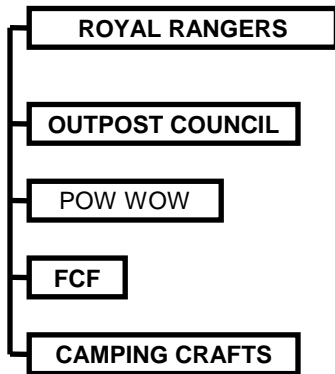


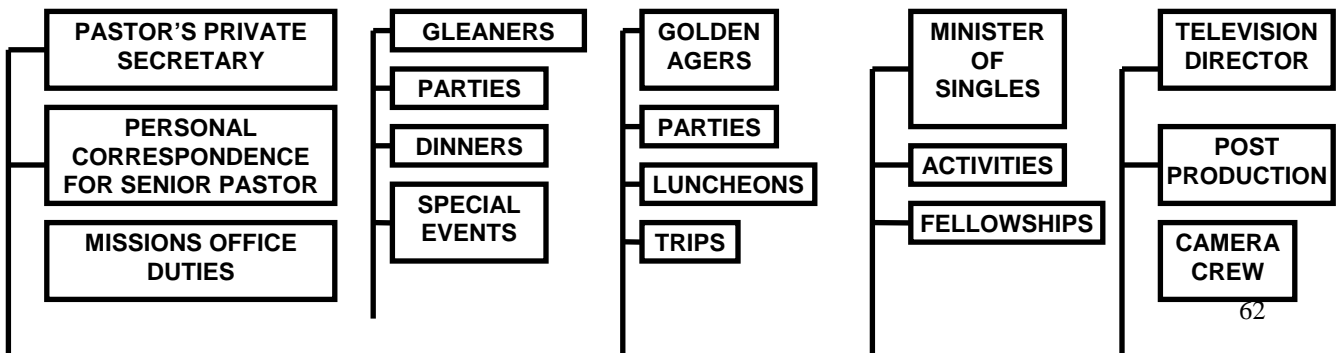
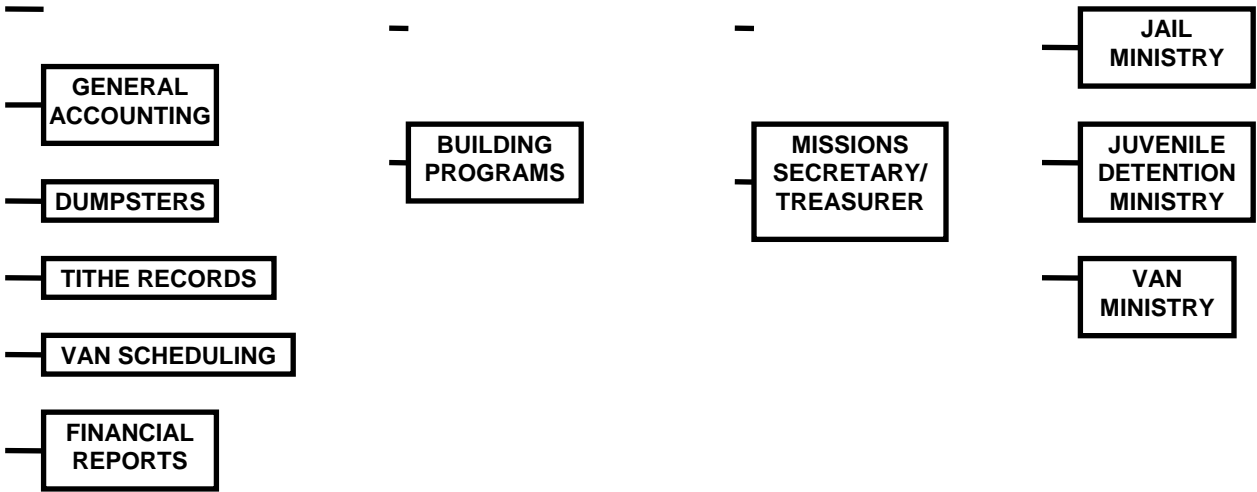


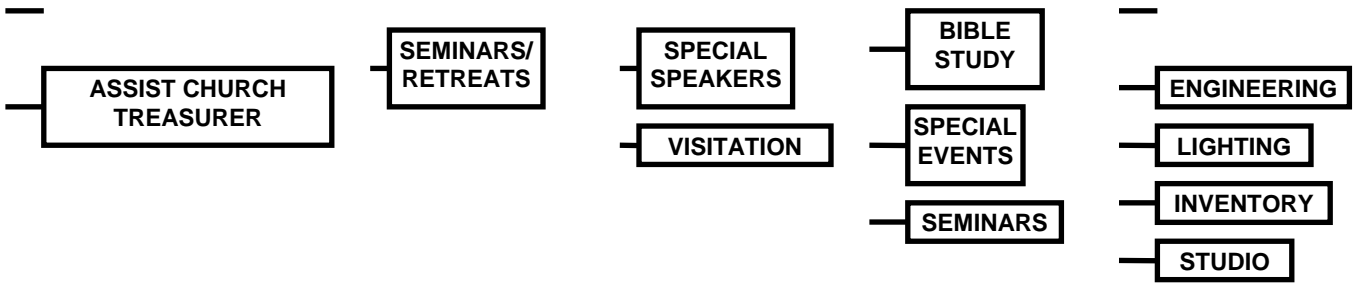




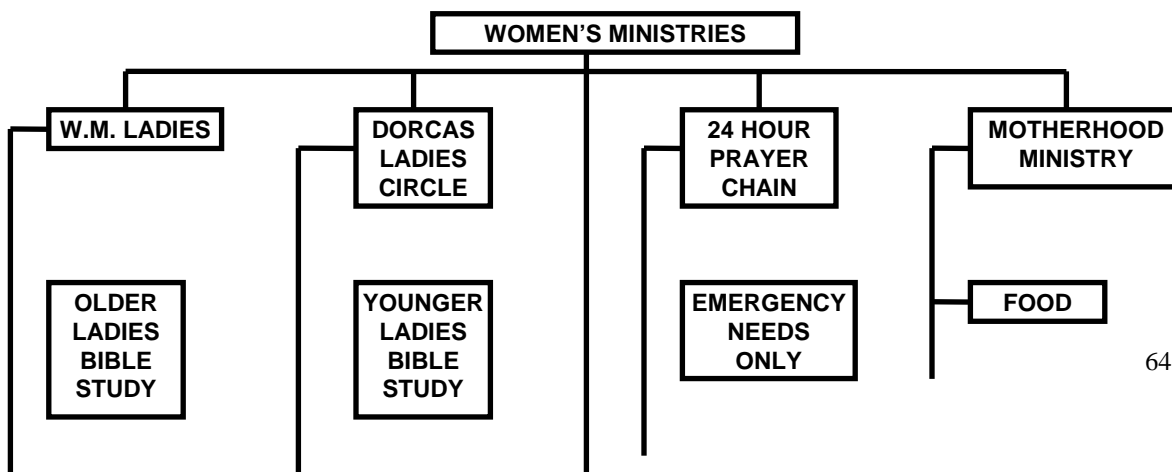
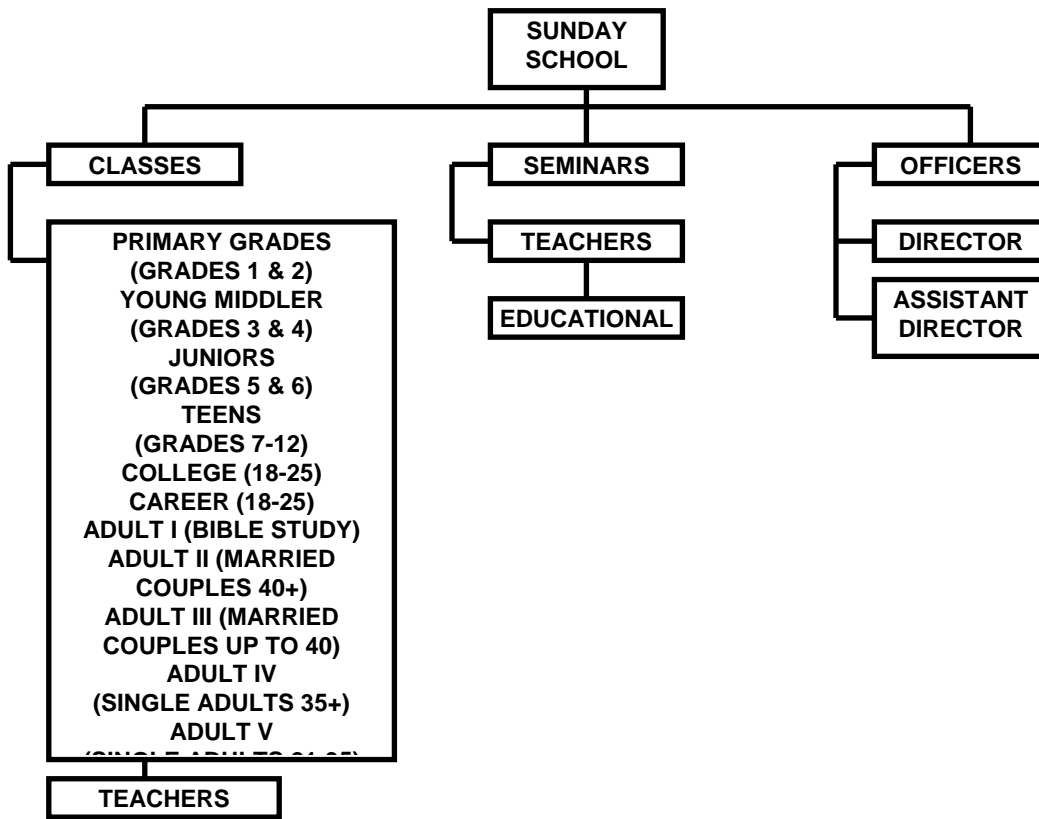


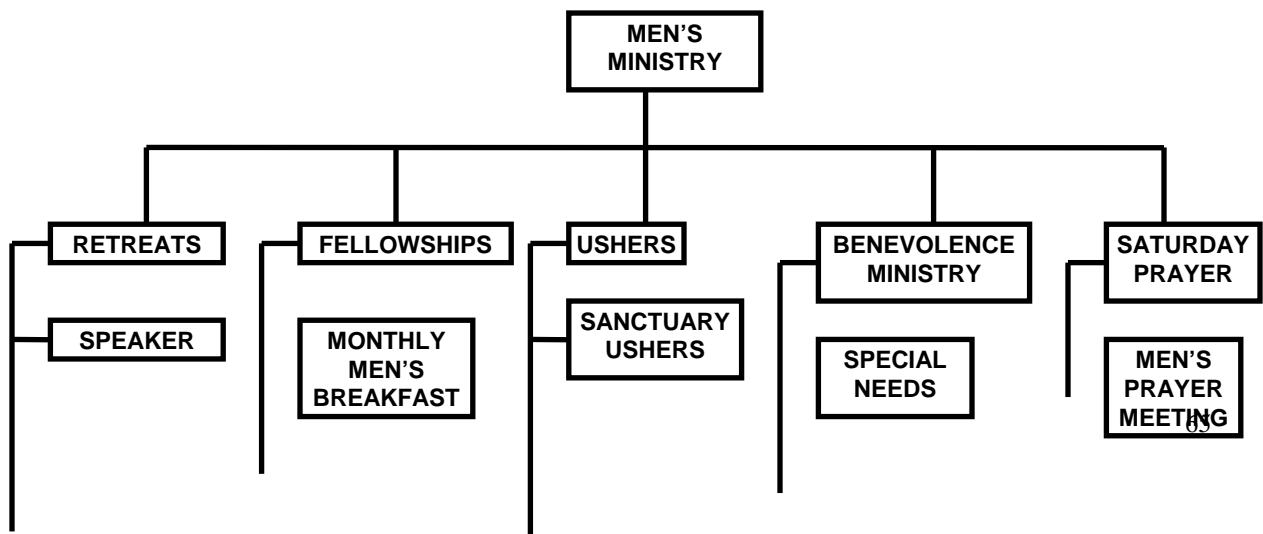
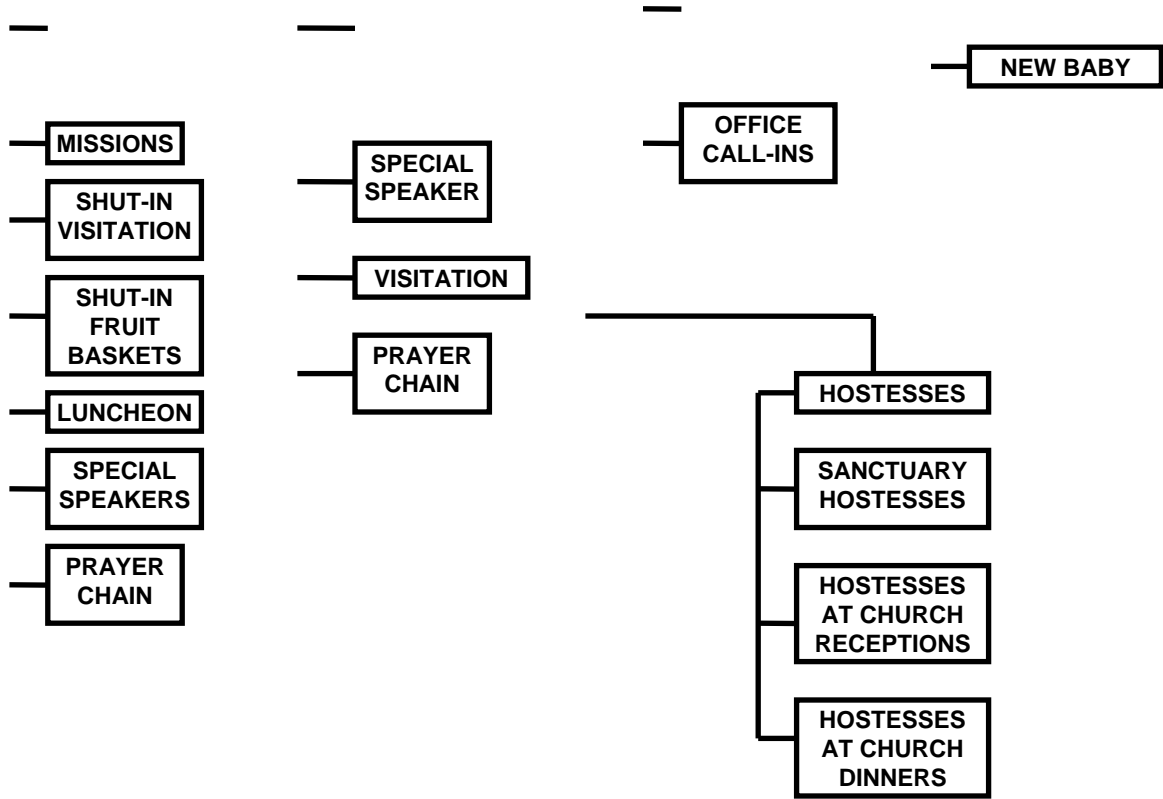


