

Job Description Assistant Custodian

The Assistant Custodian shall be responsible for cleaning the Church Facilities. This does not include the Church Office due to privacy issues. The general custodial duties may include the following:

1. Sweep, vacuum, mop, and sanitize the upstairs level of the church facilities; classrooms, hallways, stairwells, entranceways, and restrooms as needed.
2. Dust and clean windows and doors, including sills as needed.
3. Empty trash receptacles on a regular basis.
4. During janitorial duties monitor and periodically check doorways, doorjambes, and other possible entry points for building security.
5. Report any electrical, plumbing, and other church maintenance issues to church trustees for repair and replacement.

This position reports to the Trustees. An annual evaluation of this position shall be conducted by two members of the Trustees and reviewed with the Personnel Committee. This evaluation is to be completed no later than the end of August. Additional evaluations may be conducted as deemed necessary by the Trustees.

Job Description Revision Date – 8/12/15

Job Description

Associate Pastor

The role of Associate Pastor is to work together with the Senior Pastor in the pursuit of the mission, values and strategy of the Smithville Brethren Church.

The Associate Pastor is a key support person for the Senior Pastor, working alongside to carry out the ministry, under the direction of the Senior Pastor in whatever ways the Senior Pastor decides.

1. Be an example of a faithful follower of Jesus.
2. Support the Senior Pastor in the ministry of the church
3. Primary responsibility for planning traditional worship service in cooperation with Senior Pastor. This includes providing for scripture, prayer, hymns, etc..
4. Serve as worship leader during traditional service.
5. Recruit volunteers to run sound system & projector during traditional service.
6. Share the responsibilities of home visits, hospital visits, weddings, funerals and ordinances of the church (baptism, anointing, communion) with the Senior Pastor.
7. Provide minor counseling in areas as requested and refer people to appropriate professional counselors as needed.
8. Preach as scheduled by the Senior Pastor during all Sunday morning services.
9. Be ready to preach in emergency cases during all Sunday morning services. In the event that both the Senior and Associate Pastors are unavailable, the Deacon Board is responsible to fill the pulpit.
10. Perform any other duties and/or activities as requested by the Senior Pastor.
11. Represent Smithville Brethren Church at the Green Township Ministerial Association meetings and activities.
12. Represent Smithville Brethren Church at district and national church activities.
13. Maintain a practice of continuing education.

This is a full time position and reports to the Senior Pastor. An annual evaluation of this position shall be conducted by the Senior Pastor and reviewed with the Personnel Committee. At the discretion of the Official Board, an annual evaluation of this position shall be conducted by the congregation. All annual evaluations are to be completed no later than the end of August. Additional evaluations may be conducted as deemed necessary.

Job Description Revision Date – 8/25/15

Job Description Bell Choir Director

The Bell Choir Director shall be responsible for directing the bell choir on Sunday morning as scheduled during the traditional worship service. The general duties of the bell choir director may include the following:

1. Select music for the bell choir to perform.
2. Hold and conduct weekly bell choir practices from late August through May.
3. Direct bell choir performance on Sunday mornings as scheduled from September through May.
4. Direct bell choir for special programs as needed.
5. During vacation or temporary absence, arrange for a substitute director.
6. Serve on the music committee.

This position reports to the Music Committee. An annual evaluation is to be completed no later than the end of August. The evaluation shall be conducted by at least three nonpaid members of the Music Committee and reviewed with the Personnel Committee. Additional evaluations may be conducted as deemed necessary by the Music Committee.

Job Description Revision Date – 8/12/15

Job Description Choir Director

The Choir Director shall be responsible for directing the choir on Sunday morning as scheduled during the traditional worship service. The general duties of the choir director may include the following:

1. Select music for the choir to perform.
2. Hold and conduct weekly choir practices from late August through May.
3. Direct choir performance on Sunday mornings as scheduled from September through May.
4. Direct choir for special programs as needed.
5. Arrange for an accompanist for practice and performance as needed.
6. During vacation or temporary absence arrange for a substitute director.
7. Serve on the music committee.
8. Attend annual workshop (desired but not required).

This position reports to the Music Committee. An annual evaluation is to be completed no later than the end of August. The evaluation shall be conducted by at least three nonpaid members of the Music Committee and reviewed with the Personnel Committee. Additional evaluations may be conducted as deemed necessary by the Music Committee.

