



Trinity

United Methodist Church

Opelika, Alabama

A Place For You!

Trinity United Methodist Church Employee Handbook

Prepared for:

**Earl Ballard
Executive Pastor**

January 24, 2007

2007 EMPLOYEE MANUAL

INTRODUCTION

Welcome to the Staff of Trinity United Methodist Church!

The church staff is a team ministry serving Christ, His church, and the community. The value of each individual team member must be recognized, nurtured, and guided so the effectiveness of the total team can be achieved. The responsibility for personnel lies with the Staff-Parish Relations Committee which takes its authority from *The Book of Discipline of the United Methodist Church*. It is the policy of the church to provide you with a challenging, rewarding, and meaningful job opportunity and with fair treatment and compensation.

This handbook is designed to serve as a source of information about the working environment of the church and its employee benefits. The information in this handbook does not constitute a legally binding contract.

The effectiveness of the ministry of Trinity United Methodist Church depends to a large extent on the quality of work of its staff and the part each staff member plays in achieving and maintaining a positive team spirit. Important in this regard are compliance with church policy and friendly relationships with other staff members, church members, and visitors.

The Staff-Parish Relations Committee wants this church to be known as a friendly, caring, and compassionate church both in its contact with the community and in its day-to-day internal operations. The Committee also sees each staff member as an important part of the total ministry of the church. All staff members working together can build an effective team and support a meaningful ministry in the name of Jesus Christ.

You should be aware that Alabama is an “employment-at-will” state. This means that either the employee or the employer may terminate their relationship at any time, with or without cause or notice. We value our employees and hire them in anticipation of a long and mutually beneficial relationship. Just as we expect that you would give us notice before leaving the job, we hope it will not be necessary to terminate any employee without cause or notice and a reasonable opportunity to correct a problem. However, we reserve the right to determine what is reasonable cause, and notice and opportunity to correct. Neither this manual nor any other communication by management is intended in any way to create an employment contract. The policies, procedures and benefits described in this handbook reflect those currently in effect. TUMC reserves the right to alter, amend or discontinue any policy, procedure or benefit described in this manual.

Employment at TUMC is established without regard to gender or race.

Your supervisor will be happy to answer questions and provide you with additional or clarifying information.

We are glad to have you with us!

Employee Manual Version 1.07. Content herein supersedes all prior versions.

**I. ESTABLISHMENT OF STAFF POSITIONS AT TRINITY UNITED
METHODIST CHURCH**

Initials _____

A. PROGRAM STAFF

Is a non-appointed position that includes both clergy and lay persons. As the need for additional staff support is recognized in new or old areas of ministry, the Administrative Council approves the position and the Staff-Parish Relations Committee interviews applicants, recommends the person to fill the position, and budgets for the associated costs. If the staff person recommended lives out of the local area, the church may assist with direct costs of household goods relocation and family travel expense.

B. CLERICAL / OTHER SUPPORT PERSONNEL

Administrative support needed for the church's program staff positions is determined by the church administrator in coordination with the affected staff. The Staff-Parish Relations Committee approves the position and the church administrator interviews applicants, makes recommendations to the affected program staff person for final selection, and budgets for the associated costs.

II. WORKING CONDITIONS

A. WORKDAYS

1. SALARIED

a. FULL-TIME

Full-time, salaried employee's workdays vary slightly depending on the nature of the ministry to which assigned. Program staff positions call for ministry on Sunday, Wednesday evening, and occasionally on Saturday; therefore, a weekday may be a non-workday for them. However, most full-time, salaried employees work a standard Monday through Friday, 8 to 5 schedule with 40 hours being considered the standard workweek with 8-hour days.

b. PART-TIME

Part-time salaried administrative support employees work on those days, or half-days, specifically assigned by the church administrator in coordination with the affected staff. Ministerial part-time salaried employees work those days required by their ministerial duties.

2. HOURLY

a. FULL-TIME

Full-time, hourly employees generally work a Monday through Friday, 8 to 5 schedule with 40 hours being considered the standard workweek with 8 hour days. Custodial / Maintenance staff will have some variation, depending upon who has responsibility for the rotating weekend responsibilities

disclosed in their job description. All hourly employees will insure that their time sheet accurately indicates only those hours actually worked.

b. PART-TIME

Part-time hourly employees will work on those days **Initials** _____ assigned by their supervisor. The specific days may vary from week to week depending on scheduled workload peaks. Part-time is generally classified as less than 30 hrs per week.

c. EMPLOYEE ATTENDANCE POLICY

The activities and community outreach of this church are so extensive and continuous that reliable employees are an absolute necessity. Therefore, we must keep as employees only those people who are consistently reliable, conscientious in their assigned duties, and absolutely honest about the hours of work performed.

In order to ensure that the above conditions are met, all employees will notify their immediate supervisor by phone when they are unable to report at their regularly scheduled time. They will also notify their immediate supervisor any time they must leave their work place during their regularly scheduled hours. If the immediate supervisor cannot be located, the employee will notify the office manager or the church administrator.

Accordingly, it shall be the policy of the church to take suitable disciplinary action when an employee fails to notify their supervisor when they will not be at their place of work during their regularly scheduled hours. Disciplinary action may include probation, suspension or termination.

3. REGULAR HOURS

For all full-time employees 40 hours is considered the standard workweek with 8-hour days. Most full-time employees will usually work a standard 8 to 5 schedule in conjunction with regular church office business hours. Part-time employees will work a less than 30-hour workweek depending on their assigned duties.

B. NON-WORKDAYS

1. SICK LEAVE

All employees will be on a calendar year (January 1- December 31) for sick leave time. Full-time Employees are allowed one sick day per month for a total of 12 sick days per year. Part-time employees are allowed one sick day every two months for a total of six per year. Unused sick leave may be accumulated into the next calendar year for situations of extended illness. A maximum of three years (36 days for full-time employees or 18 days for part-time employees with a minimum of three years of employment) of unused sick leave may be accumulated for use during medically documented periods of extended illness. Unused sick leave is not reimbursable. A medical statement from an attending physician must verify any illness requiring over three days of recovery. Days absent for illness lasting beyond the allowed amount will be charged to normal

vacation time. If normal vacation time has been used, the day(s) absent will be deducted from pay.

The Executive Pastor and the Church Financial Secretary will maintain sick leave records and will inform the employee and his/her supervisor when absence for illness has nearly exceeded the allowable days of leave. (This will be for information only.) Employees will submit the church standard 'Absent From Work Form' (see Appendix A) to the financial secretary immediately upon return to work after illness or medical appointment. Sick leave is granted for actual illness, medical appointment, or care of an immediate family member during illness or medical appointment. Disposition of cases of illness lasting over 30 days will be at the discretion of the Staff-Parish Relations Committee. Accumulated sick days may not be converted into vacation days.

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With approval of the Executive Pastor, sick leave may also be used for bereavement / death of an immediate family member. A copy of the obituary notice will serve as necessary documentation. Immediate family members are defined as: spouse, parents, stepparents, children, stepchildren, foster children, brothers, sisters, lineal grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or any other family member who resides full time with the employee.

2. MATERNITY LEAVE

Maternity leave with pay will be granted for 2 weeks (10 working days) and may be taken by an employee at the time of the birth or adoption of a new baby by the employee. Unused sick days, vacation days, and personal days may be taken with pay to cover this leave. After these days are used, an employee may take unpaid days not to exceed a total of 3 months (paid and unpaid) without jeopardy of losing the position. Disposition of cases of maternity leave lasting over 3 months will be at the discretion of the Staff-Parish Relations Committee. All decisions and actions will be in accordance with the Family and Medical Leave Act of 1993.

3. PERSONAL DAYS OFF

As a token of appreciation to full-time employees for faithful performance of duties, one workday for the period from January through June and one workday for the period from July through December may be taken by each full-time employee as a day off (personal day) to conduct personal business or to celebrate a birthday or anniversary. The personal day must be authorized in advance of use by the employee's immediate supervisor. Personal days cannot be accumulated and are not intended to be used as an extension of vacation time. Subject to supervisor approval, personal days may be taken in ½ day increments.

4. VACATION: FULL-TIME AND PART-TIME EMPLOYEES

As a general rule, after the first six months of employment 1 paid workweek will be given for vacation. After the first full year of employment, 2 paid workweeks will be given for vacation. Following five years of service, 3 paid workweeks will be given for vacation. Following ten years of continuous service, 4 paid

workweeks will be awarded for vacation. Vacation days must be taken within each calendar year. Workweek is defined as being commensurate with average days per week worked as a function of normal full or part-time schedule.

When determining eligibility for vacation time, the Staff-Parish Relations Committee may, at time of hire, consider allowing service credit for years worked in comparable positions.

Initials _____

Vacation must be scheduled at least 14 days in advance with the employee's supervisor and approved by the Executive Pastor.

5. HOLIDAYS

The following paid holidays will be observed during the year: New Year's Day, Good Friday, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day, and Christmas Day. If a holiday falls on Saturday, the holiday will be observed on Friday. If a holiday falls on Sunday, the holiday will be observed on Monday. Depending on the day of the week of Christmas and New Year's Day, an additional day off with pay may be observed.