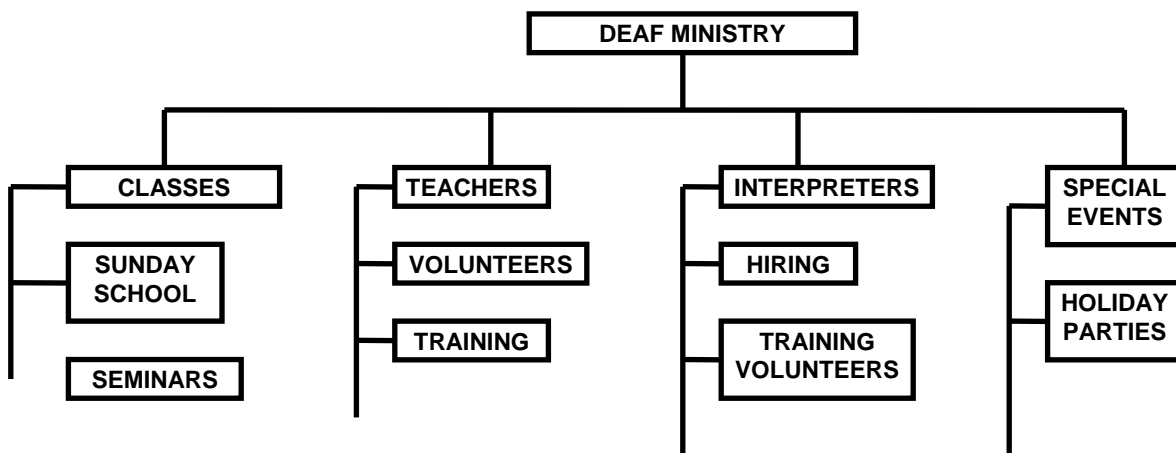
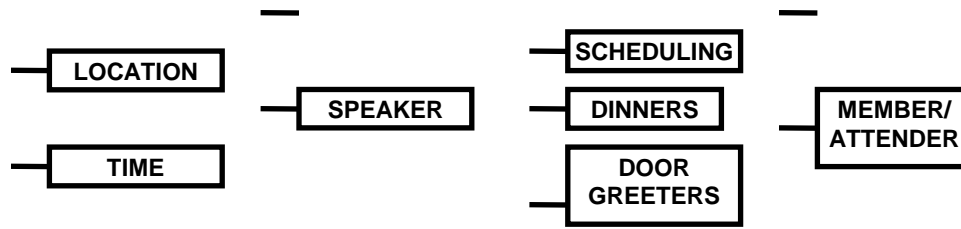




CHRISTIAN EDUCATION DEPARTMENT







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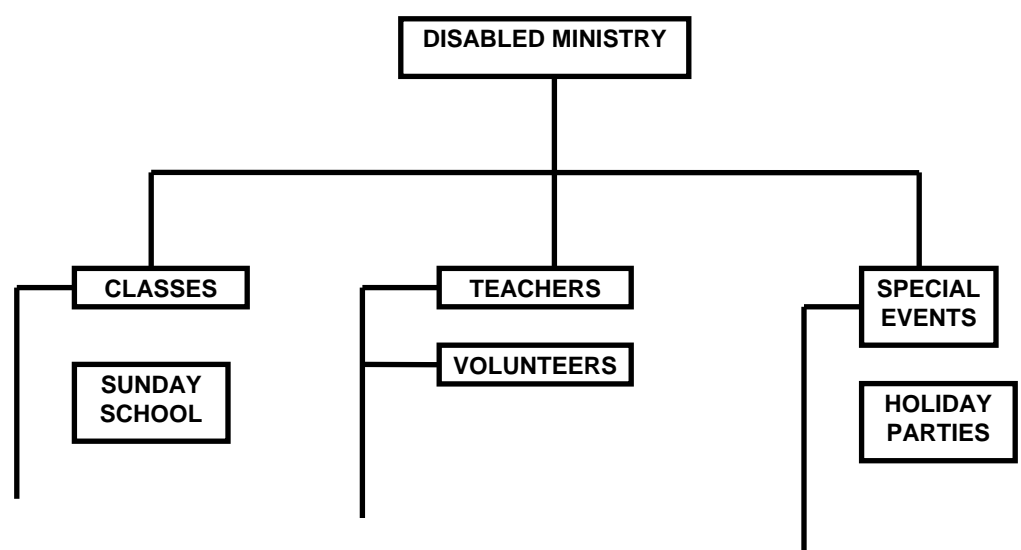
— SUPPLIES

— SCHEDULING

— OUTINGS

— DINNERS

— ACTIVITIES



—  
— SEMINARS

— TRAINING  
— SUPPLIES

—  
— OUTINGS  
— DINNERS  
— ACTIVITIES

EMPLOYEE  
JOB  
DESCRIPTIONS

## **JOB DESCRIPTION**

**JOB TITLE:                    24-HOUR PRAYER CHAIN COORDINATOR**

### **I.    JOB SUMMARY**

OVERSEE A GROUP OF PEOPLE WHO HAVE BEEN SELECTED TO BE PRAYER WARRIORS TO PRAY AROUND THE CLOCK FOR THE SEVERE NEEDS OF THE CHURCH.

### **II.   JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR AND ADMINISTRATIVE ASSISTANT
- B. DIRECT SUPERVISION OF THOSE PEOPLE WHO ARE ON THE PRAYER CHAIN

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. TO RECRUIT AND OVERSEE A SELECTED GROUP OF PRAYER WARRIORS. SENIOR PASTOR IS TO APPROVE ALL NAMES.
- B. TO SCHEDULE THE TIMES OF EACH PRAYER WARRIOR TO PRAY.
- C. THE PRAYER CHAIN IS TO PRAY AROUND THE CLOCK UNTIL AN ANSWER COMES.

## **JOB DESCRIPTION**

**JOB TITLE: ADMINISTRATIVE ASSISTANT**

### **I. JOB SUMMARY**

PROVIDES ASSISTANCE AND PERFORMS BASIC ADMINISTRATIVE DUTIES FOR THE SENIOR PASTOR. PROVIDES ASSISTANCE AND ADMINISTRATIVE SUPPORT TO SEVERAL MINISTRIES WHICH ARE DIRECTLY UNDER THIS POSITION. PROCEDURES ARE STANDARDIZED ALTHOUGH NEW SITUATIONS ARISE ON A REGULAR BASIS WHICH NECESSITATE INDEPENDENT JUDGMENT AND DECISION MAKING. COORDINATES AND DIRECTS ACTIVITIES OF SECRETARIAL STAFF. OBSERVE THE OVERALL CONDITION OF THE PROPERTIES SEEING THEY ARE KEPT IN TOP CONDITION. ASSISTS IN DETERMINING SECRETARIAL AND CUSTODIAL ASSIGNMENTS AND TRAINS, DIRECTS AND EVALUATES THEIR PERFORMANCE.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR

- B. WORKERS SUPERVISED: SECRETARIAL STAFF, COMPUTER OPERATOR AND CUSTODIAL EMPLOYEES
- C. CONTACTS: CONTINUAL CONTACT WITH MATERIAL AND EQUIPMENT REPRESENTATIVES, OFFICE STAFF, DEPARTMENT HEADS, SPECIAL MINISTRIES' LEADERS. WILL BE IN CLOSE CONTACT WITH THE PASTORS, DEACONS, BOARD OF DIRECTORS AND CONGREGATION. CONSTANTLY CALLING PARISHIONERS.
- D. PROMOTION: WILL BE DETERMINED BY THE SENIOR PASTOR

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. COORDINATES THE WORK OF THE SECRETARIES WHO ARE ENGAGED IN THE EVERY DAY OPERATION OF THE FRONT OFFICE, SPECIAL PROJECTS AND THE BASIC FUNCTIONS OF THE CHURCH PROCEDURES AND OPERATIONS.
- B. THE FOLLOWING ACTIVITIES ARE UNIQUE TO THESE POSITIONS:
  - 1. RECEPTIONIST AND HER JOB DESCRIPTION DUTIES AS STATED IN HER JOB DESCRIPTION. THE CHURCH SECRETARY, AND HER JOB DESCRIPTION DUTIES AS STATED IN HER JOB DESCRIPTION.
  - 2. ORIENTS, TRAINS AND EVALUATES THE PERFORMANCE OF BOTH THE RECEPTIONIST AND THE CHURCH SECRETARY AND RECOMMENDS SUGGESTIONS TO THE SENIOR PASTOR IN REFERENCE TO THEM.
  - 3. MAINTAIN A DAILY ATMOSPHERE OF THE HIGHEST CHRISTIAN QUALITY OF SERVICE AND PROFESSIONALISM.
- C. COORDINATES THE WORK OF THE CUSTODIAL STAFF WHO ARE ENGAGED IN THE EVERY DAY UP KEEP OF THE CHURCH PROPERTIES WHICH ARE INSIDE THE BUILDINGS.
- D. THE FOLLOWING ACTIVITIES ARE UNIQUE TO THIS POSITION:
  - 1. MONITORS WORK QUALITY ON A REGULAR BASIS.
  - 2. MONITOR THE USE OF CLEANING SUPPLIES AND EQUIPMENT, ENSURING COST EFFECTIVE PROCEDURES AND PRACTICES ARE EMPLOYED.
  - 3. PURCHASING OF ALL CLEANING MATERIALS AND EQUIPMENT
  - 4. SCHEDULE THEIR WORK.
- E. SECRETARIAL ASSISTANCE TO THE SENIOR PASTOR CONSISTS OF THE FOLLOWING:
  - 1. SCHEDULING OF HIS APPOINTMENTS
  - 2. MONITORING HIS CALLS AND VISITORS.
  - 3. PERSONAL LETTERS AND RECOMMENDATION REQUESTS.
  - 4. OVERSEEING THE TYPING OF HIS SERMONS AND THE INDEXING AND FILING OF THE SERMONS.
  - 5. SPECIAL PROJECTS.

6. COORDINATE ANY MEETINGS WITH DEPARTMENT HEADS, STAFF, BOARD OF DIRECTORS AND DEACONS.
  7. MAKE HOTEL RESERVATIONS FOR ALL VISITING PREACHERS OR SINGERS.
  8. LIAISON BETWEEN THE SENIOR PASTOR AND THE STAFF, DEPARTMENT HEADS, DEACONS AND SPECIAL MINISTRIES AND PARISHIONERS.
  9. MAINTAINS CONFIDENTIALITY.
  10. COORDINATE SPECIAL ACTIVITIES WHICH INCLUDE THE ENTIRE CONGREGATION
  11. REPRESENTING THE SENIOR PASTOR WELL AND PRESENTING A PROFESSIONAL IMAGE.
- F. COORDINATE THE ACTIVITIES OF SPECIAL MINISTRIES AND STAY IN CLOSE CONTACT WITH THEM. SEE FLOW SHEET FOR THESE MINISTRIES.
- G. MEDICAL INSURANCE GROUP POLICY.
1. SECURE BIDS FROM SEVERAL INSURANCE COMPANIES AND PRESENT TO THE SENIOR PASTOR FOR REVIEW.
- H. SEE THAT GROUNDS ARE TAKEN CARE OF AND STAY IN CLOSE CONTACT WITH LAWN CARE COMPANY AND LAWN PEST CONTROL COMPANY. SECURE BIDS WHEN NECESSARY FOR BETTER PRICES.
- I. SECURE BIDS WHEN NECESSARY FOR ANY MAINTENANCE IN OUR OUTSIDE OF CHURCH PROPERTIES.

## **JOB DESCRIPTION**

**JOB TITLE: ALTAR WORKERS' COORDINATOR**

### **I. JOB SUMMARY**

THE COORDINATOR FOR THE ALTAR WORKERS IS TO BE A PERSON OF GREAT ABILITY TO TRAIN WORKERS AND TO BE A STRONG AND BALANCED CHRISTIAN, KNOWLEDGEABLE OF THE BIBLE.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR AND ADMINISTRATIVE ASSISTANT
- B. DIRECT SUPERVISION OF ONLY THOSE PEOPLE WHO ARE ALTAR WORKERS.

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. TO RECRUIT STRONG AND BALANCED CHRISTIANS WHO ARE KNOWLEDGEABLE IN THE WORD.

- B. TO SCHEDULE ALTAR WORKERS TO BE AT EVERY SERVICE.
- C. TO PURCHASE AND KEEP INVENTORY OF NEW CONVERT MATERIAL.
- D. TO SUBMIT NAMES OF PROSPECTIVE ALTAR WORKERS TO THE SENIOR PASTOR FOR APPROVAL BEFORE ASKING THEM.

## **JOB DESCRIPTION**

**JOB TITLE: BENEVOLENCE LEADER**

### **I. JOB SUMMARY**

THE BENEVOLENCE LEADER IS TO STAY IN TOUCH WITH THE NEEDY OF THE CHURCH, OR AT LEAST BE AWARE OF THE SEVERE NEEDS OF THE PEOPLE.

### **II. JOB RELATIONS**

RESPONSIBLE TO: SENIOR PASTOR AND ADMINISTRATIVE ASSISTANT

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. TO KEEP IN TOUCH WITH THE NEEDY OF THE CHURCH.

- B. TO ADVISE THE ADMINISTRATIVE ASSISTANT OF THE NEED WHICH IN TURN SHE WILL BRING BEFORE THE SENIOR PASTOR FOR APPROVAL OF ASSISTANCE.
- C. IF THE NEED IS OTHER THAN MONETARY, THE BENEVOLENCE LEADER WILL GET THE APPROVAL FROM THE SENIOR PASTOR TO GET SOME MEN TOGETHER AND TAKE CARE OF THE NEED IF PERTAINING TO HOUSE REPAIR. IF CLOTHES OR FOOD ARE NEEDED, THE NEED IS TO BE BROUGHT TO THE ATTENTION OF THE ADMINISTRATIVE ASSISTANT.