Job Description Revision Date – 8/12/15

Job Description

Church Secretary

The Church Secretary shall be responsible for providing administrative support to the pastors, professional Church staff, boards, committees and other Church organizations. The general duties of the church secretary may include the following:

1. Pick up/drop off mail at post office daily and distribute to appropriate personnel.
2. Handle incoming phone calls.
3. Assist Pastoral staff in handling administrative details for various projects and tasks..
4. Ordering and maintenance of office supplies and equipment.
5. Coordination and maintenance of church calendar.
6. Keep accurate membership records (addresses, new members, baptisms, weddings, deaths, etc.) in the church database.
7. Gather information, type, copy, fold, and distribute weekly bulletins.
8. Update the slide production weekly.
9. Gather information, type, and distribute monthly newsletter.
10. Gather information, type and print monthly Smart Choice brochures.
11. Gather information, type and distribute Annual Reports and business meeting packets.
12. Update the Church webpage
13. Process background checks.
14. Keep track of church key distribution.
15. Produce and distribute reminders for various boards and committees.
16. Produce and mail promotional material for various ministries of the church.
17. Clean the church office.
18. Other duties as assigned.

This is a part time salaried position (20 hours per week) and reports to the Senior Pastor. An annual evaluation is to be completed no later than the end of August. The evaluation of this position shall be conducted by the Senior Pastor and reviewed with the Personnel Committee. Additional evaluations may be conducted as deemed necessary by the Senior Pastor

Job Qualifications:

Be a devoted follower of Jesus. Be able to maintain confidentialities. Possess skills in using the internet, Easy Worship, Microsoft Word, Excel, Power Point and Publisher. Possess excellent interpersonal and communication skills and the ability to work effectively with staff, lay leadership and other members of the congregation. Possess organizational skills. Be creative.

Job Description Revision Date – 8/19/15

Job Description

Contemporary Worship Leader

The role of the Contemporary Worship Leader is to work together with the Senior Pastor in the pursuit of the mission, values and strategy of the Smithville Brethren Church.

The primary responsibility of the Worship Leader will be to plan, coordinate, and lead weekly contemporary worship service for the members of the church.

1. Coordinate all aspects of Contemporary Worship service in conjunction with Pastoral Staff and Worship Team
2. Select music for Contemporary Worship service.
3. Assist in selecting additional elements for Contemporary Worship service.
4. Give spiritual leadership to the Contemporary Worship Team.
5. Schedule and lead regular rehearsals.
6. Provide necessary tools to musicians such as CDs, chord charts and lead sheets in a timely fashion to allow appropriate time for preparation and rehearsal.
7. Oversee technical elements of service including sound, lighting, projection and recording.
8. Review church media licensing annually or as needed.
9. Assist in building bridges with Traditional Worship service.
10. Represent Smithville Brethren Church at district and national church activities.

This is a Part-Time (20 hours per week) salaried position and reports to the Senior Pastor. An annual evaluation of this position shall be conducted by the Senior Pastor and reviewed with the Personnel Committee. This evaluation is to be completed no later than the end of August. Additional evaluations may be conducted as deemed necessary.

Job Qualifications:

Be a spiritual mature person with a heart for leading others into the presence of the Lord. Be committed to people coming to faith in Christ and seeing people grow in their faith. Be able to lead a team of musicians with various levels of musical ability. Be able to appreciate various styles of worship. Possess a strong musical background and training, with skills in both instrumental and vocal areas.

Job Description Revision Date – 8/26/15

Job Description Custodian & Groundskeeper

The Custodian shall be responsible for cleaning the Church Facilities. This does not include the Church Office due to privacy issues. This position shall also be responsible for upkeep of the church grounds. The general duties may include the following:

1. Sweep, vacuum, mop, and sanitize church facilities; classrooms, hallways, stairwells, entranceways, and restrooms as needed.
2. Dust and clean windows and doors, including sills as needed.
3. Empty trash receptacles on a regular basis.
4. Organize and maintain janitorial closets.
5. Monitor janitorial supplies and inventory, making purchase requests as needed.
6. During janitorial duties monitor and periodically check doorways, doorjamb, and other possible entry points for building security.
7. Report any electrical, plumbing or other church maintenance issues to church trustees.
8. Clean windows around the entryways and under canopy.
9. Mow grass around the church building and church office.
10. Maintain shrubs by trimming, weeding, etc.
11. Mulch flowerbeds and maintain in conjunction with Flower committee.
12. Remove snow from areas not cleared by snow removal company.

This position reports to the Trustees. An annual evaluation of this position shall be conducted by two members of the Trustees and reviewed with the Personnel Committee. This evaluation is to be completed no later than the end of August. Additional evaluations may be conducted as deemed necessary by the Trustees.