6. JURY DUTY

Any employee who is summoned to serve on a jury will be excused from work while serving on the jury. The employee will be entitled to juror's pay plus regular church compensation for the period. When summoned, the employee should notify his/her supervisor immediately, and the employee will be expected to work during normal working days except for the time the employee's presence is required in court.

C. REPORTING ABSENCES

Any employee unable to come to his/her work station as normally scheduled will insure the office is informed as early as possible. At a minimum, the employee or member of his/her family should call the employee's supervisor and ask that the information be relayed to the office manager and financial secretary.

Accordingly, it shall be the policy of the church to take suitable disciplinary action when an employee fails to notify their supervisor when they will not be at their place of work during their regularly scheduled hours. Disciplinary action may include probation, suspension or termination. (Each employee will sign a letter to state his/her understanding of this condition of employment. See Appendix A.)

If an employee must leave from work for any reason, he/she must inform the office manager of their intended absence and fill out an Absent From Work Form. (See Appendix B.)

D. INCLEMENT WEATHER

1. PRIOR TO WORKING HOURS

Unless otherwise notified, staff members are expected to report to work on time. However, if it is impossible or unsafe to arrive on time because of ice,

snow, or other inclement weather or road conditions, staff members are expected to arrive at work as soon as safely possible.

2. DURING WORKING HOURS

Initials _____

If weather conditions become hazardous during working hours, staff members may request permission from their supervisor or the church administrator to leave early. If the church office is open, staff members may take vacation leave for any time absent from work because of inclement weather. If the church office is closed due to inclement weather, no penalty is assessed against employees.

E. CONFIDENTIAL INFORMATION

Because of the nature of the work done in the church, there will be confidential information handled by staff members. It is expected that staff members will keep such information confidential.

F. DRESS AND APPEARANCE: ALL EMPLOYEES

In carrying on the work of Trinity most employees will come into direct contact with the congregation. As employees' work will be under the constant appraisal of members of this body, it is necessary for employees to present as favorable an appearance as possible. An employee's supervisor may request that an employee return home for a change of clothes if their attire is deemed to be unsuitable or inappropriate.

G. SEXUAL HARASSMENT POLICY

It is the policy of Trinity UMC to maintain a working environment free from sexual harassment. To achieve this environment, appropriate methods such as affirmatively addressing the subject, expressing strong disapproval, developing appropriate sanctions and informing employees of their right to raise the issue of sexual harassment are utilized to alert employees to the problem.

Sexual harassment is broadly defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct is considered unlawful when: submission to the conduct is explicitly or implicitly a term or condition of an individual's employment or is a basis for an employment decision or this conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive environment. Employees are protected from sexual harassment by other employees or invitees to Trinity UMC.

All employees are covered under this policy.

All employees, without fear of reprisal, have the responsibility to bring any form of unlawful sexual harassment to the attention of those designated to receive such complaints: the Senior Pastor, Executive Pastor, Church Administrator, Supervisor, or any member of the Staff-Parish Relations Committee. Following a fact finding,

Initials _____

the person who has been advised of a potential harassment scenario will prepare a written summary for the Staff-Parish Relations Committee. The Staff-Parish Relations Committee is responsible for taking action against confirmed acts of sexual harassment by non-supervisory personnel or others, regardless of whether the specific acts complained of were sanctioned or specifically forbidden and regardless of the manner in which the management become aware of the conduct.

The Staff-Parish Relations Committee may elect to suspend an employee with pay pending investigation and determination of allegations. The results of such investigation will be reviewed with the affected employee; and, disciplinary action, up to and including dismissal, will be taken against any employee engaging in unlawful sexual harassment.

H. DRUG AND ALCOHOL USE / TESTING

Individuals under the influence of drugs and/or alcohol on the job pose serious safety and health risks to themselves and others. Therefore, any involvement with, or influence by, alcohol or controlled substances on TUMC premises while on duty is strictly forbidden unless the employee has medical authorization. In addition, employees must notify their supervisor and the Sr. Pastor of any criminal allegations, charges, or convictions no later than five days after such occurrence. TUMC is sensitive to the position of an employee who may be in rehabilitation and reasonable caution will be exercised to ensure that dignity and confidentiality is maintained.

Although inappropriate use of drugs and alcohol is strictly forbidden, the Church recognizes that employees may be faced with problems of addiction and abuse. When it is possible, the Church desires to provide support for the employee who truthfully admits to such a problem and exhibits a strong willingness to overcome it. The Church also wants to encourage employees to report to their supervisors if they observe inappropriate use of drugs or alcohol by another employee. In both situations, the Church will first examine any possible risk to those whom we serve, and then decide upon the type of support, if any, which TUMC is able to offer.

The Church may, at its discretion, request that employees submit to lawful testing for alcohol and controlled substances. This may include pre-employment, reasonable cause, periodic, random, and post-accident testing, and may also include testing when a Worker's Compensation claim results in time loss. TUMC will require that, once notified, employees must report for testing immediately. All employees are required to make themselves available for testing and refusal to submit to such testing may result in termination. A positive test result will disqualify an employee from the operation of a motor vehicle for TUMC and will result in disciplinary action ranging from suspension to immediate termination.

I. STAFF MEETING

A regular scheduled staff meeting will be held as determined by the Senior Pastor. All employees are expected to be in attendance. The Program Staff / Ministers will also meet regularly as determined and scheduled by the Senior Pastor.

III. EVALUATION OF WORK AND COMPENSATION

A. PROBATIONARY PERIOD

All administrative support employees will be hired into a 3 month probationary period. After his/her initial interview with church administrator on his/her first day of work, the employee will work 60 days under his/her assigned supervisor. At the end of the first 60 days, the church administrator (after consulting with the supervisor) will interview the employee to determine if any improvements in performance are needed and if the employee is satisfied with the job. At the end of the 3 month probationary period, the church administrator (in coordination with the supervisor) will make a final determination about the continued employment of the employee.

B. ANNUAL JOB PERFORMANCE APPRAISAL

1. PERSONNEL RECORD FOLDER

The church administrator will maintain a separate personnel folder on each employee. The initial information in this folder will be prepared by the employee on his/her first day of work. Employment history, training records, and appraisals will be filed in the folder. Because of the confidential nature of this material, only the church administrator, the applicable employee, and his/her supervisor will have access to the personnel record folder.

2. JOB DESCRIPTIONS

Job descriptions will be written for each church position. The supervisor and the employee will consider the contents of the job description when appraising the job performance and job satisfaction.

3. APPRAISAL PROCEDURES

To improve work performance and enhance communication between supervisors and those working for them, supervisors should formally evaluate the performance of their subordinates at least once a year [1 mo prior to salary review]. Appraisal procedures will be coordinated by the executive pastor and the church administrator who will send an Employee Performance Evaluation Form (Appendix C) to the applicable supervisor at least two weeks prior to the month of the Staff-Parish Relations Committee review. The supervisor should then arrange a time/date for an interview with the applicable subordinate during the two-week review period. Prior to the interview both the employee and the supervisor should fill out the evaluation form. During the interview the forms should be reviewed by each party and pertinent points discussed. The Employee Performance Form should be sent to the church administrator for

filing in the applicable personnel records folder. Reports will be made to Staff-Parish Relations Committee by the church administrator.

C. SALARIES

Initials _____

Salaries for various positions in the church are set by the Staff-Parish Relations Committee after careful and continuing review of comparable church salaries in both the local and regional area, as well as comparable business salaries in the local area. A balance between the cost of living and specific job responsibilities is attempted by increases in salary through performance raises and possible promotion to higher levels of responsibility. Superior job performance awards and longer period of service are factors that account for differences in salaries of employees in similar positions.

D. GRIEVANCES

Realizing that in any organization of considerable size, there are bound to occur incidents which may give rise to problems among its employees; this church has therefore established an employee grievance procedure. Unsettled problems or grievances of employees are of serious concern to the business and professional management of the church. The purpose of the grievance procedure is to provide a speedy and logical method for the presenting of employee problems in order that a fair and practical adjustment may be made. Employees are encouraged to present their grievances or problems promptly to their supervisor so that a satisfactory explanation may be given, or corrective measure taken to eliminate possible friction or misunderstandings among support staff. Grievances which are found to be irreconcilable at this level may be taken to the church administrator. If the grievance is of considerable magnitude and not resolved by the church administrator, it may be presented to the Staff-Parish Relations Committee. The decision of the Staff-Parish Relations Committee shall be final.

E. SEPARATION BY RESIGNATION OR DISCHARGE

It is hoped that each employee will be happy and productive. Orientation will be provided to assist each staff member to perform his/her work in a satisfactory manner. Any unsatisfactory work will be discussed with the staff member by his/her supervisor, and a corrective action plan will be developed and documented. Every opportunity will be given to an employee to improve deficiencies before discharge is considered. Flagrant violations of church policy will result in immediate dismissal. If a staff member decides to resign his/her position, the church requests at least 2 weeks notice.

IV. BENEFITS

A. HEALTH CARE INSURANCE

At time of hire, each full-time employee (30+ hours) is eligible for coverage under the TUMC Health Insurance Plan. Enrollment takes place on the first of

each month. The Church will pay, as a benefit to the full time employee, for single coverage. A full time employee may elect to cover other family members but will do so at their own expense. The employee is responsible for submitting his/her own claims when necessary. Enrollment and claim forms will be available in the finance office. Those who elect not to take Health Insurance coverage may not convert the Church's expenditure to personal income.