## **JOB DESCRIPTION**

**JOB TITLE:                   CHRISTIAN EDUCATION DIRECTOR**

### **I.   JOB SUMMARY**

THE CHRISTIAN EDUCATION DIRECTOR PROVIDES OVERALL DIRECTION/GUIDANCE TO ALL AREAS OF CHRISTIAN EDUCATION, AS DIRECTED BY THE SENIOR PASTOR.

### **II.   JOB RELATIONS**

RESPONSIBLE TO: SENIOR PASTOR

### **III.   RESPONSIBILITIES AND AUTHORITIES**

#### **A.   SUNDAY MORNING SUNDAY SCHOOL**

1.   PROVIDE CLASS SPACE FOR EACH CLASS.

2. PROVIDE APPROVED TEACHERS AND HELPERS AS NEEDED
  3. PROVIDE NECESSARY TRAINING FOR EACH TEACHER ON STAFF
  4. INSURE THAT LITERATURE IS AVAILABLE AS WELL AS SUPPLIES
  5. ENCOURAGE AND PROVIDE SPIRITUAL SUPPORT FOR TEACHERS
  6. INSURE THAT LESSONS TAUGHT ARE BIBLICAL AND ARE ADEQUATE TO HOLD STUDENTS ATTENTION IN EACH AGE GROUP
- B. SPECIAL CLASSES ON WEDNESDAY NIGHT, OR SPECIAL SEMINARS AS NEEDED.
  - C. COORDINATE ANNUAL THANKSGIVING BASKETS
  - D. COORDINATE ANNUAL ANGEL TREE
  - E. ASSIST SENIOR PASTOR IN OTHER AREAS AS REQUESTED

## **JOB DESCRIPTION**

**JOB TITLE: CHURCH CUSTODIAN**

### **I. JOB SUMMARY**

- A. CLEANING OF THE INSIDE OF ALL CHURCH FACILITIES.
- B. SET-UP OF ALL EVENTS WITHIN THE CHURCH FACILITIES.
- C. MAINTAIN JANITORIAL SUPPLY ROOM.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR AND ADMINISTRATIVE ASSISTANT
- B. CONTACTS: CONTINUAL CONTACT WITH REPRESENTATIVES OF CLEANING SUPPLIES AND SOME PAPER SUPPLIES.

### III. RESPONSIBILITIES AND SCHEDULE

#### **MONDAY**

CLEAN ALL ROOMS IN  
FRONT OFFICES  
TAKE OUT TRASH  
CLEAN GLASS  
VACUUM  
CLEAN COUNTER TOPS  
CLEAN FELLOWSHIP HALL  
BATHROOM 2  
CHECK ALL ANNEX BATHROOMS  
FLUSH TOILETS  
WIPE TABLES WITH  
DISINFECTANT  
SWEEP  
MOP WITH DISINFECTANT  
CLEAN KITCHEN  
CLEAN ALL NURSERIES  
MOP HALLWAYS

#### **TUESDAY**

CLEAN ALL ROOMS IN  
FRONT OFFICES  
TAKE OUT TRASH  
CLEAN GLASS  
POLISH FURNITURE  
VACUUM  
CLEAN BATHROOM IN  
FELLOWSHIP HALL  
CLEAN CHAPEL, FOYER,  
BATHROOMS, GLASS DOORS  
PICK UP  
MOP FOYER  
MOP PLATFORM  
CLEAN PODIUM  
SANCTUARY FOYER  
MOP  
MOP BREEZEWAYS  
CLEAN AND MOP BATHROOMS  
POLISH CHROME AND STAINLESS STEEL  
CLEAN WEST WING BATHROOM  
CLEAN CHILDREN'S CHAPEL

#### **WEDNESDAY**

CLEAN ALL ROOMS IN  
FRONT OFFICE  
SWEEP PORCH  
TAKE OUT TRASH  
CLEAN GLASS  
VACUUM  
CLEAN BATHROOMS IN  
FELLOWSHIP HALL  
PICK UP IN SANCTUARY  
STRAIGHTEN BOOKS  
CLEAN BRASS  
CLEAN GLASS  
POLISH FURNITURE  
MOP PLATFORM  
CLEAN NORTH WING  
BATHROOMS  
CLEAN BREEZEWAY  
CLEAN ALL ROOMS IN NORTH

#### **THURSDAY**

CLEAN ALL ROOMS IN  
FRONT OFFICE  
SWEEP  
TAKE OUT TRASH  
CLEAN GLASS  
VACUUM  
SWEEP AROUND DOORS OUTSIDE  
AND SHAKE MATS  
CLEAN FELLOWSHIP HALL, KITCHEN,  
NURSERY ROOMS  
VACUUM UPSTAIRS  
CLEAN BATHROOMS  
EMPTY TRASH  
SWEEP STAIRS  
CLEAN GLASS  
WASH WINDOWS OUTSIDE  
AROUND COMPLEX  
VACUUM BALCONY IN SANCTUARY

AND WEST WING  
WASH AND WRAP  
PASTOR'S PITCHER AND GLASS  
CLEAN GLASS DOORS  
CLEAN CAFETERIA  
CLEAN CAFETERIA BATHROOMS  
SWEEP AND MOP

PICK UP  
CLEAN FOYER IN SANCTUARY  
POLISH FURNITURE  
CLEAN BATHROOMS

**FRIDAY**

PICK UP IN SANCTUARY  
VACUUM  
CLEAN GLASS  
CLEAN BRASS  
POLISH FURNITURE  
CLEAN NORTH AND WEST WINGS  
WRAP PASTOR'S PITCHER AND GLASSES  
CHECK CAFETERIA  
CLEAN AIR CONDITIONING VENTS  
GENERAL CLEANING OF OFFICE

**SUNDAY**

CLEAN #101 AND WM'S  
PICK UP IN SANCTUARY  
VACUUM  
CHECK ALL BATHROOMS FOR  
TISSUE AND PAPER TOWELS  
TAKE OUT TRASH  
CLEAN PASTOR'S ROOM  
WASH AND WRAP PITCHER AND GLASSES  
CLEAN CHILDREN'S CHURCH

**JOB DESCRIPTION**

**JOB TITLE: COMMUNION STAFF COORDINATOR**

**I. JOB SUMMARY**

ORGANIZE THE PREPARATION OF COMMUNION EACH WEEK.

**II. JOB RELATIONS**

A. RESPONSIBLE TO: SENIOR PASTOR AND ADMINISTRATIVE ASSISTANT

**III. RESPONSIBILITIES AND AUTHORITIES**

A. SELECT A STAFF OF HELPERS AND SCHEDULE ON A ROTATING BASIS TO PREPARE FOR COMMUNION. ALL PROSPECTIVE STAFF NAMES ARE TO BE BROUGHT BEFORE THE SENIOR PASTOR FOR APPROVAL BEFORE ASKING THEM.

B. BE IN CHARGE OF PURCHASING THE SUPPLIES AND KEEPING A GOOD STOCK ON HAND.

## **JOB DESCRIPTION**

**JOB TITLE:                   COMPUTER OPERATOR**

### **I.   JOB SUMMARY**

ADMINISTRATIVE DAY-TO DAY USAGE OF CHURCH COMPUTER NETWORK AND ACCESSING OF COMMON FILES. INITIATE MAINTENANCE, CHANGES AND UPGRADES. MAINTAIN FILES ON ALL CHURCH ATTENDERS, PROVIDE VARIOUS REPORTS TO STAFF AND DEPARTMENT HEADS, HELP TO PROCESS NEW MEMBERS AND ASSIST OFFICE STAFF WITH SPECIAL PROJECTS. MAINTAIN FILE ON PASTOR'S SERMONS AND TAPES.

### **II.   JOB RELATIONS**

- A.   RESPONSIBLE TO: SENIOR PASTOR AND ADMINISTRATIVE ASSISTANT
- B.   ASSISTANCE TO ALL CHURCH STAFF AND DEPARTMENT HEADS

### **III.   RESPONSIBILITIES AND AUTHORITIES**

- A. TO KEEP CURRENT RECORDS AND PROVIDE UP-TO-DATE INFORMATION
- B. TO HELP OTHERS UTILIZE INFORMATION MAINTAINED ON COMPUTER.

## **JOB DESCRIPTION**

**JOB TITLE                      DATA ENTRY CLERK**

### **I. JOB SUMMARY**

PERFORMS BASIC CLERICAL DUTIES FOR PERMANENT RECORD KEEPING OF ALL TITHES AND OFFERINGS USING THE SHELBY SYSTEM CHURCH SOFTWARE, AND MAKING DATA ENTRIES OF OTHER NECESSARY TITHING RECORDS IN WORD PERFECT 5.1 SOFTWARE PROGRAM.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR, CHURCH TREASURER AND PASTOR'S SECRETARY
- B. CONTACTS: SENIOR PASTOR AND OFFICE STAFF

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. THE FOLLOWING ACTIVITIES ARE UNIQUE TO THIS POSITION:

1. ENTERING, EDITING, AND UP-DATING IN THE COMPUTER ALL GIVING OF TITHES AND SPECIAL OFFERINGS FOR ALL CHURCH ATTENDERS. MUST ASSURE THAT WRITTEN IN TITHE NUMBERS ARE CORRECT, AND ALL DESIGNATIONS ARE ENTERED PROPERLY.
2. RESPONSIBLE FOR ISSUING NEW TITHE NUMBERS AS REQUESTED, AND TO ALL PERSONS WHO JOIN THE CHURCH.
3. ASSIGNS SPECIFIC CODES TO COMPUTER FOR PROPER CONTRIBUTION DESIGNATIONS.
4. KEEPS CURRENT RECORD OF ALL VACANT, AND UNUSED, TITHING NUMBERS.
5. MAINTAINS ORGANIZED AND DETAILED RECORDS FOR OVER FIFTY (50) SEPARATE DESIGNATIONS FOR CONTRIBUTIONS.
6. FILING REQUESTS OF ATTENDERS FOR TITHE ENVELOPES, CREATING NEW FILES, UPDATING ADDRESSES, NOTIFYING COMPUTER OPERATOR OF NEEDED VINEYARD ASSIGNMENTS, AND ANY SPECIAL SITUATIONS, AS NECESSARY.
7. PROVIDES DUPLEX ENVELOPE COMPANY WITH A BI-MONTHLY STATEMENT OF MEMBERSHIP ADDRESS CHANGES, STATUS CHANGES, DELETIONS, AND NEW ADDITIONS, WHICH AFFECT THE REGULAR ENVELOP MAILINGS TO THE HOMES.
8. RE-MAILING OF RETURNED ENVELOPES FROM THE POST OFFICE AND CORRECTING THE ADDRESSES AND/OR NAME CHANGES IN ALL THE PROPER PLACES.
9. MAINTAINS AN ATMOSPHERE OF THE HIGHEST CHRISTIAN QUALITY OF SERVICE AND OF PROFESSIONALISM.
10. MAINTAINS CONFIDENTIALITY OF ALL THE RECORDS.
11. RUNNING, SORTING, AND MAILING OUT OF OVER 1,000 ANNUAL REPORTS OF EACH PERSON'S GIVING EACH JANUARY FOR THEIR INTERNAL REVENUE SERVICE USE. ALSO, MAKING AND FILING A COPY OF THESE FOR FUTURE REFERENCES.
12. AVAILABLE FOR SPECIAL PROJECTS THAT MAY COME UP IN THE TELEVISION DEPARTMENT
13. WORKS ON SPECIAL PROJECTS AND ASSIGNMENTS IF NECESSARY FOR MEN'S FELLOWSHIP, I.E., MAKING POSTERS, ETC.

## **JOB DESCRIPTION**

**JOB TITLE: DEAF MINISTRY DIRECTOR**

### **I. JOB SUMMARY**

ENSURE THAT AN INTERPRETER FOR THE DEAF IS PRESENT AT EACH SERVICE. ENSURE THAT AN INTERPRETER'S SCHEDULE IS PREPARED FOR THE MAIN SANCTUARY, CHILDREN'S SERVICES AND OTHER ACTIVITIES IN THE CHURCH (DRAMAS, PLAYS, ETC.). CHAIR MONTHLY MEETINGS WITH ALL THE DEAF AND WORKERS IN THE DEAF MINISTRY. MAINTAIN A LIST OF NAMES AND ADDRESSES FOR ALL DEAF ATTENDERS. ORGANIZE SOCIAL ACTIVITIES, VISITATION GROUPS AND SIGNING CLASSES FOR TRAINING CHILDREN AND ADULTS.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR
- B. PROVIDE SUPERVISION TO INTERPRETERS AND OTHER WORKERS

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. TO PROVIDE INTERPRETING SERVICES TO THE DEAF
- B. DEVELOP AN ANNUAL BUDGET

## **JOB DESCRIPTION**

**JOB TITLE: DOOR GREETER COORDINATOR**

### **I. JOB SUMMARY**

THE COORDINATOR OF THE DOOR GREETERS IS RESPONSIBLE FOR THE SCHEDULING OF COUPLES TO BE AT THE FRONT DOOR OF THE SANCTUARY FOR EVERY SERVICE.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR AND ADMINISTRATIVE ASSISTANT
- B. DIRECT SUPERVISION OF THE DOOR GREETERS

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. TO RECRUIT COUPLES IN THE CHURCH AS DOOR GREETERS

- B. TO SUBMIT THEIR NAMES TO THE SENIOR PASTOR FOR APPROVAL BEFORE ASKING THEM
- C. SCHEDULE THE DOOR GREETERS FOR THE SANCTUARY AND THE OTHER ENTRANCES FOR ALL SERVICES.

## **JOB DESCRIPTION**

**JOB TITLE: DORCAS PRAYER CHAIN COORDINATOR**

### **I. JOB SUMMARY**

THE COORDINATOR IS TO SELECT A GROUP OF PRAYER WARRIORS WHO ARE WILLING TO STOP WHAT THEY ARE DOING WHEN CALLED AND PRAY FOR THE EMERGENCY NEED WHEN IT COMES IN.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR AND DORCAS PRESIDENT
- B. DIRECT SUPERVISION OF THOSE PEOPLE WHO ARE ON THE PRAYER CHAIN

### **III. RESPONSIBILITIES AND AUTHORITIES**

TO RECRUIT AND OVERSEE A SELECTED GROUP OF LADIES TO PRAY FOR THE EMERGENCY NEEDS THAT COME IN TO THE CHURCH OFFICE. ALL NAMES ARE TO BE APPROVED BY THE SENIOR PASTOR OR THE DORCAS PRESIDENT.

