

SAN JACINTO BAPTIST ASSOCIATION
STAFF MANUAL

Approved September 2009

SAN JACINTO BAPTIST ASSOCIATION

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OFFICE SCHEDULE

HOURS: 8:30 a.m. - 4:30 p.m.

SCHEDULE: 8:30 a.m. Office open
10:00 a.m. Break (10 minutes)
12:00 noon The office will be open during lunch
3:00 p.m. Break (10 minutes)
4:30 p.m. Office Closed

4:30 p.m. - 10:00 p.m.
Building use as scheduled

SAN JACINTO BAPTIST BUILDING OFFICE POLICIES

I. DEFINITION OF EMPLOYEE LEVELS

1. Level I salaried staff will be those persons employed to lead and direct the Association to achieve its goals and purposes. These include, but are not limited to, the Executive Director, and Camp Manager. All Level I staff will be employed by the Executive Board through a special search committee. The search committee will be selected by the Executive Board in a regular or called meeting with at least two (2) weeks prior notice. Level I staff will work with the Personnel Committee of the Association in developing a staff/policies manual.
2. Level II salaried staff are those partially or totally employed by Baptist denominational agencies and assigned to the San Jacinto Baptist Association. Level II staff will be employed in accordance with the policies of such agencies relative to their responsibilities.
3. Level III – Full-time Salaried Support Staff - staff employment will be recommended by the Executive Director in consultation with other Level II staff and the personnel committee. They shall be employed in accordance with the adopted budget and personnel policies of the Association.
4. Level IV – Part-time Hourly Support
 - a. Part-time hourly support, San Jacinto Association - Staff employment will be recommended by the Executive Director in consultation with other Level I staff and the Personnel Committee. They shall be employed in accordance with the adopted budget and personnel policies of the Association.
 - b. Part-time hourly support, Lake Tomahawk CRC - Staff employment will be hired by the camp manager. They shall be employed in accordance with the adopted budget and personnel policies of the Association.

II. OPERATIONAL PROCEDURE

1. The San Jacinto Associational Office and the Lake Tomahawk Christian Retreat Center Office will open from 8:30 a.m. to 4:30 p.m. Monday through Friday.
2. Ministry Assistants will have one hour for lunch but the office will not be left unattended during the lunch period. Two ten-minute breaks are allowed (preferable at 10:00 a.m. and 3:00 p.m.).
3. If any employee at the Association office finds it necessary to leave the office during working hours, they will obtain permission from the Executive Director, or Administrative Assistant. If any employee at Lake Tomahawk finds it necessary to leave during working hours, they will obtain permission from the Camp Manager or Operations Manager.
4. Any employee at the Association office unable to report for work shall notify the San Jacinto Baptist Association Office as soon as possible of their absence or delay. Any employee at Lake Tomahawk unable to report for work shall notify the Camp Manager or Operations Manager.

5. A maximum of 96 hours of sick leave per calendar year will be allowed for sickness; e.g., prorated on an 8 hour per month basis. Longer periods of absence will be reviewed by the Personnel Committee. There is no accumulation of sick leave.

III. PAID VACATION

1. Level 1 -- After completion of six months - five (5) days;
After completion of one year - ten (10) days;
After completion of fifth year - fifteen (15) days;
After completion of tenth year - twenty (20) days;
2. Levels II, III, IV -- Vacation for these levels will be the same as Level I with a 15 day maximum.
3. Vacation schedules shall be approved by the Executive Director or Camp Manager.
4. Previous ministry experience does count toward allowed vacation days.

IV. DAYS OFF - SPECIAL LEAVE

1. Level I
 - a. Staff members will be permitted one (1) day per week off not to include Saturday or Sunday.
 - b. Staff members will be permitted two (2) weeks a year for engagements (revivals, etc.) outside the Association or Camp. Additional time will require authorization from the Personnel Committee.
2. Level III, IV
Staff at these levels, if they are representing the Association or Camp, are entitled to a maximum of 10 days service away leave each year in addition to sick leave and vacation. This must be approved and scheduled in advance by the Executive Director. Level III staff are paid; Level IV staff are not paid.

V. COMP TIME

1. If a salaried employee (Levels 1, 2, 3) works their day off at the Executive Director's or Camp Manager's request, a different day off must be scheduled to be taken within a week or lose it. This must be agreed upon in advance.