B. WORKER'S COMPENSATION / SOCIAL SECURITY

All employees are covered by worker's compensation insurance and should report all related accidents, illnesses, or injuries immediately to the pastor/church administrator. Worker's compensation insurance may pay medical and hospital expenses for such circumstances, and under certain conditions, employees may be entitled to disability (income replacement) benefits for time lost due to job-related illness or injury.

Each employee is required by law to have appropriate Social Security (FICA) taxes withheld. The church contributes one-half of the tax due.

C. PENSION PLAN

Following six (6) months of service, each full-time employee (30+ hours) is eligible for enrollment in the church's pension plan as provided through the General Board of Pensions of the U.M.C. The employee must contribute on a monthly basis in the amount of 3% of his/her annual salary. The church contributes 6% of that same salary figure also on a monthly basis. The employee has the option of selecting whether his/her contribution shall be treated as an after tax deduction (tax paid) or a salary reduction (pre-tax) payment. The employer may terminate participation in CPBF by giving written notice to the General Board of Pension and Health Benefits no later than 90 days before the anticipated termination date. However, the employer must also give written notice of its Board of Pension and Health Benefits. In addition, the employer must provide the General Board of Pension and Health Benefits with evidence of the written notice given to employees. The employee may stop contributing if so desired, and may opt to leave the money until retirement or withdraw his/her portion of the contribution sooner, less the penalty for early withdrawal.

D. GROUP LIFE INSURANCE

At time of hire, each full-time employee (30+ hours) is eligible for enrollment in the church's group life insurance plan. As part of total compensation, TUMC will provide group life insurance coverage in an amount equal to one times (1x) the employee's base annual salary. The employee must complete the necessary enrollment forms and designate a beneficiary for receipt of proceeds.

E. AFLAC CAFETERIA PLAN

As an added benefit to our employees, TUMC makes available a "voluntary" cafeteria plan from AFLAC. This plan permits employees to select from and personally purchase a variety of supplemental insurance options including: Cancer, Personal Accident, Short Term Disability, Long Term Care, etc. Through this plan employees are able to personally purchase these supplemental insurance packages on a pre-tax basis. Additionally, the non-church-paid family portion of an employee's Blue Cross & Blue Shield Major Medical can be handled through this cafeteria program on a pre-tax basis.

F. VOLUNTARY DENTAL PLAN

As an added benefit to our employees, TUMC makes available a “voluntary” dental plan with Southland National. Employees may personally purchase a dental plan that will provide them coverage with dental practitioners within the DentaNet system of preferred providers.

G. REIMBURSEMENTS

Initials _____

1. PURCHASES

If an employee makes a purchase on behalf of the church for supplies, refreshments, etc., and has cleared this purchase through the appropriate department representative, the church will reimburse the employee by manual check. A receipt for any reimbursement must be provided for audit purposes.

2. TRAVEL

Certain employees are eligible for travel reimbursements. The pastor/church administrator must be consulted as to eligibility standards. Those eligible must submit a check request with an attached travel log to document mileage. Travel must be submitted for reimbursement within 60 days of actual travel. Church fiscal policy calls for travel to be reimbursed at the first of each month for the previous month’s travel.

V. SUMMARY

Welcome to the Staff of Trinity United Methodist Church!

It is our intent that this handbook would provide you with a general overview and introduction to your employee benefits and to the general personnel policies of TUMC. We encourage you to spend time reviewing it and to ask your supervisor about any questions or concerns you might have.

We are glad to have you as part of the team and look forward to a long and mutually-rewarding career as we all work together to facilitate the Missions and Ministries of TUMC.

VI. TUMC MISSION STATEMENT

TUMC’s Mission Statement is as follows:

"God has called Trinity United Methodist Church to be an equipping center for the purpose of winning persons to Christ, discipling them in the Christian faith, and providing opportunities for His people to serve to the glory of God in their lives."

ABSENT FROM WORK FORM

I was/will be absent from work on _____ from

_____ AM/PM to _____ AM/PM for the following reason(s):

_____ Hours deducted for Sick Leave

_____ Hours deducted for Personal Leave

_____ Hours deducted for Vacation

_____ Hours deducted for Leave Without Pay

_____ Excused _____ Unexcused

Employee's Signature

Supervisor's Signature

ABSENT FROM WORK FORM

I was/will be absent from work on _____ from

_____ AM/PM to _____ AM/PM for the following reason(s):

_____ Hours deducted for Sick Leave

_____ Hours deducted for Personal Leave

_____ Hours deducted for Vacation

_____ Hours deducted for Leave Without Pay

_____ Excused _____ Unexcused

Employee's Signature

Supervisor's Signature

APPENDIX B

**Trinity United Methodist Church
Employee Performance Review**

Name _____ Date _____

Title _____ Review Period _____

RATING ELEMENTS	EXCELLENT	VERY GOOD	GOOD	FAIR	UNSATISFACTORY
1. Attitude: Willingness to perform duties; initiative; enthusiasm about job; acceptance of supervision; adaptability to changing conditions; willingness to accept responsibility and leadership; maturity; ability to work and be accepted by trainees; demonstration of professional ethics.					
2. Knowledge of Job: Knowledge of what to do and how to it; ability to separate the more important from the less important; ability to perform that which is required..					
3. Work Habits: Planning and organizing; care and preparation of equipment; observance of rules and procedures; observance of lunch time limits; beginning work promptly and on time; proper use of sick and other types of leave; conduct on the job; conformity with TUMC practices and policies, maintenance of communication.					
4. Quality of work: Accuracy; precision; completing assignments on time; promptness of reports; work effectiveness; work acceptability.					
5. Dependability: Consistency of performance; trustworthiness; veracity; reliability; ability to withstand pressure; ability to work well under stress.					
6. Employee and Public Contacts: Ability to work harmoniously with co-workers; supervisors, and general public; tact; friendliness; creation of favorable impression on the public; personal grooming.					

REMARKS / AREAS FOR GROWTH (Use second sheet as necessary):

Employee's Summary Rating				
Excellent	Very Good	Good	Fair	Unsatisfactory

I have reviewed this evaluation and I completely

understand its contents.

Employee's Signature_____

Reviewer's Signature_____

Reviewer's Title_____

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ADMINISTRATIVE ASSISTANT TO THE PASTOR
(Office Manager)
Job Description

JOB SUMMARY:

The Administrative Assistant shall be responsible for maintaining the Church Office so that it functions in an efficient manner to perform the duties expected of it by the congregation. The Administrative Assistant will be expected to provide a congenial atmosphere in which work may be accomplished by pastors, staff, church members, and volunteers.

ORGANIZATIONAL RELATIONSHIP:

The Administrative Assistant shall report directly to the Senior Pastor, Church Administrator, and the Staff/Parish Relations Committee.

OFFICE RESPONSIBILITIES:

The Administrative Assistant shall be expected to work Monday through Friday, from 8:00 a.m. until 5:00 p.m., with one (1) hour for lunch.

SPECIFIC RESPONSIBILITIES:

1. Handle normal secretarial functions of the Church Office.
2. Prepare and oversee the production of the Sunday worship bulletins and inserts.
3. Prepare and mail the Tidings (the church newsletter) and inserts.
4. Handle necessary correspondence for pastors and staff.
5. Maintain accurate membership files as well as accurate mailing list of members and constituents.
6. Maintain the church calendar and coordinate scheduling of events and activities with the Church Administrator and/or Wedding Coordinator as needed.
7. Maintain church files pertaining to the work and ministry of the church.
8. Answer the telephone and provide assistance to church members who seek help from the office, staff, or pastors as needed.
9. Assist custodial staff so they will be well informed of all scheduled church activities.
10. Keep office work areas neat, clean, and orderly.
11. Prepare baptism certificates as needed.
12. Help handle Charge Conference forms.
13. Prepare various forms/brochures & church literature as needed.
14. Supervise Church Secretary & Volunteers in Ministry who come to serve in the office or assist with other administrative duties.
15. Manage & order office supplies for copiers, printers, daily office operations, etc., at the best available price.
16. Keep office equipment serviced & up-to-date and negotiate new equipment leases when needed (subject to approval by the Church Administrator).
17. Print blank attendance cards for all worship services as needed.
18. Keep accounting of coke machine monies & make deposits as needed.

19. Monthly, make needed corrections for upcoming SS rolls before they are printed.
20. Print various membership/attendance reports for church leaders as needed.
21. Maintain tables of Worship/SS attendance figures and prepare reports for District Office and others as needed.
22. Prepare district, end of the year reports pertaining to membership and obtain financial information needed for such reports.
23. Maintain an up-to-date listing of home & cell phone as well as email addresses for staff.
24. Assist staff with computer issues as possible and consult a technician as needed.

NECESSARY QUALIFICATIONS:

Spiritual Qualities:

Must be a spiritually mature person.

Must have a strong personal commitment to Jesus Christ as Savior and Lord.

Must love the church and its ministries.

Must display the heart of a servant (Matthew 20:28).

Professional Skills:

Must be an experienced typist and skilled in word processing.