## **JOB DESCRIPTION**

**JOB TITLE: EDITOR OF PUBLICATION**

### **I. JOB SUMMARY**

EDITS AND PREPARES PUBLICATIONS AND THE SENIOR PASTOR'S SERMONS. MAINTAINS SERMON CATEGORIZING AND FILING SYSTEM. DIRECTS MAIL-OUT OF PUBLICATIONS.

### **II. JOB RELATIONS**

A. RESPONSIBLE TO: SENIOR PASTOR AND ADMINISTRATIVE ASSISTANT

### **III. RESPONSIBILITIES**

A. TO ACCOMPLISH EDITING, LAY-OUT, PASTE-UP AND PUBLISHING OF CHURCH RELATED PUBLICATIONS.

B. TO MAIL OUT THESE PUBLICATIONS

- C. TO EDIT AND TYPE ALL SERMONS PREACHED BY THE SENIOR PASTOR
- D. TO MAINTAIN SERMON FILING SYSTEM FOR THE SENIOR PASTOR AT HIS CHURCH AND HOME OFFICE.

## **JOB DESCRIPTION**

**JOB TITLE: ELDERLY CARE MINISTRY COORDINATOR**

### **I. JOB SUMMARY**

THE COORDINATOR IS TO WATCH OVER THE ELDERLY OF THE CHURCH, THE WIDOWS AND THE OLDER SINGLE LADIES ESPECIALLY.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR AND ADMINISTRATIVE ASSISTANT

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. TO BE A WATCHMAN OVER THE ELDERLY, WIDOWS, WIDOWERS AND SINGLES OF THE CHURCH WHO DO NOT HAVE FAMILY TO CARE FOR THEM.
- B. TO REPORT TO THE SENIOR PASTOR OR ADMINISTRATIVE ASSISTANT IF THERE IS A NEED.

## **JOB DESCRIPTION**

**JOB TITLE: GLEANER'S LEADER**

### **I. JOB SUMMARY**

THE LEADER OF THE GLEANERS IS IN CHARGE OF PLANNING SOCIAL EVENTS FOR THE COUPLES WHO ARE IN THE AGE OF 40 YEARS PLUS. THE GOAL FOR THIS GROUP IS TO PROMOTE A BETTER RELATIONSHIP BETWEEN THE COUPLES IN THE CHURCH IN THIS AGE CATEGORY.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR
- B. DIRECT SUPERVISION OF ONLY THOSE PERSONS WHO THE DEPARTMENT HEAD APPOINTS TO ASSIST IN ITS PURPOSE.

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. TO CARRY OUT THE PURPOSE OF THE GLEANERS DEPARTMENT DESCRIBED ABOVE
  - 1. TO SUBMIT AN ANNUAL BUDGET TO THE PASTOR
  - 2. FILE A QUARTERLY REPORT OF THE STATUS OF THE GLEANER DEPARTMENT
  - 3. SCHEDULE EVENTS FOR THE GLEANERS
- B. PARTICIPATE IN ALL SCHEDULED EVENTS FOR THE GLEANERS

### **JOB DESCRIPTION**

**JOB TITLE:                    GOLDEN AGERS LEADER**

#### **I. JOB SUMMARY**

THE LEADER OF THE GOLDEN AGERS PROVIDES OPPORTUNITIES FOR FELLOWSHIP AND LEISURE ACTIVITIES.

#### **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR
- B. PROVIDE OPPORTUNITIES FOR SERVICE THROUGH VISITATION OF SICK AND THE SHUT-INS

#### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. PROVIDE OPPORTUNITIES FOR SERVICE THROUGH VISITATION OF SICK AND SHUT-INS, USE WORK SKILLS TO HELP THE NEEDY, SUCH AS SITTING WITH INVALIDS AND HELPING WITH CONVALESCENTS
- B. PROVIDE EDUCATIONAL OPPORTUNITIES, SUCH AS INFORMATION ON AGING AND RESOURCES FOR THE ELDERLY PROVIDED BY THE COUNTY AND STATE; LITERATURE ON SUBJECTS SUCH AS SAFETY IN THE HOME, HURRICANE PROTECTION, CONSERVATIVE INVESTMENTS AND TAX SAVINGS.
- C. PROVIDE OPPORTUNITY TO ASSIST IN DISCIPLING NEW CONVERTS
- D. FILE A QUARTERLY REPORT OF THE STATUS OF THE GOLDEN AGERS DEPARTMENT
- E. SCHEDULE EVENTS FOR THE GOLDEN AGERS

## **JOB DESCRIPTION**

**JOB TITLE:                    GRIEF SUPPORT LEADER**

### **I. JOB SUMMARY**

THE LEADER OF THE GRIEF SUPPORT TEAM SHOULD HAVE A SPECIAL CALLING UPON HIS/HER HEART FOR THIS MINISTRY. SOMEONE WHO IS COMPASSIONATE, STRONG AND BALANCED IN THEIR RELATIONSHIP WITH THE LORD, A PERSON OF PRAYER AND ONE WHO STUDIES THE WORD. THEY WILL BE RESPONSIBLE FOR COORDINATING A GROUP OF PEOPLE WHO ALSO HAVE THESE QUALITIES.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR AND ADMINISTRATIVE ASSISTANT

- B. DIRECT SUPERVISION OF THE TEAM OF PEOPLE WHO MAKE UP THIS GRIEF SUPPORT GROUP

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. HANDLE DELICATE AND HURTING PEOPLE DURING THEIR TIME OF GRIEF.
  - 1. CONTACT THE FAMILY BEFORE A TERMINALLY ILL PERSON DIES.
  - 2. WHEN THE PERSON DIES, THE COORDINATOR IS TO GO TO THE FUNERAL HOME AND THE FUNERAL IF POSSIBLE. IF NOT, THEN HAVE A REPRESENTATIVE GO.
  - 3. STAY IN TOUCH WITH THE SPOUSE/FAMILY ON A WEEKLY BASIS FOR A MONTH, THEN STAY IN CONTACT WITH THEM FOR THE NEXT 6 MONTHS OR WHAT THE COORDINATOR FEELS IS APPROPRIATE TO THE SITUATION.
  - 4. CONTACT WITH A VISIT, CALL, CARDS AND LETTERS

## **JOB DESCRIPTION**

**JOB TITLE:                   HOSTESS COORDINATOR**

### **I. JOB SUMMARY**

THE HOSTESS COORDINATOR SHOULD BE A LADY WHO REPRESENTS THE CHURCH WELL. A LADY WHO IS AN EXAMPLE TO OTHER LADIES AND ONE WHO HAS AN OUTGOING PERSONALITY AND WHO IS A STRONG AND BALANCED CHRISTIAN.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR AND ADMINISTRATIVE ASSISTANT
- B. DIRECT SUPERVISION OF ONLY THOSE LADIES WHO HAVE BEEN SELECTED AS HOSTESSES

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. RECRUIT LADIES FOR HOSTESSES
- B. SUBMIT THE NAMES TO THE SENIOR PASTOR FOR APPROVAL BEFORE ASKING THE PERSON TO SERVE.
- C. SCHEDULE HOSTESSES FOR SUNDAY SERVICES TO BE PLACED IN DIFFERENT SECTIONS OF THE SANCTUARY TO GREET THE PEOPLE.
- D. TO SERVE AND HELP WITH ALL CHURCH SPONSORED RECEPTIONS AND DINNERS
- E. TO TRAIN THE LADIES TO BE AMBASSADORS FOR MILFORD ASSEMBLY OF GOD CHURCH.

### **JOB DESCRIPTION**

**JOB TITLE:                   MEDICAL EMERGENCY COORDINATOR**

#### **I. JOB SUMMARY**

THE COORDINATOR IS TO MAINTAIN A QUALIFIED MEDICAL TEAM ON DUTY DURING ALL SERVICES IN THE SANCTUARY OR ANY SPECIAL EVENTS IN THE SANCTUARY AND ALSO DURING DRAMAS IN THE CHAPEL.

#### **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR AND ADMINISTRATIVE ASSISTANT
- B. DIRECT SUPERVISION OF ALL THE TEAM

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. RECRUIT THE MEDICAL EMERGENCY TEAM  
(ALL NAMES ARE TO APPROVED BY THE SENIOR PASTOR BEFORE THE PERSON IS APPROACHED TO HELP IN THIS MINISTRY.)
- B. TO MAINTAIN AN ADEQUATE INVENTORY OF MEDICAL SUPPLIES NEEDED
- C. TO SCHEDULE THE PEOPLE WHO ARE TO BE ON DUTY.

### **JOB DESCRIPTION**

**JOB TITLE: MINISTER OF CHILDREN**

#### **I. JOB SUMMARY**

- A. NURSERY
- B. HELP THE CHURCH TO CATCH AND MAINTAIN THE VISION OF THE NURSERY AS A MINISTRY
- C. OVERSEE HIRING, FIRING AND DISCIPLINE OF ALL PAID WORKERS
- D. WORK CLOSELY WITH THE DIRECTOR TO SEE THAT ALL POSITIONS ARE FILLED
- E. PROVIDE REGULAR TRAINING FOR ALL WORKERS

- F. TRAIN AND EQUIP NEW WORKERS
- G. PROVIDE FELLOWSHIP OPPORTUNITIES ON A QUARTERLY BASIS
- H. STAY IN CONTACT WITH THE WORKERS THROUGH NEWSLETTERS, PHONE CALLS AND VISITS TO THE CLASS.
- I. IMPLEMENT LEARNING CENTERS
- J. ORGANIZE NEW CLASSES AS NEEDED

**II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR
- B. WORKERS SUPERVISED: NURSERY COORDINATOR, PRE-SCHOOL COORDINATOR AND INFANT COORDINATOR

**III. RESPONSIBILITIES AND AUTHORITIES**

**NURSERY DIRECTOR AGES 0-5**

1. SCHEDULE ALL NURSERIES FOR SPECIAL EVENTS AND SPECIAL REQUEST OCCASIONS
2. HIRING AND FIRING OF ATTENDANTS, DISCIPLINE OF HIRED WORKERS.
3. TO RECRUIT AND TRAIN COORDINATOR, GREETER, LEADERS, TEACHERS AND CLEANERS
4. TO PURCHASE ALL LESSON MATERIALS AND LESSON SUPPLIES. TO PURCHASE SUPPLIES AS REQUIRED FOR THE NURSERY ROOMS.
5. TO PARTICIPATE IN THE PLANNING AND IMPLEMENTATION OF TRAINING DAYS, IN-SERVICE EVENTS AND CELEBRATIONS FOR COORDINATORS, TEACHERS, GREETERS, LEADERS, AND CLEANERS.
6. PREPARE WORK ORDER FOR ANY ROOM REPAIRS
7. TO CONSTANTLY SEEK AND IMPLEMENT CREATIVE MINISTRY-TEACHING IDEAS
8. PREPARE ANNUAL BUDGET. ITEMIZING EXPENSES FOR SALARIES, SUPPLIES, TEACHING SUPPLIES AND FIXTURES
9. DESIGN AND MAINTAIN THE PAGER SECURITY SYSTEM. THIS REQUIRES ROUTINE REVISION OF THE NUMBER SYSTEM
10. ADVERTISE FOR NEW EMPLOYEES AS NECESSARY. INTERVIEW APPLICANTS AND TRAIN NEW EMPLOYEES. THIS INCLUDES BRIEFING EMPLOYEES ON NURSERY GUIDELINES.
11. WRITE, TYPE AND POST SCHEDULE OF EMPLOYEES. CALL SUBSTITUTE WORKERS WHEN NEEDED IN CASE OF EMERGENCY.
12. REVISE NURSERY RULES AS NEEDED AND PROVIDE THE RULES TO ALL PERSONS USING THE NURSERY. THIS MAY MEAN PERIODIC MEETINGS WITH PARENTS TO EXPLAIN THE RULES AND OCCASIONAL INDIVIDUAL CONTACT WITH A PARENT IF A NEED ARISES. EXAMPLE: A BABY THAT IS ROUTINELY BROUGHT TO THE NURSERY WITHOUT ANY DIAPERS.

**INFANT COORDINATOR**

INFANTS - BIRTH TO 12 MONTHS  
 TODDLERS - 12 MONTHS TO 24 MONTHS  
 TODDLERS - 24 MONTHS TO 36 MONTHS

NEW BLESSINGS  
 WONDERFUL ONES  
 TERRIFIC TWOS

- 1) OVERSEE THE INFANT AND TODDLER MINISTRIES
- 2) OVERSEE A BIBLE PROGRAM
- 3) ADMINISTRATES SCHEDULES
- 4) SHOW APPRECIATION TO TEACHERS AND VOLUNTEERS

- 5) MAINTAIN THE PAGER SECURITY CARD SYSTEM
- 6) PICK UP ATTENDANCE SHEETS EACH WEEK TO CHECK FOR PROBLEMS OR TEACHER NEEDS

### **PRE-SCHOOL COORDINATOR**

3 YEAR OLDS  
4 & 5 YEAR OLDS

TREMENDOUS THREES  
FABULOUS FOURS AND FIVES

- 1) OVERSEE THE PRE-SCHOOL MINISTRY
- 2) OVERSEE A BIBLE PROGRAM
- 3) ADMINISTRATES SCHEDULES
- 4) SHOW APPRECIATION TO TEACHERS AND VOLUNTEERS
- 5) MAINTAIN THE PAGER SECURITY CARD SYSTEM
- 6) PICK UP ATTENDANCE SHEETS EACH WEEK TO CHECK FOR PROBLEMS OR TEACHER NEEDS

### **CHILDREN'S CHURCH**

#### **TEACHERS AND GREETERS**

- 1) RECRUIT AND TRAIN WORKERS
- 2) PROVIDE MATERIALS FOR ALL WORKERS
- 3) FOLLOW UP ON VISITORS AND ABSENTEES
- 4) PREPARE FOR MINISTRY BY FELLOWSHIP WITH GOD IN PRAYER AND BIBLE STUDY

#### **PUPPET TEAM**

- 1) RECRUIT PUPPETEERS
- 2) TRAIN PUPPETEERS
- 3) WEEKLY PRACTICE
- 4) BUILD SETS, PROPS AND COSTUMES FOR SPECIAL SONGS AND TEACHING UNITS
- 5) ADD NEW CHARACTERS
- 6) BUILD SKILLS AND TECHNIQUES
- 7) PRODUCE WEEKLY TAKE-HOME PAPERS

#### **DRAMA TEAM**

- 1) RECRUIT ACTORS
- 2) TRAIN ACTORS
- 3) PRACTICE FOR SERVICE

#### **CHILDREN'S PUPPET TEAM**

- 1) TRAIN THE CHILDREN PUPPETEERS IN A SEPARATE AGE LEVEL APPROPRIATE SETTING
- 2) PRACTICE REGULARLY WITH THE TEAM
- 3) BUILD PROPS

#### **SPECIAL EVENTS**

VALENTINE BANQUET  
SUPER SATURDAY  
PUPPET MUSICAL  
RESURRECTION CELEBRATION  
HALLELUJAH PARTY

#### **BGMC**

## **NEWSLETTER**

MONTHLY NEWSLETTER  
REMINDERS OF SPECIAL EVENTS  
HOSPITAL VISITATION

## **SUMMER PROGRAM**

ACTIVITIES FOR CHILDREN DURING THE SUMMER  
PUTT PUTT  
MAKE A PIZZA DAY  
MOVIES  
FAMILY NIGHT AT THE MOVIE  
SKATING  
PRAYER BREAKFAST

## **KID'S KAMP**

PROVIDE TRANSPORTATION FOR YOUTH CAMP

## **VBS/KID'S KRUSADE**

ORGANIZE THE VBS OR KID'S KRUSADE  
RECRUIT WORKERS  
PUT OUT PUBLICITY  
PULL IT OFF!