V. HOLIDAYS

The San Jacinto Association office will observe the following holidays:

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| 1. Good Friday | 5. Memorial Day |
| 2. Independence Day | 6. Labor Day |
| 3. Thanksgiving (2 days) | 7. Two floating holidays |
| 4. Christmas Week: December 24 - January 1 | |

Holidays that fall on Saturday or Sunday will be determined by the Staff. Holidays do not take the place of a normal day off and are in addition to vacation days allowed. Holidays

falling on employee non-working days during the work week (Monday-Friday) are not considered paid holidays.

Full-time Camp staff get a full week (5 days) at Thanksgiving and Christmas due to the long hours worked during the summer.

VI. LEVEL I - FUNCTIONAL GUIDELINES

1. Supply ministries should take into consideration the needs of all the churches in the Association. All interim positions beyond two months shall be approved by the Personnel Committee.
2. The Executive Director will be an ex-officio member of all committees and will designate other Level I staff to committees in the Association.
3. Level I staff will be notified of all committee meetings of the San Jacinto Baptist Association.

VII. TERMINATION

1. Level I personnel can only be terminated upon recommendation of the Personnel Committee and subsequent action of the Executive Board.
2. Level II personnel can be terminated by the Baptist denominational agency they are employed by and/or recommendation of termination from the Executive Board.
3. Level III, IV personnel
 - a. Level I personnel will have the authority to terminate Level III, IV, personnel after consultation and approval of the Personnel Committee.
 - b. Level I personnel, in consultation with other Level I personnel, have the authority to terminate Level IV part-time camp staff.

VIII. SECURITY

1. Employees of SJBA will be hired contingent upon a positive background check which must not show a criminal record that includes sexual deviant behavior or drug offences.
2. A new background check should be done for all employees if contact has been lost for more than four months.

SAN JACINTO BAPTIST ASSOCIATION
EXECUTIVE DIRECTOR
JOB DESCRIPTION

POSITION: Level I

Position Title: Executive Director

WORKING RELATIONSHIP:

Responsible to the San Jacinto Baptist Association Executive Board

ROLE:

The Executive Director is to guide the Association to accomplish its objectives by assisting and leading churches through developing strategies, providing resources, equipping leaders, and strengthening staffs. A significant portion of the Executive Director's role will be to oversee the ministry and operation of Lake Tomahawk Christian Retreat Center.

RESPONSIBILITIES:

1. Seeks to discover, communicate and implement God's continuing vision for the role of the Association in accomplishing its objectives.
2. Work with the Administrative Council and Executive Board to accomplish the objectives of the Association.
3. Coordinate the development and implementation of the annual calendar and budget with the appropriate leadership for approval by the Executive Board.
4. Work with the camp manager and camp committee in the development and implementation of an annual ministry plan for Lake Tomahawk.
5. Establish and maintain cooperative relationships with churches and their staffs. When called upon, provide counsel, resources, and service to the local church and their various ministry groups.
6. Encourage relationships among churches and their staffs to enhance our fellowship and produce a network of Kingdom building partnerships.
7. Coordinate supervision of all paid and volunteer personnel. Insure that adequate personnel files are maintained and work in concert with the Personnel Committee in recommending salaries and benefits for all paid personnel.
8. Coordinate the selection and employment of all personnel. Work in concert with the Personnel Committee in recommending staff employees and /or creating new personnel positions. Work in concert with the ministry staff in employing support staff.
9. Demonstrate a lifestyle consistent with Christian faith and principles.
10. Carry out other responsibilities as assigned by the Association.

SAN JACINTO BAPTIST ASSOCIATION
ASSOCIATE DIRECTOR/CAMP MANAGER
JOB DESCRIPTION

POSITION: Level I

Position Title: Associate Director/Camp Manager

WORKING RELATIONSHIP:

Responsible to the Executive Director and the Personnel Committee

ROLE:

Serve as administrator, public relations and resource person for all objectives and functions of Lake Tomahawk Baptist Encampment.

RESPONSIBILITIES:

1. Work with churches and missions in camp related needs
2. Promote Lake Tomahawk with pastors and staff
3. Strengthen relationships among churches through camp ministries
4. Work with the Association organization leaders, individual church group, or any group scheduled to use the camp in planning camps, retreats, etc.
5. Manage the overall camp operation and supervise camp staff and volunteers
6. Work with and serve as ex-officio member of all councils and committees as they relate to Lake Tomahawk
7. Provide leadership in the long range development of the camp
8. Give leadership and direction in creative use of the camp year round
9. Supervise the operations of the camp in accordance with the guidelines set down by the State of Texas and following the policy decisions made by the Camp Committee and approved by the Executive Board of the San Jacinto Baptist Association
10. Coordinate the development and implementation of the annual calendar and budget for Lake Tomahawk with the appropriate Association leadership.
11. Fulfill other responsibilities as deemed necessary to fulfill the goals of this organization.