Must be skilled in setting up and maintaining various databases.

Must have excellent organizational skills.

Must function with ease and efficiently in a busy office environment.

Must have basic management skills and be able to assume responsibility for the office.

Must have relational skills.

Must be willing to serve as a good team player and work congenially with other staff persons.

Must be a self-starter with good work habits.

Must be able to understand instructions and become proficient quickly.

Must be willing to accept supervision, as well as supervise others when given that responsibility.

Must be able to produce quality work.

Must be concerned about appropriate appearance.

Must be willing to maintain confidentiality with regard to personal concerns of church members and staff.

Must be flexible and willing to adapt to whatever needs may arise in the office from time to time.

THEOLOGICAL POSITION:

Must be in complete agreement with statement of basic beliefs of Trinity United Methodist Church and Holy Scriptures or I Corinthians 12.

Assistant Minister of Music

Job Description

JOB SUMMARY

The Assistant Minister of Music is responsible for leading and overseeing the vocal music ministry of the children within Trinity United Methodist Church. This will involve working under the direction of the Minister of Music to plan and implement opportunities in vocal music where those gifted with musical abilities shall be able to exercise their gifts for the edification of the entire body of believers as well as find personal fulfillment in serving God through music.

The position also involves visitations, where applicable, prayer, encouragement, the raising up of additional lay volunteers as needed, and other shepherding responsibilities as they relate to the Children's Music Ministry. Development of additional Children's Music Ministry opportunities is also encouraged. The Assistant Minister of Music shall insure that the overall Children's Music Ministry focuses on Christ, proclaims Christ and glorifies Christ.

ORGANIZATIONAL RELATIONSHIPS

The Assistant Minister of Music reports directly to the Minister of Music, the Church Administrator and the Staff-Parish Relations Committee. The Assistant Minister of Music relates to the Music Staff, Director of Children's Ministries and the Children's Council.

JOB STATUS

This is a part-time salaried position.

OFFICE RESPONSIBILITIES

Office hours shall be determined in consultation with the Minister of Music, the Church Administrator and the Staff-Parish Relations Committee.

SPECIFIC RESPONSIBILITIES

1. Work with the Minister of Music to plan, rehearse and direct the music opportunities related to children, including but not limited to:
 - A. The Wonderful Wednesday Children's Music;
 - B. Wednesday Sonshine (summer) Children's program;
 - C. Vacation Bible School Music.
 - D. Angel Choir
 - E. Reflections Choir

(This would include seasonal presentations as determined by the Assistant Minister of Music, Director of Children's Ministries, Minister of Music and Children's Council.)

2. Assist with 8:30 and 11:00 choirs as needed.

NECESSARY QUALIFICATIONS

Spiritual Qualities

1. Must be a spiritually mature person, exhibiting the qualities outlined for leaders in I Timothy and Titus.
2. Must have a strong personal commitment to Jesus Christ and a desire to help others, especially children, come to a saving knowledge of Christ.
3. Must love the church and its ministries.
4. Must display the heart of a servant (Matthew 20:28)

Professional Skills

1. Preferred experience with music ministry.
2. Preferred experience with children.
3. Must have a clear understanding and commitment to music and a ministry within the local church.
4. Must have proven organizational skills and experience.
5. Must have proven skills in training and equipping others in ministry.
6. Must be teachable and willing to learn from others.
7. Must relate well to others and be able to handle conflicts in a mature manner.
8. Must have a temperament conducive to working effectively with others.
9. Must be progressively minded with a commitment to growth, innovation and creativity in using a variety of children's music program, style and forms.
10. Must be a good team player.

ASSISTANT PASTOR
of Evangelism
Job Description

JOB SUMMARY:

The Associate Pastor shall be directly responsible for the areas of evangelism, young adult ministries, and missions within Trinity UMC. In addition, the Associate Pastor shall share general pastoral duties with the other ordained staff members. Specifically, the Associate Pastor/Evangelism will be involved with:

1. The leadership and development of the overall ministry of evangelism.
2. The further development and implementation of a comprehensive ministry to young adults from the ages of 18-35, specifically working with college students to develop a strong, vital college ministry.

ORGANIZATIONAL RELATIONSHIP:

The Assistant Pastor reports directly to the Senior Pastor and the Staff/Parish Relations Committee. Also, the Associate Pastor is an ex-officio member of the Church Council, the Work Area on Evangelism, the Missions Committee, and the Young Adult Council.

JOB STATUS:

This is a full-time, salaried position.

PRIMARY RESPONSIBILITIES:

1. Assist the Work Area on Evangelism in developing and implementing an effective ministry of evangelism within the framework of the church. This includes training in witnessing methods and visitation, follow-up visitation, working with the Front Door Friends, leading persons to faith in Christ, development of small (accountability) group ministry, etc..
2. Work with the Young Adult Ministries (College and Post College age) to provide edification, ministry opportunities, and fellowship for those in transition from seniors in high school to college and from college to young adults.
3. Lead the 9:45 Worship Service and, as where feasible, coordinate programming of A/V efforts with sermon message of the day. Organize and work with the TUMC Praise Team and strive to provide the best possible quality in music and A/V efforts utilized to usher our members into His presence.

4. To oversee the Sunday evening worship service. This would include preparation and presentation of the message (unless otherwise advised by the Senior Pastor), working and coordinating with the Minister of Music, and working with all other ministries who might be involved with the service.
5. Share in pastoral duties of preaching, teaching, counseling, visitation, weddings, funerals, etc. as the need arises.
6. Continually work with the church staff as an effective team player to support the entire church programs and ministries.

NECESSARY QUALIFICATIONS:

Spiritual Qualities:

- ✓ Must be a spiritually mature person.
- ✓ Must have a strong personal commitment to Jesus Christ as Savior and Lord.
- ✓ Must love the church and its ministries.
- ✓ Must display the heart of a servant (Matthew 20:28).

Professional Skills:

- ✓ Must have college degree.
- ✓ Must be a person experienced and skilled in working with and relating to people in various settings.
- ✓ Must be a person desiring to work with others in a team ministry setting.
- ✓ Must have skills in training and equipping adult volunteers.
- ✓ Must have skill and training in planning, developing, implementing, and directing ministry-related programs within a local church.
- ✓ Must be a person able to handle personal conflicts with maturity.
- ✓ Must have a deep love for people and a desire to help them come to know Christ personally and grow in their faith relationship with Him.
- ✓ Must be progressively minded with a commitment to growth and innovation/creativity in using a variety of programs, styles, and forms of ministry.
- ✓ Must be teachable and display a willingness to learn from others.

Helpful Skills:

- ✓ An ability to lead contemporary music/worship.

THEOLOGICAL POSITION:

Must be in complete agreement with statement of basic beliefs of Trinity United Methodist Church and Holy Scriptures.



Trinity
United Methodist Church

EMPLOYEE CHECKLIST

NAME: _____

DATE: _____

I _____ have read or _____ will read the **TUMC Employee Manual** for most of the necessary details of my employment. I understand this Employee Checklist is a non-exhaustive disclosure of some of the main information of interest.

I understand that I am **classified** as:

_____ Full Time (40 hours/week)

_____ Part Time (_____ hours/week)

_____ Salaried at \$_____ / year

_____ Hourly Wages at \$_____ / hour

My **normal workdays** are (Circle those that apply): **M T W Th F St Su**

My **normal work hours** are: _____ am to _____ pm

_____ As a function of my Ministry / Service responsibilities, I understand that there will be an occasional need to assist with events and functions scheduled during evenings or on weekends.

Acknowledging that the TUMC Employee Manual provides a more fully developed and detailed disclosure:

Full Time Employees:

_____ I understand that I will be allowed 1 day of **sick leave** per month. (12 Total per Year)

_____ I understand that after six months of employment, I will earn 5 **paid vacation days** and that following one years of employment I will then earn 10 **paid vacation days**.

_____ I understand that subject to approval, I may take 1 **personal day** during each half of the calendar year (Jan. – June, July – Dec. for a total of 2 per year).

_____ I am covered by **worker's compensation insurance**.

_____ I am not covered by **State unemployment insurance**.

_____ I understand that TUMC provides me with **Group Life Insurance** equivalent to one times (1x) my base salary.

_____ I understand that I am eligible for **health care insurance**. TUMC will pay for single coverage only. I may personally elect to add and pay for family coverage at the current rate of \$_____ per month. If I decline this benefit I understand that there will be no conversion to cash/salary.

_____ I am eligible for enrollment in TUMC's **pension plan** and must contribute 3% of my annual salary on a monthly basis in order to participate.

_____ I am eligible to enroll in the optional **AFLAC Cafeteria Plan** and may personally elect to pay for whatever benefits I elect to purchase directly from AFLAC.

_____ I am eligible to enroll in the optional **Southland Dental Plan** and may personally select this via payroll deduction.

Part Time Employees:

_____ I understand that I will be allowed 1 day of **sick leave** per every two months. (6 Total per Year)

_____ I am not covered by **worker's compensation insurance**.

_____ I am eligible to enroll in the optional **AFLAC Cafeteria Plan** and may personally elect to pay for what ever benefits I elect to purchase directly from AFLAC.