## **SUNDAY EVENING PROGRAM**

RECRUIT WORKERS  
PROVIDE A PROGRAM

## **JOB DESCRIPTION**

**JOB TITLE: MINISTER OF MUSIC**

### **I. JOB SUMMARY**

TO SEEK THE LORD AND BE PREPARED FOR THE MINISTRY, I.E., FASTING, PRAYER AND MEDITATION OF GOD'S WORD. A MINISTER OF MUSIC MUST POSSESS THE FOLLOWING QUALITIES:

- A. A TEACHABLE SPIRIT
- B. BE FAITHFUL TO PASTOR AND THE MINISTRY
- C. TO STRIVE FOR UNITY IN THE CHURCH

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR
- B. CONTACTS: CONTINUAL CONTACT WITH OFFICE STAFF, DEPARTMENT HEADS, MEMBERS OF THE WORSHIP TEAM, THE ORCHESTRA, THE CHOIR, SOLOISTS, ENSEMBLES AND ALL VOLUNTEERS OF DRAMAS AND SPECIAL PRODUCTIONS

### III. RESPONSIBILITIES AND AUTHORITIES

- A. TO ORGANIZE AND OVERSEE ALL MUSIC FOR WORSHIP SERVICES INCLUDING:
  - 1. WORSHIP TEAM
  - 2. CHOIRS
  - 3. SOLOISTS AND ENSEMBLES
  - 4. CONGREGATION AND SINGING
  - 5. INSTRUMENTAL MUSIC (RHYTHM SECTION, ORCHESTRA, ETC.)
  - 6. DRAMAS - ILLUSTRATED SERMONS, LIVING PICTURES, LIVE VIDEOS
- B. SANCTUARY CHOIR AND ORGANIZATION OF CHOIR OFFICERS AND CARE MINISTERS – TO OVERSEE ALL FUNCTIONS OF RETREATS, OUTINGS, ETC.
- C. OVERSEE -
  - 1. YOUTH CHOIR
  - 2. CHILDREN'S CHOIR
  - 3. VOCAL ENSEMBLES
  - 4. RHYTHM SECTION AND ORCHESTRA
- D. COORDINATE AND OVERSEE ALL DRAMAS, MUSICALS AND SPECIAL EVENTS SUCH AS THE LIVING CHRISTMAS TREE.
- E. TO FULFILL THE MINISTRY AS DIRECTED IN THE BOOK OF JAMES, I.E., HOSPITAL VISITATION, FUNERALS AND WEDDINGS
- F. TO KEEP CURRENT WITH NEW MATERIALS, COMPOSITIONS, DRAMAS AND WORKSHOPS
- G. TO LIVE A SANCTIFIED LIFE
  - 1. TO BE SUBMISSIVE TO THE HOLY SPIRIT AND TO OTHERS
  - 2. TO BE SENSITIVE TO GOD AND TO THE PEOPLE INVOLVED IN THE MINISTRY
  - 3. TO UTILIZE THE SKILLS THAT GOD HAS GIVEN FOR HIS GLORY

## **JOB DESCRIPTION**

**JOB TITLE:                   MINISTRY TO MILFORD ASSEMBLY OF GOD MISSIONARIES**

### **I.   JOB SUMMARY**

THE LEADER OF THIS MINISTRY IS TO STAY IN TOUCH WITH MILFORD ASSEMBLY OF GOD'S SUPPORTED MISSIONARIES BY LETTERS, FINDING OUT THEIR PERSONAL NEEDS AND PRAYER REQUESTS.

### **II.   JOB RELATIONS**

RESPONSIBLE TO: SENIOR PASTOR AND ADMINISTRATIVE ASSISTANT

### **III.   RESPONSIBILITIES AND AUTHORITIES**

- A. TO CONTACT BY LETTER THE MISSIONARIES WHO ARE SUPPORTED BY MILFORD ASSEMBLY OF GOD.

- B. KEEP A LIST OF THEIR NEEDS (PRAYER AND PERSONAL) AND ADVISE THE ADMINISTRATIVE ASSISTANT OF THESE NEEDS.
- C. SEND TAPES WHEN THE COORDINATOR THINKS IT NECESSARY.

## **JOB DESCRIPTION**

**JOB TITLE:                   MISSIONETTE LEADER**

### **I. JOB SUMMARY**

COORDINATES THE ENTIRE MISSIONETTE PROGRAM. RECRUITS AND TRAINS MISSIONETTE TEACHERS. ATTEND DISTRICT MISSIONETTE CAMPS AND TRAINING SEMINARS, ETC.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR
- B. DIRECT SUPERVISION OF ALL MISSIONETTES AND MISSIONETTE TEACHERS
- C. CONTACTS: WEEKLY CONTACT WITH TEACHERS AND PERIODIC CONTACT WITH DISTRICT LEADERS AND SECTIONAL LEADERS.

D. COORDINATION OF MISSIONETTE GIRLS AND THEIR ACTIVITIES

### III. RESPONSIBILITIES AND AUTHORITIES

A. TO THE SENIOR PASTOR, THE MISSIONETTE LEADER IS RESPONSIBLE TO CARRY OUT THE MISSIONETTE PROGRAM WHICH THE ASSEMBLIES OF GOD PROVIDES.

1. TO BE INNOVATIVE AND CREATIVE PRESENTING NEW IDEAS FOR A BETTER AND STRONGER MISSIONETTE PROGRAM.
2. REPORT TO THE SENIOR PASTOR A QUARTERLY UPDATE OF THE PROGRAM AND THE LEADERS.

B. SUPERVISION

1. TO SEE THAT THE MISSIONETTE TEACHERS GET THE PROPER TRAINING TO CARRY OUT THEIR DUTIES.
2. REPORT ANY DISCIPLINE PROBLEM OF A TEACHER TO THE SENIOR PASTOR
3. SUPERVISE THE TEACHING OF THE MISSIONETTE PROGRAM.
4. SPECIAL MEETINGS WITH THE LEADERS

## JOB DESCRIPTION

**JOB TITLE: MOTHERHOOD MINISTRY COORDINATOR**

### I. JOB SUMMARY

THE COORDINATOR OF THIS MINISTRY IS TO COORDINATE LADIES TO PREPARE A MEAL FOR A NEW MOTHER WHEN SHE RETURNS FROM THE HOSPITAL.

### II. JOB RELATIONS

RESPONSIBLE TO: SENIOR PASTOR AND ADMINISTRATIVE ASSISTANT

### III. RESPONSIBILITIES AND AUTHORITIES

TO COORDINATE A LIST OF PEOPLE TO PREPARE FOOD TO BE TAKEN TO A NEW MOTHER'S HOME THE NIGHT THAT SHE COMES HOME FROM THE HOSPITAL.

## **JOB DESCRIPTION**

**JOB TITLE: PASTOR OF STUDENT MINISTRIES**

### **I. JOB SUMMARY**

OVERSEE THE SPIRITUAL HEALTH AND GROWTH OF ALL YOUTH IN 6<sup>TH</sup> GRADE THROUGH COLLEGE

### **II. JOB RELATIONS**

A. RESPONSIBLE TO SENIOR PASTOR

B. PROVIDE DIRECTION AND SUPERVISION FOR ALL THE YOUTH SPONSORS AND YOUTH MINISTRIES COORDINATORS.

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. WEDNESDAY NIGHT YOUTH SERVICES - A YOUTH-ORIENTED WORSHIP SERVICE THAT WILL MINISTER ON THEIR LEVEL TO THEIR NEEDS.
- B. YOUTH WORSHIP MINISTRY
- C. YOUTH CHOIR
- D. YOUTH DRAMA
- E. OUTREACH AND FOLLOW-UP MINISTRIES
- F. CAMPUS MINISTRIES
- G. YOUTH FELLOWSHIPS AND SOCIAL ACTIVITIES
- H. DISCIPLESHIP PROGRAMS
- I. CAMPS AND WEEKEND RETREATS
- J. MISSION TRIPS AND GIVING
- K. SUMMER AND WINTER TRIPS
- L. SCHEDULING SPECIAL SPEAKERS AND EVENTS
- M. SUNDAY SCHOOL FOR COLLEGE-N-CAREER
- N. BIBLE STUDIES AND PRAYER MEETINGS
- O. HOSPITAL VISITATIONS

## **JOB DESCRIPTION**

**JOB TITLE:                   RECEPTIONIST / SECRETARY**

### **I. JOB SUMMARY**

ANSWER AND ROUTE ALL INCOMING TELEPHONE CALLS. PROVIDE ASSISTANCE AND PERFORM BASIC SECRETARIAL DUTIES FOR THE ADMINISTRATIVE ASSISTANT AND SENIOR PASTOR.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO SENIOR PASTOR AND ADMINISTRATIVE ASSISTANT
- B. CONTACTS: CONTINUAL CONTACT WITH OFFICE STAFF, DEPARTMENT HEADS, DEACONS, AND MEMBERS OF THE CONGREGATION.

C. PROMOTION: WILL BE DETERMINED BY THE SENIOR PASTOR

### III. RESPONSIBILITIES

1. ANSWER AND ROUTE ALL INCOMING TELEPHONE CALLS
2. RECEIVE ALL VISITORS IN THE OFFICE. GREET COUNSELING APPOINTMENTS, GET THEM TO FILL OUT COUNSELING SHEET AND PULL THEIR FILE IF THEY HAVE BEEN IN BEFORE. IF NOT, MAKE A NEW FILE. ALWAYS KEEP THE FILE LOCKED.
3. KEEP UP WITH HOSPITAL PATIENTS DAILY. TYPE THE LIST AND DISTRIBUTE FIRST THING EVERY MORNING. CHECK WITH THE HOSPITAL EACH DAY TO SEE IF PATIENTS ARE STILL IN THE HOSPITAL. DON'T TAKE ANYONE'S WORD THAT THEY ARE GONE. PLACE ALL LISTS IN MAIL BOXES OF FULL TIME STAFF AND PUT PASTOR'S ON HIS DESK.
4. CALL THE DEACON OF THE PATIENT AND ORDER FLOWERS. IF THIS PERSON HAS BEEN IN THE HOSPITAL IN THE LAST 6 MONTHS, DON'T SEND THEM FLOWERS. SEND BABY FLOWERS OR BALLOONS TO NEW BABIES.
5. BE VERY CONFIDENTIAL REGARDING ANYTHING THAT YOU SEE OR HEAR IN THE OFFICE.
6. DO ALL TYPING FOR THE MINISTER OF MUSIC AND YOUTH MINISTER. IF YOU HAVE MORE THAN YOU CAN DO, CONTACT THE ADMINISTRATIVE ASSISTANT.
7. COPY MACHINES - DO NOT LET ANYONE OUTSIDE OF THE STAFF OR DEPARTMENTS MAKE MORE THAN 100 COPIES. EXAMPLE: A MEMBER OF THE CONGREGATION COMES BY AND WANTS TO MAKE 200 COPIES OF SOMETHING .. WE JUST CAN'T DO THIS. IT GETS INTO A COSTLY SITUATION.
8. HELP THE DEPARTMENT HEADS, DEACONS OR OTHER HELPERS WITH THE COPIER. ALSO HELP WITH THEIR TYPING IF THEY NEED IT.
9. IF SOMEONE CALLS IN AND NEEDS PRAYER, CONTACT THE ADMINISTRATIVE ASSISTANT OR ONE OF THE MINISTERS. USUALLY, THE ADMINISTRATIVE ASSISTANT CAN DECIDE WHO NEEDS TO HANDLE THIS.
10. UPDATE AND KEEP FILES IN GOOD SHAPE.
11. HELP KEEP OFFICE COMPLEX IN NEAT APPEARANCE. KEEP THE RECEPTION ROOM STRAIGHTENED, THE COUNTER TOPS STRAIGHT.
12. SEND STAFF MEMOS WHEN NEEDED TO KEEP THEM ABREAST OF THINGS GOING ON ... MEETINGS, ETC.
13. UPDATE FORMS AS NEEDED.
14. PUT MAIL IN MAILBOXES AS SOON AS IT COMES IN.
15. NEW BABY - WHEN A NEW MOTHER IS IN THE HOSPITAL, CALL THE MOTHERHOOD MINISTRY COORDINATOR SO SHE CAN GET THE FOOD UP FOR THE MOTHER WHEN SHE GOES HOME.
16. GIVE ALL NAMES OF BABIES TO BE DEDICATED TO THE SECRETARY
17. MAKE SURE CUSTODIAN IS REMINDED ON FRIDAY OF THE UPCOMING BAPTISMAL. SHE HAS TO HAVE THE POOL READY.
18. NEW CONVERTS - SEND ALL NEW CONVERT LETTERS. MAKE COPIES OF CONVERT CARD AND PUT IN THE DIFFERENT DEPARTMENT BOXES. GIVE ORIGINAL TO COMPUTER OPERATOR TO BE ROUTED TO THE PROPER DEACON.
19. HANDLE ALL PURCHASE ORDERS - NO PURCHASE ORDERS ARE TO BE GIVEN UT UNLESS YOU HAVE A REQUISITION SIGNED BY PASTOR. KEEP A LIST IN YOUR JOURNAL. GIVE TOP COPY OF PURCHASE ORDER AND REQUISITION TO THE TREASURER
20. FOOD PANTRY - AVAILABLE TO MILFORD ASSEMBLY OF GOD MEMBERS AND ATTENDERS. (IN SOME CASES WE DO GIVE OUT TO OUTSIDERS) ALWAYS LISTEN OUT FOR THE NEEDS OF OUR PEOPLE. IF YOU OF ANYTHING CONCERNING THEM, LET THE ADMINISTRATIVE ASSISTANT KNOW.
21. REQUEST FOR FINANCIAL ASSISTANCE - GIVE ALL OF THESE TO THE ADMINISTRATIVE ASSISTANT.
22. TYPE ALL INSERTS AND CHORUS SHEETS FOR BULLETIN. ALSO, RUN THESE OFF. IF YOU DO NOT HAVE TIME, ASK THE OTHER SECRETARY TO HELP YOU.
23. MAKE SURE THAT MEMBERSHIP PACKETS ARE READY FOR MEMBERSHIP SUNDAY.
24. TAKE ALL PRAYER REQUESTS AND CALL PRAYER CHAINS. PUT A COPY ON PASTOR'S DESK.

