

RECOMMENDATION: The Policy & Personnel Committee
make the following recommendations:

That the following be deleted from the manual as we no longer
have these positions:

Page 8 Associate Pastor
Page 34 Discipleship Training Director
Page 55 Tape Ministry Representatives
Page 57 Clothes Closet Committee
Page 61 Crisis Ministry Representative
Page 64 Transportation Committee
Page 69 Recreation Committee
Page 72 Couples Ministry Council
Page 98 Morning Opening Leader
Page 99 Morning Opening Pianist
Page 107 Youth Director (Discipleship Training)
Page 108 Youth Director Asst (Discipleship Training)
Page 109 Adult Leader (Discipleship Training)

Add the following class and description for it to follow the
other adult Sunday School Classes:
College & Careers Teacher

Under Music Director - that their evaluation be changed
from semi-annual to annual (Page 11)

Under Church Secretary – that their general responsibilities be updated
as follows: (Page 18)

Respond to telephone messages as necessary.
Assist pastor with gathering information
Type; print & fold correspondence for committees as needed
Prepare bulletin and/or church brochures for special events as requested
Maintain church calendar
Inform Pastor of a sickness and/or death in the church community as needed
Maintain inventory of office supplies and re-order as needed
Arrange for needed repairs on office equipment
(Many of the duties listed are done by other positions now)

Missions Director: (Page 29)

Re-do job description to read:

The Mission Director will serve to strengthen and promote the ministry of Churchland Baptist Church by coordinating all mission efforts and works by individuals and groups within our church and community with equal attention to programs by the Southern Baptist Convention and Cooperative Baptist Fellowship plus the Liberty Baptist Association of Davidson County.

The Mission Director shall have a seat on the Church Council.

Reporting to: Pastor; Diaconate

WMU Director: (Page 32)

The WMU Director shall have a seat on the Church Council

The WMU Director shall have a seat on the Finance Committee

The WMU Director shall have a seat on the Nominating Committee

The paragraph that begins 'The Director shall enlist...' to be changed to read as follows:

'The Director shall enlist all leaders and workers for WMU; BYW and Mission Friends programs and will provide the names to the Nominating Committee for approval by the Church.'

Reporting to: Pastor; Diaconate

Brotherhood Director: (Page 33)

The Brotherhood Director shall have a seat on the Church Council

The Brotherhood Director shall have a seat on the Finance Committee

The Brotherhood Director shall have a seat on the Nominating Committee

Under the paragraph that begins 'The Director shall enlist all leaders ..' – remove section that reads 'in cooperation with the Missions Director'.

Accountability: To work closely with the Pastor; Diaconate and appropriate committees

Reporting to: Pastor; Diaconate

note: the Diaconate has approved these changes!