All Employees:

I have read, understand and agree with my **job description**: _____ Yes _____ No

Signature

Date

CHURCH ADMINISTRATOR Job Description

JOB SUMMARY:

The Church Administrator is to conduct the business of the church in a way that brings honor to Jesus Christ. To work within the policies of our church as set forth by the Trinity Administrative Council and the Book of Discipline of the United Methodist Church.

ORGANIZATIONAL RELATIONSHIPS:

The Church Administrator reports directly to the Senior Pastor and the Staff/Parish Relations Committee. The Church Administrator is an ex-officio member of the Finance Committee, Board of Trustees, the Gifts and Legacies Committee, and the Staff-Parish Committee. In addition, the Church Administrator participates in all staff meetings and serves in relation to other committees as necessary.

PRIMARY RESPONSIBILITIES:

- To supervise the financial affairs of the church.
- To see that the church is in compliance with all applicable laws and regulations.
- To supervise the care, insurance, and maintenance of all church property.
- To serve as Personnel Manager of all employees who serve as support staff. To review performance, working environment, equipment and continuing education needs. To monitor the need for personnel additions/reductions and to handle the hiring/termination process in accordance with policies established by the Staff-Parish Relations Committee.
- To guide in the development of the annual church budget by working closely with the Finance Committee to receive and compile all budget requests and make recommendations to the Administrative Council. This person will also assist with any building or capital campaigns as needed.
- To serve as a staff representative to:
 - The Finance Committee
 - Board of Trustees
 - Gifts and Legacies Committee
 - Staff-Parish Committee
- To provide direct supervision to the following employees:
 - Financial Secretary
 - Church Hostess
 - Custodians
- To perform any other duties deemed necessary.

NECESSARY QUALIFICATIONS:

Spiritual Qualities:

- Must be a spiritually mature person, exhibiting the qualities outlined for leaders in I Timothy and Titus.
- Must have a strong personal commitment to Jesus Christ and a desire to help others come to a saving knowledge of Christ.
- Must love the church and its ministries.
- Must display the heart of a servant (Matthew 20:28)

Professional Skills:

- Ability to organize and administer a varied number of duties.
- Ability to supervise others.
- Ability to budget and manage money.
- Knowledge of physical plant operation and management.
- Understanding of legal issues related to the church.
- Must relate well to others and be able to handle conflicts in a mature manner.
- Must have a temperament conducive for working effectively with others.
- Must be a good team player.

EDUCATION REQUIREMENTS:

This position requires a person with a Bachelor's degree in business or a related field.
Continuing Education of three to five days annually

THEOLOGICAL POSITION:

Must be in complete agreement with statement of basic beliefs of Trinity United Methodist Church and Holy Scripture.

CHURCH SECRETARY

Job Description

JOB SUMMARY:

The Secretary shall be responsible for maintaining the Church Office so that it functions in an efficient manner to perform the duties expected of it by the congregation. The Secretary will be expected to provide a congenial atmosphere in which work may be accomplished by pastors, staff, church members, and volunteers.

ORGANIZATIONAL RELATIONSHIP:

The Secretary shall report directly to the Administrative Assistant to the Pastor, the Church Administrator and the Staff/Parish Relations Committee.

OFFICE RESPONSIBILITIES:

The Secretary shall be expected to work Monday through Friday, from 8:00 a.m. until 5:00 p.m., with one (1) hour for lunch.

SPECIFIC RESPONSIBILITIES:

1. Wear a smile as much as possible and be congenial
2. Answer the phone and keep up with staff member's whereabouts.
3. Handle normal secretarial functions of the Church Office.
4. Send out get well, sympathy and praying for you cards as necessary.
5. Monitor all office supplies including paper, cassette and video products.
6. Post SS monthly attendance for each class and print new month's attendance sheets and place in appropriate SS bag.
7. Count coke machine money and make deposit.
8. Handle necessary correspondence for pastors and staff.
9. Transfer accurate membership information received from the Administrative Assistant to the Pastor to the appropriate membership book.
10. Help maintain accurate mailing list of members and constituents.
11. Send reminder cards for all Church Committees well in advance of their meeting dates.
12. Assist church leaders whenever possible as they perform various duties.
13. Maintain current packet materials and send newcomers' packets as needed.
14. Generate, provide or send marriage certificates, nursery lists, mail outs, birth letters, wedding forms, baptism certificates, copies of baptism videos, council agendas etc., as needed.
15. Monthly, generate letter transfer requests for new members or provide transfers for church members who are leaving.
16. Keep office work areas neat, clean, and orderly.
17. Handle sign-up sheets for church functions.
18. Assist families with funerals, following the office plan for this ministry.
19. Generate copies of VCL materials as needed for Trinity Women's Counseling
20. Generate and send out various lists for individuals: Greeters, Acolytes, Prayer Chain, Snack Supper, Welcome Center, Youth Breakfast, Front Door Friends, Ushers, etc., as needed

21. Assist with the preparation of the Tidings (i.e. copying, folding, preparing check request for postage and postage sheet).

NECESSARY QUALIFICATIONS:

Spiritual Qualities:

- ▶Must be a spiritually mature person.
- ▶Must have a strong personal commitment to Jesus Christ as Savior and Lord.
- ▶Must love the church and its ministries.
- ▶Must display the heart of a servant (Matthew 20:28).

Professional Skills:

- ▶Must be an experienced typist and skilled in word processing.
- ▶Must be skilled in setting up and maintaining various databases.
- ▶Must have excellent organizational skills.
- ▶Must function with ease and efficiently in a busy office environment.
- ▶Must have basic management skills and be able to assume responsibility for the office.
- ▶Must have relational skills.
- ▶Must be willing to serve as a good team player and work congenially with other staff persons.
- ▶Must be a self-starter with good work habits.
- ▶Must be able to understand instructions and become proficient quickly.
- ▶Must be willing to accept supervision, as well as supervise others when given that responsibility.
- ▶Must be able to produce quality work.
- ▶Must be concerned about appropriate appearance.
- ▶Must be willing to maintain confidentiality with regard to personal concerns of church members and staff.
- ▶Must be flexible and willing to adapt to whatever needs may arise in the office from time to time.

THEOLOGICAL POSITION:

Must be in complete agreement with statement of basic beliefs of Trinity United Methodist Church and Holy Scriptures or I Corinthians 12.

SENIOR CUSTODIAN & MAINTENANCE / ASSISTANT CUSTODIAN Job Description

JOB SUMMARY:

The Senior Custodian and Assistant Custodian are responsible for the cleaning of the church buildings and arranging of church furniture as required by various church activities. In addition to cleaning and setup responsibilities, the Senior Custodian is also expected to perform general maintenance duties depending upon his/her skill set, these may include: minor electrical, plumbing, carpentry repairs, painting, etc. as required to keep the facility in a functional state of repair. Both will be responsible to see that the facilities are opened as required by the Church Schedule and Calendar. Both will be responsible to see that the Church Campus is locked / secured each evening, although final responsibility for security issues each evening will rest with the Senior Custodian.

ORGANIZATIONAL RELATIONSHIPS:

The Senior Custodian and the Assistant Custodian report directly to the Church Administrator and the Staff Parish Relations Committee.

JOB STATUS

This is a full-time position.

HOURS EXPECTED:

The Senior Custodian is expected to work forty (40) hours per week. The Assistant Custodian is expected to work between thirty (30) and thirty five (35) hours per week. Both will work a rotating schedule of weekends. During the week that one has weekend duties, they may take a half-day to full day off during the week, depending upon their total hours required / worked for a given week. Mondays and Tuesdays should be targeted for partial workdays. In no event should both custodians take the same timeframe off from the Church Campus. Normal hours of operation will be 8:00 a.m. to 5:00 p.m. on Monday through Friday. One must work each Saturday from 8:00 a.m. till 12:00 p.m. One must open up the church at 6:30 a.m. on Sundays and handle the duties assigned. One must lock the church following the morning services. The Senior Custodian is responsible for securing the Church following the evening service every Sunday.

NECESSARY QUALIFICATIONS:

Spiritual Qualities:

- Must be a Christian who loves God, the Church, and its ministries.
- Must be committed to living a morally clean and honorable Christian life.
- Must display a desire to grow spiritually.

Professional Skills:

- Must have a willingness to learn how to use and maintain the equipment used in the cleaning and general maintenance of the Church Campus.
- Must be teachable and display a willingness to learn from others.
- Must be able to handle conflicts.
- Must be a good team player.
- Must be willing to develop relational skills in working with others.
- Must be willing to be flexible when cleaning schedules have to be changed or adjusted because of certain activities in the church.

THEOLOGICAL POSITION:

Must be in complete agreement with statement of basic beliefs of Trinity United Methodist Church and Holy Scripture.