25. KEEP A FILE ON ITEMS NEEDED IN THE CONGREGATION. THIS IS FOR THE NEEDY ONLY. PUT IN THE BULLETIN FOR A DONATION OF ITEMS NEEDED.
26. UPDATE THE SHUT-IN AND NURSING HOME LIST. GIVE LISTS TO APPROPRIATE MINISTERS AND DEACONS.
27. ROUTE ALL MATTERS CONCERNING THE CHURCH PROPERTY AND BUILDINGS TO THE ADMINISTRATIVE ASSISTANT.
28. ROUTE ALL OF PASTOR'S PHONE CALLS TO HIS PERSONAL SECRETARY, EVEN IF HE IS THERE. IF SHE IS NOT HERE, PUT THEM THROUGH TO PASTOR IF HE IS NOT BUSY.
29. ROUTE ALL MISSIONS QUESTIONS TO THE LEADER OF THE MISSIONARY MINISTRY.
30. ROUTE ALL FINANCIAL BUSINESS TO THE TREASURER
31. HANDLE ALL FUNERAL ARRANGEMENTS WHEN OTHER SECRETARIES AREN'T THERE.
32. ASSIST IN HANDLING OF FACILITY USAGE FORMS
33. ASSIST IN HANDLING OF ALL WEDDINGS AND RECEPTIONS
34. ASSIST THE ADMINISTRATIVE ASSISTANT AND OTHER SECRETARIES WHEN NEEDED.

## **JOB DESCRIPTION**

**JOB TITLE:                   ROYAL RANGERS COMMANDER**

### **I. JOB SUMMARY**

COORDINATES THE ENTIRE ROYAL RANGER PROGRAM. SECURES AND TRAINS ROYAL RANGER COMMANDERS AND LEADERS. ATTENDS DISTRICT ROYAL RANGER CAMPS, TRAINING SEMINARS, ETC.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO SENIOR PASTOR
- B. DIRECT SUPERVISION OF ALL ROYAL RANGER AND OUTPOST COMMANDERS AND TEACHERS

- C. CONTACTS: WEEKLY CONTACT WITH COMMANDERS AND TEACHERS. PERIODIC CONTACT WITH DISTRICT LEADERS AND SECTIONAL LEADERS.
- D. COORDINATION OF ROYAL RANGER BOYS AND THEIR ACTIVITIES

**III. RESPONSIBILITIES AND AUTHORITIES**

- A. TO THE SENIOR PASTOR THE COMMANDER IS RESPONSIBLE TO CARRY OUT THE ROYAL RANGER PROGRAM WHICH THE ASSEMBLIES PROVIDE.
  - 1. TO BE INNOVATIVE AND CREATIVE PRESENTING NEW IDEAS FOR A BETTER AND STRONGER ROYAL RANGER PROGRAM.
  - 2. REPORT TO THE SENIOR PASTOR A QUARTERLY UPDATE OF THE PROGRAM AND THE LEADERS.
- B. SUPERVISION
  - 1. TO SEE THAT THE OUTPOST COMMANDERS AND TEACHERS GET THE PROPER TRAINING TO CARRY OUT THEIR DUTIES
  - 2. REPORT ANY DISCIPLINE PROBLEM OF A COMMANDER OR TEACHER TO THE SENIOR PASTOR
  - 3. SUPERVISE THE TEACHING OF THE ROYAL RANGER PROGRAM.
  - 4. SPECIAL MEETINGS WITH THE LEADERS.
  - 5. INSURE THAT COMMANDERS MAINTAIN A CHRISTIAN ATTITUDE
  - 6. ORGANIZE AN OUTPOST COUNCIL TO HANDLE ROYAL RANGER ADMINISTRATIVE DUTIES AND TO ATTEND THEIR MEETINGS.
- C. PARTICIPATE IN ALL POWWOWS, CAMPOUTS AND OTHER ROYAL RANGER ACTIVITIES.
- D. MAINTAIN ALL MATERIAL AND EQUIPMENT.

**JOB DESCRIPTION**

**JOB TITLE: SECRETARY**

**I. JOB SUMMARY**

PROVIDE ASSISTANCE AND PERFORM BASIC SECRETARIAL DUTIES FOR THE ADMINISTRATIVE ASSISTANT AND THE SENIOR PASTOR.

**II. JOB RELATIONS**

- A. RESPONSIBLE TO THE ADMINISTRATIVE ASSISTANT AND THE SENIOR PASTOR
- B. CONTACTS: CONTINUAL CONTACT WITH OFFICE STAFF, DEPARTMENT HEADS, AND MEMBERS OF THE CONGREGATION

C. PROMOTION: WILL BE DETERMINED BY THE SENIOR PASTOR

### III. RESPONSIBILITIES

1. PHONE CALLS: ANSWER AND ROUTE INCOMING CALLS WHEN THE RECEPTIONIST IS ON THE PHONE.
2. APPOINTMENTS: RECEIVE ALL VISITORS IN THE FRONT OFFICE WHEN RECEPTIONIST IS BUSY.
3. HOSPITALS: FOLLOW UP ON HOSPITAL PATIENTS AND UPDATE HOSPITAL LIST ON MONDAYS WHEN RECEPTIONIST IS OUT. COPY AND DISTRIBUTE TO ALL STAFF. STAY UPDATED ON CONDITION OF PATIENTS IN THE HOSPITAL FOR PASTOR'S INFORMATION.
4. VISITOR LETTERS: ALL VISITORS FROM SUNDAY AND WEDNESDAY. TYPED FIRST THING ON MONDAY MORNING (NEW CONVERT SLIPS ARE TO GO TO RECEPTIONIST).
5. BULLETIN: THE BULLETIN IS TYPED ON WEDNESDAYS. ALL ANNOUNCEMENTS MUST BE IN BY 4:30 P.M. ON TUESDAY.
6. FUNERALS: HANDLE ALL FUNERAL ARRANGEMENTS. THIS INCLUDES COORDINATING FOOD FOR THE FAMILY AFTER THE FUNERAL. CONTACT FUNERAL HOME AND SECURE DETAILS OF SERVICES. TYPE A FUNERAL INFORMATION SHEET, COPY AND DISTRIBUTE TO ALL STAFF.
7. PRAYER REQUESTS: TAKE PRAYER REQUESTS IF ANSWERING THE PHONE. PRAYER REQUESTS ARE TO GO ON PASTOR'S DESK AND CALL THE APPROPRIATE PRAYER CHAINS.
8. PROVIDE ASSISTANCE TO PEOPLE USING THE COPIER.
9. ASSIST IN TYPING OF LETTERS AND MISCELLANEOUS TYPING OF DEACONS, DEPARTMENT HEADS, ETC.
10. ASSIST RECEPTIONIST WITH TYPING FOR MUSIC MINISTER AND YOUTH MINISTER. THE CHILDREN'S MINISTER MAY ALSO NEED TYPING.
11. ASSIST WITH REQUESTS FOR FOOD FROM THE FOOD PANTRY. THE FOOD HERE IS MAINLY FOR OUR PEOPLE BUT THERE ARE EXCEPTIONS FOR PEOPLE COMING OFF THE STREETS. IF IN DOUBT, CHECK WITH THE ADMINISTRATIVE ASSISTANT.
12. COORDINATE BABY DEDICATIONS, BAPTISMS AND MEMBERSHIP. PREPARE BABY DEDICATION CARDS, BAPTISMAL CARDS AND MEMBERSHIP PACKETS.
13. ASSIST IN KEEPING FILES IN GOOD CONDITION.
14. ASSIST IN KEEPING OFFICE COMPLEX NEAT IN APPEARANCE. KEEP A CHECK ON THE COFFEE AND THE RECEPTION ROOM.
15. POSTAGE: CHECK POSTAGE MACHINE AND GET A CHECK FROM THE TREASURER TO REPLENISH POSTAGE. NORMALLY, THE CHECK IS \$250.00. POSTAGE MACHINE IS NOT TO GO BELOW \$20.00.  
  
CALL POST OFFICE WHEN SENDING OUT A BULK MAILING TO MAKE SURE WE HAVE ENOUGH MONEY IN THE ACCOUNT. IF NOT, THE TREASURER WILL GIVE YOU A CHECK.
16. UPON HEARING OF ANY NEEDS OF THE CONGREGATION, SEE IF THE NEED CAN BE MET THROUGH ONE OF THE DEPARTMENTS. IF SO, CONTACT THE DEPARTMENT HEAD.
17. CHURCH ACTIVITIES: LOG ALL CHURCH ACTIVITIES ON THE CHURCH CALENDAR AND MAKE SURE ALL RESPONSIBLE PARTIES ARE INFORMED.
18. MEMBERSHIP CARDS: KEEP A COPY ON FILE OF ALL MEMBERSHIP CARDS. GIVE THE ORIGINAL CARD TO THE COMPUTER OPERATOR, A COPY TO THE ADMINISTRATIVE ASSISTANT AND PUT A COPY ON PASTOR'S DESK.
19. CHURCH ADVERTISING: RESPONSIBLE FOR ALL ADVERTISING OF SPECIAL GUEST SPEAKERS AND COMING TO THE CHURCH. THIS INCLUDES NEWSPAPER, RADIO AND/OR TELEVISION.
20. WEDDINGS: HANDLE FACILITY USAGE FORMS AND FOLLOW-UP TO ENSURE RESPONSIBLE PARTIES ARE PREPARED.
21. THE BOUNTIFUL TREE: HANDLE ALL NEW LEAF PURCHASES.
22. ASSIST OTHER SECRETARIES WITH DUTIES WHEN THERE IS AN OVERLOAD.
23. MAINTAIN THE "KEY SYSTEM"

## **JOB DESCRIPTION**

**JOB TITLE: SENIOR PASTORS SECRETARY**

### **I. JOB SUMMARY**

PERFORMS NECESSARY DUTIES FOR THE SENIOR PASTOR TO KEEP HIS LINE OF COMMUNICATION OPEN TO ALL CHURCH MEMBERS AND ATTENDERS, COMPOSING LETTERS OF PRAISE, CONGRATULATION, ENCOURAGEMENT, APPRECIATION, RECOMMENDATION, ACKNOWLEDGMENT, INTRODUCTION, THANKS AND HONORARIUM.

PERFORMS CONTINUING DUTIES AS NECESSARY TO ASSIST IN THE SMOOTH OPERATION OF THE FINANCIAL OFFICE.

WRITES CHECKS AND MAKES REPORTS FOR THE MISSIONS OFFICE.

## **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR AND CHURCH TREASURER
- B. WORKERS SUPERVISED: DATA ENTRY CLERK
- C. CONTACTS: CONTINUAL CONTACT WITH PASTOR AND CHURCH TREASURER, MISSIONS PERSONNEL AND OFFICE STAFF.
- D. WILL BE DETERMINED BY THE SENIOR PASTOR.

## **III. RESPONSIBILITIES AND AUTHORITIES**

- A. COORDINATES THE WORK OF THE DATA ENTRY CLERK WHO IS ENGAGED IN THE COMPUTER OPERATION OF THE TITHES AND OFFERINGS.
- B. THE FOLLOWING ACTIVITIES ARE UNIQUE TO THIS POSITION:
  - 1. DATA ENTRY CLERK AND HER JOB DESCRIPTION DUTIES AS STATED IN HER JOB DESCRIPTION
  - 2. ORIENTS, TRAINS AND EVALUATES HER PERFORMANCE AND RECOMMENDS SUGGESTIONS TO THE SENIOR PASTOR IN REFERENCE TO HER.
  - 3. MAINTAINS A DAILY ATMOSPHERE OF THE HIGHEST CHRISTIAN QUALITY OF SERVICE AND PROFESSIONALISM.
- C. COORDINATES THE REQUISITIONS, PURCHASE ORDERS, INVOICES AND STATEMENTS OF ALL PURCHASES MADE BY THE DIFFERENT DEPARTMENTS OF THE CHURCH ON A DAILY BASIS TO ASSURE THAT ALL BILLS OF THE CHURCH ARE PAID ON A TIMELY BASIS, AND NO PAST DUE BILLS ARE RECEIVED. ASSURES THAT A PAID INVOICE IS FILED IN THE PROPER WAY, IN ORDER THAT FUTURE REFERENCE CAN BE MADE FOR DEPARTMENTS INFORMATION.
- D. THE FOLLOWING ACTIVITIES ARE UNIQUE TO THIS POSITION:
  - 1. MONITORS WORK QUALITY ON A REGULAR BASIS
  - 2. WRITING CHECKS FOR ALL MISSIONARIES AND ROUTING TO THE CORRECT PERSON OR ADDRESS, ASSURING THAT THE MISSIONARIES RECEIVE CORRESPONDENCE THAT PERTAINS TO THEIR ACCOUNTS, AND THAT THE MISSIONS VOLUNTEERS ANSWER ALL OF THEIR LETTERS.
  - 3. RESPONSIBLE FOR KEEPING PROPER FILES ON AN ANNUAL BASIS FOR AUDITS EACH YEAR.
  - 4. RESPONSIBLE FOR OBTAINING THE CORRECT INFORMATION THAT IS REQUIRED FOR THE PROSPECTUS WHICH IS NECESSARY EACH TIME THAT THE CHURCH HAS A NEW BOND ISSUE, AND ALL THE PROPER COMPLETION OF THE MANY FORMS REQUIRED EACH TIME.
  - 5. RESPONSIBLE FOR KEEPING AN UP-TO-DATE FILE OF THE MEMBERSHIP OF MILFORD ASSEMBLY OF GOD. PULLING CARDS OF THOSE WHO TRANSFER, MOVE AWAY OR ARE DECEASED.
- E. SECRETARIAL ASSISTANCE TO THE SENIOR PASTOR CONSISTS OF THE FOLLOWING:

1. PURCHASING BIRTHDAY CARDS AND MAKING THEM AVAILABLE FOR THE PASTOR TO GIVE TO ALL OF THE STAFF.
  2. PURCHASING CHRISTMAS CARDS FOR ALL OF THE WIDOWS OF THE CHURCH AND WRITING THE MESSAGES IN THEM FOR THE SENIOR PASTOR.
  3. PURCHASING CHRISTMAS CARDS FOR ALL OF THE STAFF, DEPARTMENT HEADS, ETC. AND WRITING THE MESSAGES IN THEM FOR THE SENIOR PASTOR, AND ASSISTS IN PREPARING THEIR CHRISTMAS GIFTS.
  4. BE AVAILABLE FOR EMERGENCIES THAT HAPPEN, I.E., ORDERING FLOWERS FOR FUNERALS ON THE WEEKEND, AND MAKING OTHER CALLS AS NECESSARY.
  5. UPHOLDS THE PASTOR, HIS FAMILY AND VARIOUS MISSIONARIES IN PRAYER DAILY; SERVES ON THE 24-HOUR PRAYER CHAIN.
  6. RESPONSIBLE FOR COMPLETING RENEWAL FORMS FOR THE STATE OF OHIO INCORPORATION AND OHIO CERTIFICATE OF TAX EXEMPTION.
  7. OBTAINS CHURCH COPYRIGHT LICENSE ANNUALLY FOR THE MUSIC DEPARTMENT
  8. PREPARES THE MISSIONS ANNUAL REPORT, TYPES THE CHURCH'S ANNUAL FINANCIAL REPORT, ALONG WITH THE SENIOR PASTOR'S ANNUAL MESSAGE TO THE CONGREGATION.
  9. PREPARES TITHING INFORMATION FOR ALL NEW MEMBERS, AND ASSURES THAT THEY RECEIVE A TITHE NUMBER IF THEY DO NOT ALREADY HAVE ONE.
  10. COORDINATES THE ORDERING OF TITHING ENVELOPES, ASSIGNED AND UNASSIGNED ENVELOPES FOR THE BACK OF THE PEWS FOR VISITORS, AND FOR SPECIAL OFFERINGS RECEIVED.
  11. LIAISON BETWEEN THE SENIOR PASTOR AND MISSIONARIES, ALONG WITH THOSE WHO HAVE QUESTIONS REGARDING THE MISSIONS DEPARTMENT, EVANGEL AND SOUTHEASTERN COLLEGES.
  12. MAINTAINS CONFIDENTIALITY
  13. REPRESENTING THE SENIOR PASTOR WELL AND PRESENTING A PROFESSIONAL IMAGE.
  14. COMPLETES INSURANCE FORMS FOR CLAIMS FOR CHURCH-RELATED ACTIVITIES, AND INSURANCE FORMS FOR CLAIMS FOR WORKMAN'S COMPENSATION.
- F. MAKES DEPOSITS OF INCOMING MISSIONS MONIES, MEETS WITH THE SENIOR PASTOR AND VISITING MISSIONARIES REFERENCE OFFERINGS RECEIVED, PRESENTING THEM WITH CHECKS, AND OBTAINING INFORMATION REGARDING FUTURE CONTRIBUTIONS, ADDRESSES AND ACCOUNTS TO WHICH THEY ARE TO BE DESIGNATED.
- G. COORDINATES SPECIAL REQUESTS FROM NEW MISSIONARIES FOR SUPPORT, AND WOULD-BE MISSIONARIES, AND ADVISES THE SENIOR PASTOR IF FUNDS ARE AVAILABLE, AND WHEN THEY WILL BE AVAILABLE FOR SPECIAL PROJECT REQUESTS.

## **JOB DESCRIPTION**

**JOB TITLE: SHUT-IN AND NURSING HOME MINISTRY**

### **I. JOB SUMMARY**

THE OVERSEER OF THIS MINISTRY IS TO BE A PERSON OR PERSONS WHO HAVE A MILD MANNER ABOUT THEM AND HAS A SWEET SPIRIT. SOMEONE WHO CAN HANDLE THE ELDERLY AND SICK ALIKE. SOMEONE WHO IS FAMILIAR WITH THE BIBLE AND CAN TALK TO THE PEOPLE ABOUT IT AND GIVE COMMUNION.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO SENIOR PASTOR AND ADMINISTRATIVE ASSISTANT.
- B. COORDINATE ANY VISITATION TO THE SHUT-INS AND NURSING HOME

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. REGULAR VISITS, ONCE EVERY 2 MONTHS, TO SHUT-INS AND NURSING HOME PATIENTS.
- B. PHONE CALLS AT LEAST ONCE A MONTH.
- C. SCHEDULE ANY EXTRA VISITATION BY PEOPLE IN THE CONGREGATION WHO WOULD LIKE TO HELP.
- D. VISIT THE HOSPITAL IF ANY OF THE SHUT-INS OR NURSING HOME PATIENTS ARE ADMITTED
- E. REPORT TO THE ADMINISTRATIVE ASSISTANT IF THERE IS A NEED THAT THE SENIOR PASTOR SHOULD KNOW ABOUT
- F. FILE A QUARTERLY REPORT OF AN U-DATE OF THEIR CONDITION

## **JOB DESCRIPTION**

**JOB TITLE: SHUT-IN SITTERS' COORDINATOR**

### **I. JOB SUMMARY**

THE COORDINATOR IS TO RECRUIT PEOPLE FROM THE CONGREGATION TO SIT WITH SPECIAL CASES OF SHUT-INS ON SUNDAY MORNINGS SO THE CARE-TAKER CAN COME TO CHURCH.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO SENIOR PASTOR AND ADMINISTRATIVE ASSISTANT
- B. DIRECT SUPERVISION OF THE CHOSEN SITTERS

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. TO RECRUIT ENOUGH PEOPLE TO BE SITTERS. BEFORE ASKING THAT PERSON TO SIT, THE NAMES MUST GO BEFORE THE SENIOR PASTOR FOR APPROVAL.
- B. SCHEDULE THE SITTERS
- C. CALL THE SCHEDULED SITTER TO REMIND THEM OF THE UPCOMING SUNDAY THEY ARE GOING TO SIT WITH THE SHUT-IN
- D. STAY IN CONTACT WITH THE CARETAKER AND THE ADMINISTRATIVE ASSISTANT.

## **JOB DESCRIPTION**

**JOB TITLE:                   SINGLES MINISTRY**

### **I. JOB SUMMARY**

ORGANIZE, DEVELOP AND SUPERVISE ALL SINGLES ACTIVITIES OF THE ADULT SINGLES GROUP AT MILFORD ASSEMBLY OF GOD. PROVIDE A VARIETY OF PROGRAMS TO MEET THE NEEDS OF THE GROUP. PROVIDE TEACHING AND INSTRUCTION FOR THE SPECIAL NEEDS OF THIS GROUP. OFFER AN OPPORTUNITY FOR MEMBERS OF THE GROUP TO BE INVOLVED IN THE MINISTRY OF THE CHURCH. INFORM THE SENIOR PASTOR AND THE BOARD OF THE NEEDS OF THE GROUP. MAKE SURE THE SINGLES MINISTRY OPERATES AS A PART OF THE WHOLE CHURCH AND IS SUPPORTIVE OF THE SENIOR PASTOR'S VISION.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO SENIOR PASTOR
- B. DIRECT SUPERVISION: PROGRAMS IN THE SINGLES MINISTRY AND THOSE HELPING IN THE MINISTRY.

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. TO CARRY OUT THE SINGLES MINISTRY PROGRAM WHICH IS AUTHORIZED BY THE ASSEMBLIES OF GOD.
- B. PREPARE YEARLY BUDGET AND PLAN OF ACTIVITIES
- C. SCHEDULE USE OF CHURCH FACILITIES, ORDER NECESSARY MATERIALS, REQUEST APPROVAL OF SPECIAL FUNCTIONS.

## **JOB DESCRIPTION**

**JOB TITLE: SOCIAL DIRECTOR**

### **I. JOB SUMMARY**

ORGANIZE ALL CHURCH WIDE DINNERS, RECEPTIONS, ETC., IN THE CAFETERIA. PURCHASE ALL THE SUPPLIES OF PAPER GOODS AND FOOD.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR AND ADMINISTRATIVE ASSISTANT
- B. WORKERS SUPERVISED: KITCHEN HELP WHEN CALLED IN ON AN HOURLY BASIS.

- C. CONTACTS: CONTINUAL CONTACT WITH SALESMEN WHO PROVIDE PAPER GOODS AND FOOD.

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. KEEP A CLOSE CHECK ON ALL SUPPLIES IN THE KITCHEN. MAKE SURE THERE IS AMPLE SUPPLY OF STAPLE GOODS ON HAND.
- B. MEET WITH SALESMEN AND MAKE THE PURCHASES THAT ARE NEEDED.
- C. CHECK WITH OTHER COMPANIES FOR PRICE CHECK. SECURE THE BEST PRICE FOR THE BEST QUALITY.
- D. KEEP RECORDS ON EACH CHURCH WIDE FUNCTION AND GIVE REPORT TO THE ADMINISTRATIVE ASSISTANT.
- E. PREPARE YEARLY PROPOSED BUDGET FOR THE CAFETERIA.
- F. KEEP UP WITH CLOTH TABLECLOTHS AND NAPKINS (PURCHASING AND CLEANING).
- G. WEDNESDAY NIGHT DINNERS - WHEN WE HAVE THESE DINNERS, PLAN THE MENUS AND HIRE TEMPORARY HELP.
- H. ORGANIZE AND BUY FOR ALL SPECIAL OCCASIONS SUCH AS RECEPTIONS, DINNERS AND PARTIES.
- I. RENT THE LINENS OUT TO PEOPLE WHO ARE HAVING A RECEPTION IN THE CAFETERIA.
- J. KEEP UP WITH ALL RECEIPTS AND MONIES FROM PURCHASES AND SALES. GIVE THEM TO THE BUSINESS OFFICE.

## **JOB DESCRIPTION**

**JOB TITLE:                   TAPE MINISTRY COORDINATOR**

### **I. JOB SUMMARY**

THE COORDINATOR IS TO TAPE EVERY SERVICE IN THE SANCTUARY AND SEE TO THE SALE OF CASSETTE TAPES FOLLOWING THE SERVICE.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR AND MINISTER OF MUSIC

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. TO PURCHASE TAPES, TAPE HOLDERS AND OTHER MATERIALS NEEDED FOR THE DUPLICATION OF CASSETTE TAPES.
- B. TO SELL THE TAPES AFTER EACH SERVICE FOR A DONATION OF A SET PRICE.
- C. TO RECRUIT AND TRAIN HELPERS. ALL NAMES MUST BE APPROVED BY THE SENIOR PASTOR.
- D. TO KEEP ALL THE PAST YEARS OF TAPES IN ORDER FOR DUPLICATION.

## **JOB DESCRIPTION**

**JOB TITLE:                    TELEPHONE MINISTRY**

### **I. JOB SUMMARY**

THE COORDINATOR OF THIS GROUP WILL BE IN CHARGE OF MAKING TELEPHONE CALLS TO ALL VISITORS WHO HAVE FILLED OUT A VISITORS SLIP.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR AND ADMINISTRATIVE ASSISTANT
- B. OVERSEE THE TELEPHONE COMMITTEE

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. SELECT A GROUP OF PEOPLE WHO ARE BALANCED CHRISTIANS TO CALL THE VISITORS.
- B. FILL OUT A CONTACT CARE ON EACH PERSON CALLED AND TURN IT INTO THE OFFICE WITH COMMENTS STATING WHETHER OR NOT THEY ARE INTERESTED IN ATTENDING ON A REGULAR BASIS. THIS IS FOR THE DEACON TO KNOW WHETHER HE IS TO STAY IN CONTACT WITH THEM, TITHE PURPOSES, ETC.

### **JOB DESCRIPTION**

**JOB TITLE: CHURCH TREASURER**

#### **I. JOB SUMMARY**

PROVIDES ASSISTANCE AND PERFORMS BASIC BOOKKEEPING DUTIES FOR THE SENIOR PASTOR AND THE CONGREGATION. SERVES AS CHURCH TREASURER (WHICH IS AN ELECTED POSITION BY THE CONGREGATION), PERFORMING ALL NECESSARY DUTIES TO CARRY OUT THE FINANCIAL AFFAIRS OF THE CHURCH.

#### **II. JOB RELATION**

- A. RESPONSIBLE TO SENIOR PASTOR
- B. WORKERS SUPERVISED: PASTOR'S SECRETARY AND DATA ENTRY CLERK

C. CONTACT: CONTINUAL CONTACT WITH VENDORS, MATERIAL AND EQUIPMENT REPRESENTATIVES, OFFICE STAFF, DEPARTMENT HEADS, SPECIAL MINISTRY LEADERS, CONTRACTORS, AUDITORS, SURVEYORS, APPRAISERS, ATTORNEYS, BANKERS AND IN CLOSE CONTACT WITH THE PASTORS

D. PROMOTION: WILL BE DETERMINED BY THE SENIOR PASTOR

### III. RESPONSIBILITIES AND AUTHORITIES

A. RESPONSIBLE FOR ALL ACTIVITIES OF THE CHURCH BUSINESS OFFICE, PREPARATION OF THE CHURCH DEPOSITS, MAINTAINING CURRENT BOOKKEEPING FOR ALL THE CHURCH MONIES, MAKING SPECIAL REPORTS AS NECESSARY, I.E., STATE OF OHIO, SOCIAL SECURITY AND INTERNAL REVENUE SERVICE, INC.

