

Gatlin Creek Baptist Church Ballet

Wednesday, October 13, 2010

Personnel Committee

1. That Lindsey Watson be hired as full-time staff with job responsibilities being divided between administrative assistant and children's program director at \$22,400 annually Yes No
2. That Richard Hughes be hired as part-time worship leader for \$15,000 annually Yes No
3. That Richard Hughes be hired as permanent part-time administrative pastor at an additional \$3900 annually Yes No
4. That David Hobbs be compensated for role of church pianist for \$1200 annually Yes No
5. That the attached be adopted as the job description for the role of Senior Pastor. Yes No

Worship Committee

6. That the Sunday morning worship schedule stay with a single-service format Yes No
7. That a children's worship service be initiated and conducted at the same time as adult worship service Yes No
8. That the middle section of the choir loft wall be removed to open up the alter area Yes No

Finance Committee

9. That the attached budget be adopted as the 2010-2011 GCBC budget with the understanding that the finance committee will meet again in February to review the financial status of the church and make necessary/recommended amendments Yes No

Youth Committee

10. That Harrison Hughes be given the volunteer position of interim youth director until Jan 1, 2011 Yes No

2010-2011 Proposed Budget

Department	09/10 budget	09/10 actual	10/11 Budget
Senior Pastor	78,138.47		77,138.47
Worship Leader(s)	19,524.12		15,000
Youth Pastor Pt \$750 - \$1000 month	46,290.30		8,000
Adm. Assistance \$10 hr/20 hrs wk	12,264.54		10,400
Children's Director Pt time \$1000 mnth	00		12,000
Administrative Pastor Pt \$75 week	00		3,900
Church Pianist *\$25 wk	00		1,200
Total	156217.43		127,638.47
Children's Church	300	164.87	500
Children 's Ministry	300	2257.77	750
Vacation Bible School	2700	1540.56	1,600
Fall Festival	749	749.18	500
Family Fun Day	600	428.87	500
Easter	400	325.24	250
Newsletter/Bulletin	490.00	80.64	100
Office Supplies/Stamps	2085	1284.24	700
Printing	0	892.48	1,000
Postage	00	588	400
P.O. Box	72	00	72
Publicity/Web Page	250	215.80	200
Mission's Friends	750	569.40	500
R.A.	1200	718.50	500
Youth Ministries	9000	4759.14	4,250
Graduation	150	57.76	100
Training/Youth Conference	500	00	0
Children's Choir	750	0	200
General Worship	2800	287.20	2,000
Early Service	500	588.25	0
Piano Tuning	200	0	0
Worship	0	333.72	0
Music/Other	0	249.52	0
Men's Fellowship	00	497.71	0
Prison Ministry	00	00	0
Senior Adults	900	423.50	500
Funerals	300	618.36	400
Women's Ministry	2100	1220.96	500
Showers	0	201.55	300
Discipleship Training	600	228.97	600
Family ministry	400	00	00
FAITH	1500	102.23	500

Sunday School Literature	4500	3579.69	3,600
Sunday School Banquet	00	00	00
New Member Orientation	200	0	0
Training/other SS	0	125	125
Nursery/Preschool	750	139.99	500
Treasurer Supplies	00	00	0
Paper Supplies	2700	3129.20	2,700
Social Hostess	1000	380.05	500
Flowers/Special Events	200	00	00
Benevolence	1607.05	1826.86	0
Building, Repairs, Maintenance	25,300	416.90	2,500
Maintenance/other	00	2492	0
Office Equipment	3900	3488.99	3,500
Lawn Equipment	1250	788.79	800
Termite Treatment	780	780	780
Building Insurance	7386.50	5779.00	6,000
Utilities	22000	20,425.80	22,000
Propane	00	3720.24	3,750
Janitor Supplies	1800	1968.72	1,950
Church Cleaning	11,700	11,700	11,700
Phone	2778	2601.87	2,600
Bus Maintenance	502	125.36	200
Auto Insurance	934	934	934
Van Maintenance	320	457.74	350
Auto Maintenance/other	0	276.16	50
Deacon's Ministry	0	53.69	75
Pastor Appreciation	00	00	0
Training/Conventions	500	360	500
Guest speakers	00	650	0
Revival Speakers	1000	1124.56	850
Library	00	30.00	0
Pulpit Supplies	00	00	0
Mission/Co-op	32,140.99	3070.04	26,640
Mission/TCBA	4821.15	4205.44	2,960
Mission/Circle C	2000	3479.19	2,500
Literature Dues/Subscriptions	2535	1850.68	1,250
Homecoming	654	00	0
Incorporation expenses	30.00	30.00	0
Loan	37,344.00	37,344.00	37,344
AWANA			5,000
Ad Hoc Rainy Day Account	3%		9,781.53
TOTAL:			296,000