Minister of Children

Job Description

JOB SUMMARY:

The Director of Children's Ministries is responsible for coordinating and overseeing the entire ministry to the children of Trinity United Methodist Church. This will involve planning and helping to implement a total ministry of Christian Education for children ages birth through twelve years old. The Director of Children's Ministries is:

1. Responsible for overseeing the Children's Division of Sunday School which includes: recruiting, training and providing encouraging support of Sunday School teachers, helpers and workers; working with pastoral staff, Children's Council and Work Area on Education to ensure that educationally sound and biblically-based curriculum is used in all Children's Division Sunday School Classes; and providing any other general oversight to the Sunday School which is needed.
2. Responsible for directing **KID'S CROSSING** (all ministries to and for children) Examples: Kid's Quest, Kid's Connection and Angel Adventures, Summer Ministries, Sunday Night Live (Sunday Night Discipleship for Kids), Wonderful Wednesday, Vacation Bible School, and Celebration Station (Sunday School Assembly).
3. Responsible for helping to keep the congregation informed about ministries to and for children through regular communication channels available (Tidings, E-mail, Letters, Phone Calls, etc.)
4. Oversee our two day a week Children's Day Out Ministry which meets each Wednesday and Friday morning. Coordinate with the Director to assess needs for the Ministry.
5. The Minister to Children shall be directly responsible for securing The Children's Building (making sure all exits are locked and lights are turned off before leaving) after Sunday mornings, Sunday evenings, Wednesday evenings and any other time the building is being used for a children's activity.
6. Responsible for supervision of the Assistant Minister to Children and their responsibilities.

ORGANIZATIONAL RELATIONSHIPS:

The Director of Children's Ministries reports directly to the Associate Pastor and the Staff/Parish Relations Committee of the church. The Director of Children's Ministries shall be an ex officio member of the Church Council, Children's Council and the Work Area on Education. The Director of Children's Ministries is expected to work closely with all staff members to insure a quality ministry to children is being carried out.

JOB STATUS:

This shall be considered a full-time position.

SPECIFIC RESPONSIBILITIES:

1. Work to provide a Christ-centered, Bible-based ministry to children and their families through the coordination of all ministries involving children.
2. In consultation with the Associate Pastor, recruit, train and provide ongoing support and encouragement of teachers and leaders at all levels of the children's ministry.
3. Work with the Children's Council to strengthen all present ministries to children as well as developing fresh and new ideas to reach children and help them develop a personal faith relationship with Jesus Christ.
4. Provide leadership for a Children's Church session during the 8:30, 9:45 and 11:00a.m. services.
5. Work with Children's Council to submit a yearly budget to the Church Council and Finance Committee.
6. Visit families with children in order to provide nurture, support, encouragement, etc., and to interpret our church's ministry for children to our families.
7. Other duties as deemed necessary to insure a strong and effective ministry to children.

NECESSARY QUALIFICATIONS:

Spiritual Qualities:

- 1 Must be a spiritually mature person
- 2 Must have a strong personal commitment to Jesus Christ as Savior and Lord.
- 3 Must love the church and its ministries.
- 4 Must display the heart of a servant (Matthew 20:28).

Professional Skills:

- 1 Must be a person experienced and skilled in working with children and/or children related ministries/programs.
- 2 Must be a person experienced in working with others in a team ministry setting.
- 3 Must have skills in training in planning, developing, implementing, and directing ministry-related programs within a local church.
- 4 Must be a person able to handle conflicts with maturity.
- 5 Must have a deep love for children.
- 6 Must be progressively minded with a commitment to growth and innovation/creativity in using a variety of programs, styles and forms of children's ministry.
- 7 Must have a temperament conducive for youth work.
- 8 Must be teachable and display a willingness to learn from others.

Revised 12-12-06

FINANCIAL SECRETARY Job Description

JOB SUMMARY:

The Financial Secretary shall be responsible for collection and disbursement of all funds received in the church under the direction of the Finance Committee.

ORGANIZATION RELATIONSHIPS:

The Financial Secretary shall report directly to the Church Administrator and the Staff/Parish Relations Committee. Also, the Financial Secretary shall work under the direction of the Finance.

OFFICE RESPONSIBILITIES:

At the present time, the position of Financial Secretary is approved by the Staff/Parish Relations Committee as an annual salaried position, not based upon an hourly rate of pay. This means that all duties of the Financial Secretary are to be performed satisfactorily. Therefore, office hours are to be determined by the Financial Secretary in consultation with the Church Administrator which will best suit the requirements for this position as well as help the office to run smoothly.

SPECIFIC RESPONSIBILITIES:

1. Perform the following duties accurately and efficiently:
 - Accounting
 - Contributions
 - Accounts payable
 - Payroll (including all tax reports)
 - Prepare contribution statements for members of the church
 - Year-end processing
2. Set up everything necessary to begin a new fiscal year (such as: budgets, pledges, chart of accounts, preparing and distributing contribution envelopes to the members of the church).
3. Keeping and being accountable for all accounts (such as: general fund, building fund and earmarked funds).
4. Prepare monthly financial reports for the Finance Committee and the Administrative Council and other Committees as requested.
5. Assist Church Administrator with annual salary reviews, budget preparation, surveys, and special projects as needed.

NECESSARY QUALIFICATIONS:

Spiritual Qualities:

- Must be a spiritually mature person.
- Must have a strong personal commitment to Jesus Christ as Savior and Lord.
- Must love the church and its ministries.
- Must display the heart of a servant (Matthew 20:28).

Professional Skills:

- Must have a knowledge of accounting and book-keeping.
- Must have a working knowledge of computers.
- Must have adequate typing and other general office skills.
- Must be able to maintain strict confidence in all aspects of financial matters.
- Must relate well to and with others.
- Must have a deep commitment of cooperation with all other staff members.
- Must be a good team player.

THEOLOGICAL POSITION:

Must be in complete agreement with statement of basic beliefs of Trinity United Methodist Church and Holy Scripture.

CHURCH HOSTESS/HOST

Job Description

JOB SUMMARY:

The Church Hostess shall be responsible for all food services within Trinity United Methodist Church. This shall involve the preparation of food for specific church-wide functions, as well as the coordination of the use of the church kitchen for other groups, both from within the church and outside of the church. The hostess shall also be responsible for seeing that the church kitchen equipment, supplies, etc. are properly used and that any person using the kitchen equipment is instructed in its proper use.

ORGANIZATIONAL RELATIONSHIP:

The Church Hostess serves under the Staff/Parish Relations Committee and shall report directly to the Church Administrator. In addition, s/he shall work with the entire church staff to help to coordinate all church functions requiring food service.

OFFICE RESPONSIBILITIES:

Position is considered to be a full-time, 30-hour position. Primary responsibilities will be Mon – Friday with occasional Sundays as needed to service scheduled church functions.

SPECIFIC RESPONSIBILITIES:

1. Plan and prepare for all Wednesday Night Suppers including: determining menus, purchasing groceries and supplies, securing additional kitchen help, serving and clean-up.
2. Plan and prepare food for other functions including but not limited to:
 - Sunday morning coffee
 - Monday night lite (Evangelism Visitation Team)
 - Extended Session refreshments (ordering)
 - Youth Snack Supper (Sunday nights)
 - Brown Bag Bible Studies (Tuesdays-noon)
 - Monthly Staff Luncheons (First Monday of each Month)
 - Special Committee Luncheons (Every other Wednesday/as needed)
 - Scheduled Ministry Luncheons (Periodic Tuesdays / Thursdays)
 - Holy Week
3. Assist wedding rehearsal dinners and receptions held at the church.
4. Plan and organize special dinners and banquets.
5. Assist the United Methodist Women as needed.
6. Coordinate food service needed for Vacation Bible School, snacks for summer children's programs, and youth meetings.
7. Maintain equipment and kitchen facilities to include having policies and procedures for other kitchen workers, and maintaining inventories on all kitchen equipment.

8. Record receipts and invoices and present them to the Financial Secretary for accurate bookkeeping.
9. Assist any other committee or group within the church with food service needs.
10. Assist groups beyond the local church which secure the use of the church kitchen and facilities. These groups may include:
 - Non-church related wedding receptions
 - Civic organizations
 - Ministry groups (e.g. Sav-A-Life, Youth for Christ)

NECESSARY QUALIFICATIONS:

Spiritual Qualities:

- Must be a spiritually mature person.
- Must have a strong personal commitment to Jesus Christ as Savior and Lord.
- Must love the church and its ministries.
- Must display the heart of a servant (Matthew 20:28).

Professional Skills:

- Must be experienced in food service planning and preparation.
- Must possess managerial skills.
- Must be congenial and relate well to people.
- Must be a good "team player."
- Must be teachable and flexible.

THEOLOGICAL POSITION:

Must be in complete agreement with statement of basic beliefs of Trinity United Methodist Church and Holy Scriptures.

CHURCH HOSTESS [Old]

Job Description

JOB SUMMARY:

The Church Hostess shall be responsible for all food services within Trinity United Methodist Church. This shall involve the preparation of food for specific church-wide functions, as well as the coordination of the use of the church kitchen for other groups, both from within the church and outside of the church. The hostess shall also be responsible for seeing that the church kitchen equipment, supplies, etc. are properly used and that any person using the kitchen equipment is instructed in its proper use.

ORGANIZATIONAL RELATIONSHIP:

The Church Hostess serves under the Staff/Parish Relations Committee and shall report directly to the Church Administrator. In addition, she shall work with the entire church staff to help to coordinate all church functions which require food service.

OFFICE RESPONSIBILITIES:

No office hours or specific office responsibilities are required of the Church Hostess.