Job Description Revision Date – 8/31/15

Job Description Custodian

The Custodian shall be responsible for cleaning the Church Facilities. This does not include the Church Office due to privacy issues. The general custodial duties may include the following:

1. Sweep, vacuum, mop, and sanitize church facilities; classrooms, hallways, stairwells, entranceways, and restrooms as needed.
2. Dust and clean windows and doors, including sills as needed.
3. Empty trash receptacles on a regular basis.
4. Organize and maintain janitorial closets.
5. Monitor janitorial supplies and inventory, making purchase requests as needed.
6. During janitorial duties monitor and periodically check doorways, doorjambes, and other possible entry points for building security.
7. Report any electrical, plumbing, and other church maintenance issues to church trustees.

This position reports to the Trustees. An annual evaluation of this position shall be conducted by two members of the Trustees and reviewed with the Personnel Committee. This evaluation is to be completed no later than the end of August. Additional evaluations may be conducted as deemed necessary by the Trustees.

Job Description Revision Date – 8/31/15

Job Description Organist

The Organist shall be responsible for playing on Sunday morning as scheduled during the traditional worship service. The general duties of the organist may include the following:

1. Selecting music to perform for the worship service.
2. Providing hymn accompaniment in conjunction with the pianist during the weekly traditional Sunday morning service.
3. Providing music during the service as deemed appropriate independently or in conjunction with the pianist (Prelude, Offertory, etc.)
4. Rehearsing, as needed, with the pianist to prepare for weekly services.
5. Providing music for funerals upon request.
6. Playing during special programs as needed.
7. Ensure the organ is properly maintained.
8. Serving on the music committee.
9. During vacation or temporary absence, arrange for a substitute organist.

This position reports to the Music Committee. An annual evaluation is to be completed no later than the end of August. The evaluation shall be conducted by at least three nonpaid members of the Music Committee. The Personnel Committee will review a summary of the evaluations with the employee. Additional evaluations may be conducted as deemed necessary by the Music Committee.

Job Description Revision Date – 8/12/15

Job Description Pianist

The Pianist shall be responsible for playing on Sunday morning as scheduled during the traditional worship service. The general duties of the pianist may include the following:

1. Selecting music to perform as gathering music for the worship service.
2. Providing gathering music 5-10 minutes prior to the start of the weekly traditional Sunday morning service.
3. Providing hymn accompaniment in conjunction with the organist during the weekly traditional Sunday morning service.
4. Providing music during the service as deemed appropriate in conjunction with the organist (Prelude, Offertory, etc.)
5. Rehearsing, as needed, with the organist to prepare for weekly services.
6. Providing music for funerals if requested.
7. Playing during special programs as needed.
8. Ensure the pianos are properly maintained.
9. Serving on the music committee.
10. During vacation or temporary absence, arrange for a substitute pianist.

This position reports to the Music Committee. An annual evaluation is to be completed no later than the end of August. The evaluation shall be conducted by at least three nonpaid members of the Music Committee and reviewed with the Personnel Committee. Additional evaluations may be conducted as deemed necessary by the Music Committee.

Job Description Revision Date – 8/12/15

Job Description Senior Pastor

The Senior Pastor is to provide spiritual and administrative leadership to Smithville Brethren Church to enable the church to carry forth its mission.

1. Be an example of a faithful follower of Jesus
2. Be the primary teaching pastor for both worship services
3. In conjunction with Associate Pastor and Contemporary Worship Leader coordinate plan for weekly worship services.
4. Share the responsibilities of home visits, hospital visits, weddings, funerals and ordinances of the church (baptism, anointing, communion) with the Associate Pastor.
5. Provide minor counseling in areas as requested and refer people to appropriate professional counselors as needed.
6. Oversee the church office staff and equipment
7. Work with Boards and committees to accomplish their assigned duties
8. Oversee the use of the building in conjunction with the Official Board
9. Oversee the production of the monthly church newsletter
10. Oversee the distribution of Good Samaritan Fund in conjunction with the Chair of Deacon Board and Moderator
11. Plan Communion Services twice a year in conjunction with Deacon Board
12. Teach "inquirers" class as needed
13. Oversee the hiring and development of staff as well as prioritizing staff additions
14. Be a peace maker and teach others to be peace makers
15. Lead the church in making a difference in the community by teaching and by example
16. Develop new leaders through equipping people for ministry
17. Represent Smithville Brethren Church at district and national church activities.
18. Maintain a practice of continuing education

This is a full time position and reports to the Official Board. An annual evaluation of this position shall be conducted by the Official Board and reviewed with the Personnel Committee. At the discretion of the Official Board, an annual evaluation of this position shall be conducted by the congregation. All annual evaluations are to be completed no later than the end of August. Additional evaluations may be conducted as deemed necessary.

Job Description Revision Date – 8/25/15