COORDINATES THE WORK OF THE PASTOR'S SECRETARY AND THE DATA ENTRY CLERK, WHO ARE ENGAGED IN THE OPERATION OF THE CLERICAL DUTIES OF THE CHURCH BUSINESS OFFICE.

B. THE FOLLOWING ACTIVITIES ARE UNIQUE TO THESE POSITIONS

1. THE PASTOR'S SECRETARY WHO ASSISTS IN THE RECORDING OF ALL TITHES AND OFFERINGS, AS DESCRIBED IN HER JOB DESCRIPTION. THE DATA ENTRY CLERK, AND HER JOB DESCRIPTION DUTIES AS STATED IN HER JOB DESCRIPTION.
2. ORIENTS, TRAINS AND EVALUATES THE PERFORMANCE OF BOTH THE SECRETARY AND THE CLERK, MAKES RECOMMENDATIONS AND SUGGESTIONS TO THE SENIOR PASTOR IN REFERENCE TO THEM.
3. KEEPS BOOKS ON ALL CHURCH ACCOUNTS, AND HAS THEM IN ORDER THAT THEY CAN BE AUDITED ON AN ANNUAL BASIS.
4. OVERSEES THE PREPARING OF PROSPECTUS FOR THE CHURCH BOD ISSUES AS REQUIRED, OBTAINING NEW APPRAISALS, SURVEYS, CURRENT AUDIT, FINANCIAL STATEMENTS AND THE MANY OTHER FACETS OF MANAGING THE FUNDS OF THE CHURCH.
5. RESPONSIBLE FOR COMPLETING ALL NECESSARY PAPERS REQUIRED FOR FINANCING OR RE-FINANCING OF CHURCH PROPERTIES.
6. ALONG WITH THE SENIOR PASTOR AND BOARD OF DIRECTORS, OBTAINS SUFFICIENT INSURANCE TO COVER THE CHURCH BUILDING AND SECURITY AS DEEMED NECESSARY, SUCH AS CONTRACTS SECURITY SYSTEMS, AND OBTAINS LOCAL GUARDS FOR GROUNDS SECURITY DURING THE CHURCH SERVICES.
7. ASSURES THAT THERE IS SUFFICIENT INSURANCE ON THE CHURCH VANS AND THE SENIOR PASTOR'S CAR. OVERSEES REPAIRS AND MAINTENANCE OF THE ABOVE VEHICLES.
8. PREPARES THE ANNUAL FINANCIAL REPORT FOR THE ANNUAL BUSINESS MEETING
9. ACTS AS ALTERNATE FOR THE RECORDING SECRETARY, IN HIS ABSENCE, AT REGULAR BOARD OF DIRECTORS MEETINGS, AND/OR OTHER MEETINGS WITH THE CONGREGATION

10. OVERSEES THE UP-DATING AND PROOFING OF THE CHURCH CONSTITUTION AND BY-LAWS COVERING ALL CHANGES THAT ARE MADE AT THE CHURCH BUSINESS MEETINGS.
11. RESPONSIBLE FOR FIGURING THE PERCENTAGES OF WITHHOLDING THAT IS REQUIRED ON ALL EMPLOYEE'S SOCIAL SECURITY PAYMENTS AND REPORTS SAME ON PROPER FORM TO INTERNAL REVENUE SERVICE, ALONG WITH A CHECK IN THE PROPER AMOUNT.
12. WRITES CHECKS FOR ALL EMPLOYEES, WITH CORRECT DEDUCTIONS, SUCH AS THEIR PART OF THE HEALTH INSURANCE, SOCIAL SECURITY AND INCOME TAX.
13. KEEPS SUFFICIENT RECORDS OF EMPLOYEES PAY AND PREPARES W-2 FORMS FOR EACH EMPLOYEE AT THE END OF THE YEAR.
14. OBTAINS BIDS AS REQUIRED FOR MAJOR RENOVATIONS AND/OR REPAIRS TO THE CHURCH PROPERTIES AND MAJOR PURCHASES.
15. PAYS ALL BILLS AS THEY ARE DUE.
16. REPORT ALL ACCIDENTS THAT OCCUR DURING CHURCH OUTINGS OR ON THE PROPERTY TO WORKMAN'S COMPENSATION.
17. REVIEWS ALL INVOICES AND STATEMENTS FOR PURCHASES BEFORE CHECKS CAN BE WRITTEN FOR THEIR PAYMENT, OBTAINING CORRECTIONS WHEN ERRORS HAVE BEEN MADE BY THE VENDORS. MAKE SURE THAT VENDORS HAVE NOT CHARGED STATE TAX ON THE PURCHASES.
18. MAINTAINS CONFIDENTIALITY.
19. MEETS WITH THE SENIOR PASTOR ON A REGULAR BASIS TO DISCUSS THE PROGRESS OF THE CHURCH, ANY PROBLEMS IN THE CHURCH, INFORMATION THAT HAS BEEN FURNISHED ON LAND PURCHASES AND DEVELOPMENTS THAT ARE TO BE SUBMITTED TO THE BOARD OF DIRECTORS AND THE CONGREGATION FOR THEIR CONSIDERATION.
20. RESPONSIBLE FOR ALL INCOMING AND OUTGOING OF MONIES FOR EACH DEPARTMENT, AND DOCUMENTING THEIR EXPENDITURES.
21. REPRESENTS THE SENIOR PASTOR AND THE CONGREGATION WELL, PRESENTING A PROFESSIONAL IMAGE.

### **JOB DESCRIPTION**

**JOB TITLE:                    TELEVISION DIRECTOR**

#### **I.    JOB SUMMARY**

RESPONSIBLE FOR VIDEOTAPING DURING ALL WORSHIP SERVICES. DIRECT CAMERA CREW DURING VIDEOTAPING AND OVERSEEING AUDIO MIX AND RECORDING OF SERVICES. PREPARE WEEKLY PROGRAM AND MAKE SURE THE TAPE IS AT THE TELEVISION STATION.

#### **II.   JOB RELATIONS**

RESPONSIBLE TO SENIOR PASTOR

#### **III.   RESPONSIBILITIES AND AUTHORITIES**

1. RESPONSIBLE FOR SUNDAY MORNING VIDEOTAPING OF WORSHIP SERVICE WHICH INCLUDES, BUT NOT LIMITED TO: REGISTRATION AND BALANCING OF CAMERAS AND MONITORS. MAINTENANCE OF VIDEO RECORDS TO BROADCAST STANDARDS (WITHIN THE CONSTRAINTS OF PRESENT MAINTENANCE EQUIPMENT)
2. RESPONSIBLE FOR THE POST PRODUCTION OF "IN TIMES LIKE THESE", WHICH INCLUDES ASSURING THAT ALL SCRIPTURES ARE TYPED AND FORMATTED FOR PRESENTATION ON THE TAPE. CREATE SPECIAL GRAPHICS AS NEEDED FOR INCLUSION INTO PROGRAM. EDIT TAPE TO BROADCAST STANDARDS AS SET FORTH BY THE FCC AND PROGRAMMING STANDARDS AS SET FORTH BY THE SENIOR PASTOR.

EDITING DECISIONS ARE MADE ON THE BASIS OF:

DOES MESSAGE AND CONTENT HONOR AND GLORIFY GOD?

DOES MESSAGE AND CONTENT HONOR MILFORD ASSEMBLY OF GOD AND ITS MEMBERS

DOES MESSAGE AND CONTENT HONOR THE SENIOR PASTOR?

INCLUDE IN EDITED TAPE ALL INFORMATION NEEDED BY VIEWERS TO CONTACT MILFORD ASSEMBLY OF GOD FOR SPIRITUAL NEEDS OR ADDITIONAL INFORMATION CONCERNING TAPE OFFERS, ETC. ASSURE THAT EDITED TAPE IS PROVIDED TO THE TELEVISION STATIONS IN A TIMELY MANNER FOR BROADCAST.

3. RESPONSIBLE FOR TELEVISION LIGHTING IN THE SANCTUARY AND TV STUDIO
4. RESPONSIBLE FOR STAGING AND SETS IN STUDIO FOR PRODUCTION OF SPOTS AND PROGRAMS.
5. RESPONSIBLE FOR ALL PHASES OF VIDEO MINISTRY
6. THE VIDEO MINISTRY IS UNDERSTOOD TO INCLUDE ALL IN-HOUSE VIDEO PRODUCTIONS AS WELL. (BIBLE TEACHING, CHILDREN'S MINISTRY, ETC.)
7. PROVIDE ENGINEERING SUPPORT CONCURRENT WITH TRAINING AND ABILITY
8. SET UP A SERIES OF CLASSES TO PROVIDE TRAINING AND SUPPORT FOR ALL PERSONNEL INVOLVED IN THE TELEVISION MINISTRY.
9. PROVIDE ANY ADDITIONAL VIDEO NEEDS AS DETERMINED BY THE SENIOR PASTOR

## **JOB DESCRIPTION**

**JOB TITLE:                    USHER COORDINATOR**

### **I. JOB SUMMARY**

THE COORDINATOR IS TO COORDINATE, SCHEDULE AND RECRUIT USHERS TO BE ON DUTY AT ALL SERVICES AND DRAMAS AND OTHER SPECIAL EVENTS IN THE SANCTUARY.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO SENIOR PASTOR

- B. DIRECT SUPERVISION OF ALL THE USHERS

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. RECRUIT AND TRAIN USHERS TO SERVE ON THE USHER BOARD (ALL NAMES ARE TO BE SUBMITTED TO THE SENIOR PASTOR FOR APPROVAL BEFORE APPROACHING THE PROSPECTIVE USHER.)
- B. SCHEDULE THE USHERS FOR SERVICES IN THE SANCTUARY, SPECIAL EVENTS AND DRAMAS WHICH ARE IN THE CHAPEL.
- C. SEE THAT ALL USHERS READ THE USHER MANUAL.
- D. MAINTAIN AN UP-TO-DATE USHER COAT WARDROBE. SEE THAT ALL COATS STAY CLEAN.
- E. TAKE UP ALL OFFERINGS.
- F. HELP THE DEACON'S WITH COMMUNION IF NECESSARY/
- G. MAINTAIN THE VISITOR WELCOME PACKET.

## **JOB DESCRIPTION**

**JOB TITLE: VAN MINISTRY COORDINATOR**

### **I. JOB SUMMARY**

THE VAN COORDINATOR IS RESPONSIBLE FOR ROUTING AND PICKING UP THE PEOPLE WHO WILL BE RIDING THE VAN.

### **II. JOB RELATIONS**

- A. RESPONSIBLE TO: SENIOR PASTOR AND BUSINESS MANAGER
- B. SUPERVISED: VAN DRIVERS

### **III. RESPONSIBILITIES AND AUTHORITIES**

- A. COORDINATES THE ROUTING OF THE VANS
- B. SCHEDULING THE DRIVERS
- C. KEEPING THE VANS FILLED WITH GAS
- D. RECRUITING DRIVERS

### **JOB DESCRIPTION**

**JOB TITLE:            W.M. PRESIDENT**

#### **I. JOB SUMMARY**

OVERSEE THE WORK OF THE WOMEN'S MINISTRIES OF OUR CHURCH

#### **II. JOB RELATIONS**

- A. RESPONSIBLE TO SENIOR PASTOR
- B. WORK IN COOPERATION WITH THE DORCAS CIRCLE AND MISSIONETTES

C. WORK IN COOPERATION WITH THE SECTION AND DISTRICT LEADERS

### III. RESPONSIBILITIES AND AUTHORITIES

- A. TO CARRY OUT THE W.M. PROGRAM ACCORDING TO THE CONSTITUTION AND BY-LAWS OF OUR NATIONAL PROGRAM.
- B. TO SEE THAT OUR LOCAL COMMITTEES AND OFFICERS FULFILL THEIR DUTIES.
- C. TO SUPERVISE ALL ACTIVITIES OF THE LOCAL W.M. GROUP
- D. TO PARTICIPATE IN THE SECTIONAL AND DISTRICT MEETINGS AND PROJECTS AND ENCOURAGE ALL LADIES AND GIRLS OF THE CHURCH TO DO SO.

## JOB DESCRIPTION

**JOB TITLE:                    YOUNG MARRIED'S COORDINATOR**

### I. JOB SUMMARY

THE YOUNG MARRIED'S COORDINATOR PLANS SOCIAL EVENTS FOR THE YOUNG MARRIED PEOPLE IN THE CHURCH (YOUNG MARRIED'S AGES ARE UP TO 40 YEARS OF AGE). THE COORDINATOR ARRANGES CHILD CARE FOR THE YOUNG MARRIED'S WHO HAVE CHILDREN SO THAT THEY WILL BE ABLE TO SOCIALIZE WITH OTHER COUPLES DURING THESE EVENTS. THE GOAL OF THIS DEPARTMENT IS TO HELP YOUNG MARRIED COUPLES GET TO KNOW EACH OTHER BETTER WITHOUT HAVING TO TAKE CARE OF THEIR CHILDREN AT THE SAME TIME. IT IS THE COORDINATOR'S RESPONSIBILITY TO ATTEMPT AND PROVIDE COUPLES WITH QUALITY TIME WITH EACH OTHER TO GROW IN THEIR PERSONAL RELATIONSHIPS WITH EACH OTHER (HUSBAND AND

WIFE) AND TO ATTEMPT TO PROVIDE AND ATMOSPHERE FOR OTHER COUPLES TO GROW IN THEIR CHRISTIAN RELATIONSHIPS WITH OTHER COUPLES.

## **II. JOB RELATIONS**

- A. RESPONSIBLE TO SENIOR PASTOR
- B. DIRECT SUPERVISION OF ONLY THOSE PERSONS WHO THE COORDINATOR APPOINTS TO ASSIST IN ITS PURPOSE.

## **III. RESPONSIBILITIES AND AUTHORITIES**

- A. TO CARRY OUT THE PURPOSE OF THE YOUNG MARRIED'S DEPARTMENT DESCRIBED IN THE ABOVE JOB SUMMARY.
  - 1. SUBMIT ANNUAL BUDGET REQUEST
  - 2. FILE A QUARTERLY REPORT OF THE STATUS OF THE YOUNG MARRIED'S DEPARTMENT
  - 3. SCHEDULE EVENTS MONTHLY FOR THE YOUNG MARRIED'S TO PARTICIPATE IN
- B. PARTICIPATE IN ALL SCHEDULED EVENTS FOR THE YOUNG MARRIED'S
- C. COUNSEL WITH COUPLES WHO NEED TO TALK WITH ANOTHER CHRISTIAN COUPLE.