SPECIFIC RESPONSIBILITIES:

1. Plan and prepare for all Wednesday Night Suppers including: determining menus, purchasing groceries and supplies, securing additional kitchen help, serving and clean-up.
2. Plan and prepare food for other functions including:
 - Sunday morning coffee
 - Extended Session refreshments (ordering)
 - Youth Snack Supper (Sunday nights)
 - Brown Bag Bible Studies (Tuesdays-noon)
 - Holy Week
3. Assist wedding rehearsal dinners and receptions held at the church.
4. Plan and organize special dinners and banquets.
5. Assist the United Methodist Women as needed.
6. Coordinate food service needed for Vacation Bible School, snacks for summer children's programs, and youth meetings.
7. Maintain equipment and kitchen facilities to include having policies and procedures for other kitchen workers, and maintaining inventories on all kitchen equipment.
8. Record receipts and invoices and present them to the Financial Secretary for accurate bookkeeping.
9. Assist any other committee or group within the church with food service needs.
10. Allowed to offer her services in food preparation on a private basis, so long as such work does not interfere with her church duties. She will be expected to make a reasonable reimbursement to the church if church

facilities are used. Food expenses for private work or catering will be handled separately from purchases for church use.

11. Assist groups beyond the local church which secure the use of the church kitchen and facilities. These groups may include:
 - ▶Non-church related wedding receptions
 - ▶Civic organizations
 - ▶Ministry groups (e.g. Sav-A-Life, Youth for Christ)

NECESSARY QUALIFICATIONS:

Spiritual Qualities:

- ▶Must be a spiritually mature person.
- ▶Must have a strong personal commitment to Jesus Christ as Savior and Lord.
- ▶Must love the church and its ministries.
- ▶Must display the heart of a servant (Matthew 20:28).

Professional Skills:

- ▶Must be experienced in food service planning and preparation.
- ▶Must possess managerial skills.
- ▶Must be congenial and relate well to people.
- ▶Must be a good "team player."
- ▶Must be teachable and flexible.

THEOLOGICAL POSITION:

Must be in complete agreement with statement of basic beliefs of Trinity United Methodist Church and Holy Scriptures.

MINISTER OF CHILDREN

Job Description

JOB SUMMARY:

The Director of Children's Ministries is responsible for coordinating and overseeing the entire ministry to the children of Trinity United Methodist Church. This will involve planning and helping to implement a total ministry of Christian Education for children ages birth through twelve years old. The Director of Children's Ministries is:

1. Responsible for overseeing the Children's Division of Sunday School which includes: recruiting, training and providing encouraging support of Sunday School teachers, helpers and workers; working with pastoral staff, Children's Council and Work Area on Education to ensure that educationally sound and biblically-based curriculum is used in all Children's Division Sunday School Classes; and providing any other general oversight to the Sunday School which is needed.
2. Responsible for directing other ministries to and for children, such as: Kingdom Kids and Reflections. (Sunday evenings), Wonderful Wednesday, S.A.I.L. (summer ministry), Vacation Bible School, etc.
3. Responsible for helping to keep the congregation informed about ministries to and for children through regular communication channels available (Tidings, Family Link, newspapers, etc.).

ORGANIZATIONAL RELATIONSHIPS:

The Director of Children's Ministries reports directly to the Associate Pastor and the Staff/Parrish Relations Committee of the church. The Director of Children's Ministries shall be an ex officio member of the Church Council, Council on Ministries, Children's Council and the Work Area on Education. The Director of Children's Ministries is expected to work closely with all staff members to insure a quality ministry to children is being carried out.

JOB STATUS:

This shall be considered a full-time position.

SPECIFIC RESPONSIBILITIES:

1. Work to provide a Christ-centered, Bible-based ministry to children and their families through the coordination of all ministries involving children.
2. In consultation with the Associate Pastor, recruit, train and provide on-going support and encouragement of teachers and leaders at all levels of the children's ministry.
3. Work with the Children's Council to strengthen all present ministries to children as well as developing fresh and new ideas to reach children and help them develop a personal faith relationship with Jesus Christ.

4. Provide leadership for a Children's Church session during the 8:30, 9:45 and 11:00a.m. services.
5. Work with Children's Council to submit a yearly budget to the Church Council and Finance Committee.
6. Visit families with children in order to provide nurture, support, encouragement, etc., and to interpret our church's ministry for children to our families.
7. Other duties as deemed necessary to insure a strong and effective ministry to children.

NECESSARY QUALIFICATIONS:

Spiritual Qualities:

- Must be a spiritually mature person
- Must have a strong personal commitment to Jesus Christ as Savior and Lord.
- Must love the church and its ministries.
- Must display the heart of a servant (Matthew 20:28).

Professional Skills:

- Must be a person experienced and skilled in working with children and/or children related ministries/programs.
- Must be a person experienced in working with others in a team ministry setting.
- Must have skills in training in planning, developing, implementing, and directing ministry-related programs within a local church.
- Must be a person able to handle conflicts with maturity.
- Must have a deep love for children.
- Must be progressively minded with a commitment to growth and innovation/creativity in using a variety of programs, styles and forms of children's ministry.
- Must have a temperament conducive for youth work.
- Must be teachable and display a willingness to learn from others.

MINISTER OF MUSIC

Job Description

JOB SUMMARY:

The Minister of Music is responsible for leading and overseeing the entire ministry of music within Trinity United Methodist Church. This will involve planning and implementing opportunities in music where those gifted with musical abilities shall be able to exercise their gifts for the edification of the entire body of believers as well as find personal fulfillment in serving God through music.

The purpose of the Minister of Music is not merely to handle the administrative and/or music functions of the church. There is to be a focused involvement in the area of ministry in and among the laity. This involves visitation, prayer, encouragement, the raising up and training of lay leaders, all those things that are a part of the true shepherding experience within the confines of the music ministry at Trinity United Methodist Church. The Minister of Music is to provide an environment where those involved in the music ministry may be spiritually enriched, recognize their own call to the ministry, to effectively use the gift of music to minister to the various needs of the congregation, to develop additional programs to meet changing needs, to be an effective participant and leader in worship, and to continually develop a music ministry that is focused on Christ, proclaims Christ and glorifies Christ.

ORGANIZATIONAL RELATIONSHIPS:

The Minister of Music reports directly to the Senior Pastor and the Staff/Parish Relations Committee. The Minister of Music is an ex-officio member of the Administrative Board, Council on Ministries and the Work Area on Worship. In addition, the Minister of Music relates to other ministries within the church of which music is a part (such as: Children's Council, Praise Partners, etc.)

OFFICE RESPONSIBILITIES:

Office hours shall be determined by the Minister of Music in consultation with the Senior Pastor and the Staff/Parish Relations Committee. One day per business week shall be considered "off." This day is to be worked out by the Minister of Music and the ministerial staff.

SPECIFIC RESPONSIBILITIES:

1. Assist ministerial staff in planning and conducting all worship services.
2. Serve as a worship leader in worship services (including: leading hymns, directing choirs, etc.).
3. Assist the ministerial staff during other times of worship as needed.

4. Plan and prepare music for all worship services.
5. Rehearse choirs, secure soloists (and other special music), and direct special music in all worship services.
6. Direct all music ministries to and with children, youth, handbells, etc.
7. Provide training for ushers and work with ushers to insure that they shall be enabled to carry out their responsibilities well.
8. Provide training and supervision of the acolyte ministry.
9. Supervise/assist Head Usher, Acolyte organizer and others as needed.
10. Serve as the staff coordinator for all Senior Adult Ministries.

NECESSARY QUALIFICATIONS:

Spiritual Qualities:

- ▶ Must be a spiritually mature person, exhibiting the qualities outlined for leaders in I Timothy and Titus.
- ▶ Must have a strong personal commitment to Jesus Christ and a desire to help others come to a saving knowledge of Christ.
- ▶ Must love the church and its ministries.
- ▶ Must display the heart of a servant (Matthew 20:28)

Professional Skills:

- ▶ Must be an experienced minister of music, having served professionally on a church staff.
- ▶ Must have a clear understanding and commitment to music and a ministry within the local church.
- ▶ Must have a college degree in some area relating to music.
- ▶ Must have proven organizational skills and experience.
- ▶ Must have proven skills in training and equipping others in ministry.
- ▶ Must be teachable and display a willingness to learn from others.
- ▶ Must relate well to others and be able to handle conflicts in a mature manner.
- ▶ Must have a temperament conducive for working effectively with others.
- ▶ Must be progressively minded with a commitment to growth, innovation and creativity in using a variety of musical programs, styles and forms.
- ▶ Must be a good team player.

THEOLOGICAL POSITION:

Must be in complete agreement with statement of basic beliefs of Trinity United Methodist Church and Holy Scripture.

NURSERY DIRECTOR

Job Description

JOB SUMMARY:

The Nursery Director shall be responsible for coordinating nursery care for the various ministries of Trinity United Methodist Church. This shall involve seeing that quality care is provided for each child placed under the ministry of the nursery program of this church.

ORGANIZATIONAL RELATIONSHIPS:

The Nursery Director shall be hired by the Staff/Parish Relations Committee and shall be directly responsible to the Director of Children's Ministries. In addition, the Nursery Director shall serve as a member of the Children's Council of the church.

OFFICE RESPONSIBILITIES:

No office hours are required of the Nursery Director. Attendance at the weekly staff meetings is expected.