SAN JACINTO BAPTIST ASSOCIATION
LAKE TOMAHAWK OPERATIONS SUPERVISOR
JOB DESCRIPTION

POSITION: Level III
Operations Supervisor (Lake Tomahawk)

WORKING RELATIONSHIP: Reports directly to the Camp Manager of Lake Tomahawk

ROLE:
Meeting the needs of Lake Tomahawk by assisting the Camp Manager in the day-to-day operations of the camp and acting as supervisor in-charge in managers' absence.

RESPONSIBILITIES

1. Communicate with Admin. Assist./Reservations on set-ups, mealtimes and arrivals of user groups
2. Oversee any maintenance needs or special projects
3. Supervise hiring and scheduling operational staff
4. Oversee website updates and designs
5. Assist Camp Manager in developing a vision for Lake Tomahawk
6. Acting supervisor in-charge in Camp Manager's absence
7. Comply with and enforce the policies and procedures adopted by the executive board of San Jacinto Baptist Association and follow rules and regulations set by the State of Texas Health Department Youth Code Act
8. Fulfill other responsibilities as deemed necessary to fulfill the goals of this organization

SAN JACINTO BAPTIST ASSOCIATION
BAPTIST STUDENT MINISTRY DIRECTOR - LEE COLLEGE
JOB DESCRIPTION

POSITION: Level III

Position Title: Baptist Student Ministry (BSM) Director of Lee College.

WORKING RELATIONSHIP:

Responsible to the Executive Director and the Christian Education Committee.

ROLE:

Coordinate the work of the Lee College BSM and work in conjunction with Lee College in promotion of BSM events.

RESPONSIBILITIES:

1. Assist in a direct advisory capacity in developing the BSM portion of the Associational budget.
2. Administer BSM funds as allocated in the San Jacinto Baptist Association budget.
3. Plan and promote activities and minister to the students and faculty of Lee College.
4. Be a link between the local churches and the students at Lee College.
5. Direct the Lee College BSM program in a manner consistent with the Texas State Conventions' Baptist Student Ministry programs. Such a program will include elements and features of the following core areas: outreach and evangelism, missions and ministries, worship, study, fellowship and social concerns.
6. Promote Student Week at Glorieta, the International Student Conference, and Texas BSM conferences and workshops.
7. Make monthly reports of the BSM program plans and actions and supply data reflecting the effectiveness of the total work. These will be filed with the Executive Director and the Chairman of the Christian Education Committee.

SPECIFIC POSITION GUIDELINES:

1. The salary, work load, and amount of time required of the worker will be mutually determined by the Christian Education Committee and the Executive Director.
2. The BSM Director shall be a college graduate, and active member of a Southern Baptist Church, doctrinally sound, and possess a desire to work with students.

SAN JACINTO BAPTIST ASSOCIATION
ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION

POSITION: Level III

Position Title: Administrative Assistant

WORKING RELATIONSHIP:

Responsible to the Executive Director

ROLE:

Assist the Executive Director, supervise and coordinate ministry assistant staff, general administrative duties relating to office management and finances.

RESPONSIBILITIES:

1. Serve as personal secretary to Executive Director, including correspondence and schedule
2. Attend and assist with conferences and meetings as needed
3. Take minutes at meetings as requested
4. Make purchases as approved and instructed
5. Responsible for ACP training, distribution and process
6. Maintain office relationship to the camp and camp manager
7. Coordinate and distribute the office work load
8. Develop content and coordinate production of communication pieces.
9. Be involved in ongoing education
10. Other duties as assigned

SANJACINTO BAPTIST ASSOCIATION
LAKE TOMAHAWK ADMINISTRATIVE ASSISTANT/RESERVATIONS
JOB DESCRIPTION

POSTION: Level III
Administrative Assistant/Reservations

WORKING RELATIONSHIP:
Responsible to the Camp Manager of Lake Tomahawk Christian Retreat Center and the Personnel Committee

ROLE:
Assist Camp Manager in all aspects of camp operation

RESPONSIBILITIES:

1. Oversee day-to-day office procedures including reservations
2. Supervise all clerical camp staff:
3. Assist with staff scheduling (Summer and Retreats)
4. Assist with housekeeping staff assignments
5. Oversee gift shop and concessions inventory and monies
6. Assist Camp Manager in developing a vision for Lake Tomahawk
7. Comply with and enforce the policies and procedures adopted by the Executive Board of San Jacinto Baptist Association and follow rules and regulations set by the State of Texas Health Department Youth Code Act
8. Fulfill other responsibilities as deemed necessary to fulfill the goals of this organization

SAN JACINTO BAPTIST ASSOCIATION
FINANCIAL MINISTRY ASSISTANT
JOB DESCRIPTION

POSITION: Level IV

Position Title: Financial Ministry Assistant

WORKING RELATIONSHIP:

Responsible to the Director of Missions and Administrative Assistant

ROLE:

Perform bookkeeping duties

RESPONSIBILITIES:

1. Receive and post deposits in a timely manner
2. Process disbursements to vendors and entities in a timely manner
3. Prepare payroll, IRS reports, deposits, W-2 forms, and Salary reduction forms
4. Maintain and prepare contribution letters
5. Provide financial documentation for Executive Board and other meetings as requested.
6. Receive and process cash for trips, camps, etc.
7. Maintain financial software
8. Organize and maintain financial office files
9. Reconcile bank statements in a timely manner
10. Work with Lake Tomahawk staff concerning finances
11. Attend and assist with conferences and meetings as requested
12. Be involved in ongoing education
13. Other duties as assigned

SAN JACINTO BAPTIST ASSOCIATION
PRODUCTION/MEDIA MINISTRY ASSISTANT
JOB DESCRIPTION

POSITION: Level IV

Position Title: Production/Media Ministry Assistant

WORKING RELATIONSHIP:

Responsible to the Executive Director and Administrative Assistant

ROLE:

Responsible for printing, production, and distribution of associational materials

RESPONSIBILITIES:

1. Print and assemble all Association production needs.
2. Maintain mail data base and prepare mailing labels as needed
3. Assist receptionist with phone and visitors, upon request
4. Maintain inventory of printing stock
5. Attend and assist with conferences and meetings as requested
6. Oversee preparation of bulk mailings
7. Assist churches and missions in printing needs
8. Train designated people in use of printing equipment
9. Maintain workroom and audio visual equipment
10. Order media materials as requested
11. Maintain circulation records of all audio visual equipment
12. Be available to consult and assist Association churches with their media resources
13. Oversee development of SJBA events displays.
14. In cooperation with the Receptionist/Library Ministry Assistant, offer training for church library and media staff
15. Be involved in ongoing education
16. Other duties as requested or assigned

SAN JACINTO BAPTIST ASSOCIATION
RECEPTIONIST/LIBRARY MINISTRY ASSISTANT
JOB DESCRIPTION

POSITION: Level IV

Position Title: Receptionist/Library Ministry Assistant

WORKING RELATIONSHIP:

Responsible to Executive Director and Administrative Assistant

ROLE:

Responsible for greeting visitors, answering the telephone and forwarding messages as appropriate.

RESPONSIBILITIES:

1. Be the first point of contact for greeting visitors and incoming calls
2. Assist ministry staff and with general secretarial work
3. Provide Spanish interpretation and document translation as requested
4. Attend and assist with conferences and meetings as requested
5. Maintain computer records of all library collections
6. Maintain circulation records of library
7. Maintain pamphlet file and update pamphlet display
8. Be available to consult and assist Association churches with library needs
9. In cooperation with the Production/Media Ministry Assistant, offer training for church library and media staff
10. Be involved with ongoing education
11. Other duties as assigned

SAN JACINTO BAPTIST ASSOCIATION
BUILDING MAINTENANCE CUSTODIAN
JOB DESCRIPTION

POSITION: Level IV

Position Title: Building Maintenance Custodian

WORKING RELATIONSHIP:

Responsible to Executive Director and Administrative Assistant

ROLE:

Clean and maintain interior and exterior of mission center

RESPONSIBILITIES:

1. Provide for lawn and plant maintenance as necessary
2. Clean building on a regular schedule and following conferences, meetings, and events
3. Maintain exterior equipment
4. Perform general maintenance duties inside and out (change light bulbs, filters, etc.)
5. Maintain inventory of maintenance and cleaning supplies and request purchase as necessary
6. Set up for conference and meetings per room set up requests
7. Attend and assist with conferences, meetings, and events as requested
8. Open and close the building for scheduled meetings and events
9. Other duties as assigned