Gatlin Creek Baptist Church
Job Description: Senior Pastor
Direct Supervisor: Fellowship of Deacons

1) Prepares, organizes and executes a cohesive preaching/teaching ministry that adequately presents the Holy Scriptures and related values/applications on a weekly basis.

- Adequately prepares sermons/studies for assigned/assumed services (e.g., Sunday morning, Sunday evening, and Wednesday Nights) that are Biblically based, doctrinally sound, and deemed to be encouraging and helpful by the general church population for applications in their daily spiritual lives.
- Insures that there are gifted others effectively presenting enriching and doctrinally sound sermons-studies when he is absent or during special series authorized by the church for spiritual development.
- Meets routinely with the Worship Leader and relevant others involved to insure as cohesive and organized weekly worship experience as possible.
- Provides vision, guidance, oversight and direction for church program/events promoting spiritual development, such as Sunday school and discipleship training.
- Provides additional support for funerals, weddings, revivals, etc., as needed.

2) Assists with the smooth operation of church programs by coordinating the efforts of functioning church entities

- Meets routinely with Fellowship of deacons to assess church health/need and plan for growth.
- Attends/participates in church committees whose primary function is to plan coordinate church activities, including deacon's meetings, church planning meetings, and staff meetings
- Provides vision, general administrative counsel and oversight to lay leaders in their efforts to maintain the functioning/development of assigned programs.

3) Provides vision, organization and encouragement through word and example of the practical application of the Great Commission of leading the lost to Christ and making disciples of men

- Provides encouragement and spiritual insight to those with special needs through hospital visits, bereavement visits, homebound visits, visits to the lost, etc.
- Organizes, supervises and participates in a systematic visitation program with the goal of training and inspiring other church members to reach the lost and minister to the needs of others.
- Oversees/participates in other various outreach ministries such as revivals and associational projects.
- Provides direction/encouragement for missionary efforts through promotions of and participation in church, associational and denominational missionary efforts.

4) Through a process of personal engagement, interacts with the general church body on a routine basis to exemplify a Christ-centered lifestyle, promote community among church members and encourage devotion to their own spiritual journeys.

- Models a personal lifestyle of integrity and disciplined spiritual development as an example to the congregation.

- Provides/arranges for guidance/counseling to those struggling with life crisis or spiritual struggles
- Actively participates in various church activities; interacts with lay leaders and the general body as a means of promoting relational health within the church body.

6) Miscellaneous Support

- Assists the lay leaders, church members, and community leaders with special projects related to the furthering of God's Kingdom without distracting from primary role

7) General Work Expectations

- Exhibits a cooperative, willing spirit to work with others towards getting church work accomplished
- Exhibits teachable spirit- accepts correction, willing to accept responsibility for mistakes & take steps towards self-improvement
- Works scheduled hours or works out in advance with supervisor(s) flexing work hours to accommodate both individual and church needs
- Dresses appropriately, in accordance with role and work activities.

I have read the above job description and fully understand my role and job duties

Staff Signature:	Date:	Reviewing Staff Signature:	Date:
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