SPECIFIC RESPONSIBILITIES:

1. See that excellent and qualified nursery care is provided at all times the nursery of the church is used and that each nursery caregiver follows the TUMC policies and procedures.
2. Secure and coordinate nursery caregivers for all Sunday worship services.
3. Secure and coordinate nursery caregivers for the following other ministries of the church:
 - Wednesday night program (including choir practice)
 - United Methodist Women's meetings
 - Revivals
 - Committee meetings
 - Any other special event(s) requiring nursery care
4. It is required that the Nursery Director be present during Sunday Worship services and Wednesday night programs unless otherwise approved through the Director of Children's Ministries.
5. Verify and report all nursery caregivers time to the Financial Secretary.
6. Purchase nursery supplies as needed.
7. See that all nursery areas and equipment are cleaned on a regular basis and left in an orderly condition after use.
8. Be available to work in the nursery or find adequate workers in the event that extra workers are needed.

NECESSARY QUALIFICATIONS:

Spiritual Qualifications:

- ▶Must be a spiritually mature person.
- ▶Must have a strong personal commitment to Jesus Christ as Savior and Lord.
- ▶Must love the church and its ministries.
- ▶Must display the heart of a servant (Matthew 20:28).

Professional Skills:

- ▶Must love children and have a basic understanding of their needs.
- ▶Must possess good managerial skills.
- ▶Must be congenial and relate well to people.
- ▶Must be a good "team player."
- ▶Must be teachable and flexible.

THEOLOGICAL POSITION:

Must be in complete agreement with statement of basic beliefs of Trinity United Methodist Church and Holy Scriptures.

CHURCH ORGANIST/ACCOMPANIST

Job Description

JOB SUMMARY:

The Church Organist shall prepare and execute music that will edify the Body of believers at Trinity United Methodist Church by preparing their hearts to worship God and receive His Word.

ORGANIZATIONAL RELATIONSHIPS:

The Church Organist reports directly to the Minister of Music. In addition, the Church Organist shall be a member of the Work Area on Worship. The Church Organist shall also attend staff meetings, worship planning meetings, and music planning meetings.

OFFICE RESPONSIBILITIES:

No office hours or specific office responsibilities are required of the Church Organist.

SPECIFIC RESPONSIBILITIES:

1. The Church Organist shall be responsible for the preparation and execution of music during the 8:30 a.m., 9:45a.m. Contemporary and 11:00 a.m. Services. 6:30 p.m. Sunday worship services and other special musical programs throughout the year.
2. The Church Organist shall prepare for and play for Wednesday choir rehearsals at 7:00 p.m. and Sunday choir rehearsals at 7:40 a.m., as well as special choir rehearsals as needed.
3. The Church Organist shall attempt to be available as needed for funeral services.
4. The Church Organist shall work with the Minister of Music to see that instruments (organ and piano) are properly maintained and tuned.
5. The Church Organist shall attempt to be available as needed for wedding services in accordance with the wedding policies of Trinity United Methodist Church.

NECESSARY QUALIFICATIONS:

Spiritual Qualities:

- ▶Must be a spiritually mature person.
- ▶Must have a strong personal commitment to Jesus Christ as Savior and Lord.
- ▶Must love the church and its ministries.
- ▶Must display the heart of a servant (Matthew 20:28).

Professional Skills:

- ▶Must have experience and flexibility to play a pipe organ, piano, and keyboard equally well.
- ▶Must have experience and ability in accompanying choirs, soloists, ensembles, etc.
- ▶Must be able to relate well to others.
- ▶Must be a good team player.

THEOLOGICAL POSITION:

Must be in complete agreement with statement of basic beliefs of Trinity United Methodist Church and Holy Scripture.

CHURCH PIANIST

Job Description

JOB SUMMARY:

The Church Pianist shall prepare and execute music that will edify the Body of believers at Trinity United Methodist Church by preparing their hearts to worship God and receive His Word.

ORGANIZATIONAL RELATIONSHIPS:

The Church Pianist reports directly to the Minister of Music. In addition, the Church Pianist shall be a member of the Work Area on Worship. The Church Pianist shall attend music planning meetings.

OFFICE RESPONSIBILITIES:

No office hours or specific office responsibilities are required of the Church Pianist.

SPECIFIC RESPONSIBILITIES:

1. The Church Pianist shall be responsible for the preparation and execution of music during the 8:30 a.m., and 11:00 a.m., Sunday worship services and other special musical programs throughout the year.
2. The Church Pianist shall prepare for and play for Wednesday choir rehearsals at 7:00 p.m. and Sunday choir rehearsals at 8:00 a.m., as well as special choir rehearsals as needed. (To include additional ensembles, choirs, etc. only as needed.)
3. The Church Pianist shall attempt to be available as needed for funeral services.
4. The Church Pianist shall work with the Minister of Music to see that instruments are properly maintained and tuned.
5. The Church Pianist shall attempt to be available as needed for wedding services in accordance with the wedding policies of Trinity United Methodist Church.

NECESSARY QUALIFICATIONS:

Spiritual Qualities:

- ▶Must be a spiritually mature person.
- ▶Must have a strong personal commitment to Jesus Christ as Savior and Lord.
- ▶Must love the church and its ministries.
- ▶Must display the heart of a servant (Matthew 20:28).

Professional Skills:

- ▶Must have experience and flexibility to play piano and keyboard equally well.
- ▶Must have experience and ability in accompanying choirs, soloists, ensembles, etc.
- ▶Must be able to relate well to others.
- ▶Must be a good team player.

THEOLOGICAL POSITION:

Must be in complete agreement with statement of basic beliefs of Trinity United Methodist Church and Holy Scripture.

MINISTER OF YOUTH

Job Description

JOB SUMMARY:

The Minister of Youth is responsible for leading and overseeing the entire ministry to the youth of Trinity United Methodist Church. This will involve planning and implementing weekly activities, trips, retreats, service projects, etc...for youth in grades 7-12. The Minister of Youth is:

1. Responsible for pastoring the youth through relational work, discipleship groups, and other Christian growth opportunities.
2. Responsible for pastoring the adult volunteers, equipping them to do the work of the ministry.

ORGANIZATIONAL RELATIONSHIPS:

The Minister of Youth reports directly to the Senior Pastor and the Staff Parish Relations Committee. The Minister of Youth sits on the Council, Youth Council, and the Education Team.

JOB STATUS:

This is a full-time salaried position.

WORK AREA RESPONSIBILITIES:

1. Lead youth to Christ and develop a strong Christian faith through personal witnessing, Bible Studies, Discipleship classes, Puppet Ministry, and all programs that are implemented.
2. Conduct regular visitation and contact with all youth to encourage their participation in youth activities.
3. Coordinate schedule of Youth Sunday School teachers, UMYF Counselors, Wednesday night leaders, chaperons, drivers and assist in planning and conducting weekly programs. Also, serve as substitute teacher when needed.
4. Assist the Minister of Music with activities involving "Praise" and other musical activities. Help promote efforts for Youth to participate.
5. Plan activities for Youth Week.
6. Work with parents to plan mission trips, weekly Afterglow's as well as seasonal trips and retreats.
7. Assist and equip volunteers in the follow-up of absentees and in contact work.
8. Manage youth-group administrative and budget matters.
9. Make sure that the youth-group areas utilized by all members of the church are kept in a neat, clean and orderly manner (straighten up after activities and make sure lights are shut off).
10. Continually work with the church staff as an effective team player to support the entire church's programs and ministries. The Minister of Youth is a minister to the entire church with a primary responsibility for youth.
11. Accept other duties as assigned.

NECESSARY QUALIFICATIONS:

Spiritual Qualities:

- Must be a spiritually mature person.
- Must have a strong personal commitment to Jesus Christ as Savior and Lord.
- Must love the church and its ministries.
- Must display the heart of a servant (Matthew 20:28).

Professional Skills:

- Must have excellent relational skills with youth.
- Must have a clear understanding of a biblical philosophy of youth ministry.
- Must have a college degree.
- Must have proven skills in training and equipping adult volunteers.
- Must have proven experience in working with parents and families.
- Must be teachable and display a willingness to learn from others.
- Must be able to handle conflicts.
- Must have a temperament conducive for youth work.
- Must be progressively minded with a commitment to growth and innovation/creativity in using a variety of programs, styles, and forms of youth ministry.
- Must be a good team player.

THEOLOGICAL POSITION:

- Must be in complete agreement with statement of basic beliefs of Trinity United Methodist Church and Holy Scriptures.



TRINITY
United Methodist

EMPLOYEE HANDBOOK RECEIPT

NAME: _____

DATE: _____

I, _____, certify that I have received a copy of the Employee Handbook dated _____, 20____.

I acknowledge that I have read and understand its contents and have initialed each page to acknowledge my understanding of its content. I will, within one week, receive a copy of my handbook with the initialed pages and understand that I should place it in a location where I keep other important papers and documents.

Signature

Date

Trinity United Methodist Church

2007 Staff Organizational Chart

Trinity Congregation

Staff-Parish Committee
Chair, Rusty Sheehan

Senior Pastor
Rev. Joe Lay, Jr.

Executive Pastor
Rev. Earl Ballard

