



# Church Council Operational Policies

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"The Light in the Country"  
Where We're **GROWING** in Christ,  
**CONNECTING** as a Family, and  
**REACHING** the Community  
And the World with God's Grace

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**This document of operational policies is approved by the Fulton Church Council. It is designed to assist its members and friends as well as its committees and to carry out the mission of Fulton Church.**

## 1. MISSION STATEMENT

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Revised September 2023

See Article II of the Fulton Church Constitution.

## 2. VALUE STATEMENT

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Reviewed September 2023

Fulton Church is a family of believers who are Christ-centered, grace-oriented and scripturally based.

## 3. OUR PURPOSE

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Reviewed September 2023

### **Bring people to a saving knowledge of Christ**

Our love for Christ should attract others to Him. We need to strive to reach out to our community with love and compassion to meet their human needs and in doing so, introduce them to the Savior.

### **Disciple believers toward spiritual maturity**

Develop growth in Christ and expand in our knowledge of Him by becoming biblically literate and applying God's Word, in an effort to live lives honoring Him. Encourage families in the areas of Christian parenting (modeling), raising spiritual children and building each other up (mentoring). Teach Christians to serve Christ and recognize the Holy Spirit's leading in their lives, whether it be through discipleship, stewardship, the ministry or evangelism.

### **Promote a loving, caring fellowship of believer**

Fellowship is following Christ's example of encouraging, loving and accepting one another in the unity of our faith in Christ. We promote fellowship by providing opportunities to build relationships through sharing one another's joys and burdens.

### **Glorify God Through worship**

Worship is the appreciation of God's presence expressed with open hearts, as one body with many voices. As we declare God's worth and our allegiance before Him, our world and each other, the Holy Spirit touches our hearts with truth, encouragement and motivation to serve God with our entire being, in all aspects of life.

### **Support missions worldwide with prayer and giving**

As God leads and provides, we will encourage local and foreign efforts in expanding God's Kingdom through consistent prayer, financial and human resources for individuals, organizations and projects that reflect the values of Fulton Church.

- We are individuals related to one another through our common faith in Jesus Christ, loyally loving each other, putting the corporate good above ourselves.
- The church's main priority is to focus on our relationship with Christ.
- Because God graciously saves and accepts us by His unmerited favor, we will live toward others, encouraging obedience in response to God's love, not imposing legalism.
- As the inspired word of God, the Bible will be held as the supreme authority in all matters of faith and conduct

#### 4. WHAT WE BELIEVE

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Revised September 2023

See Article IV of the Fulton Church Constitution.

#### 5. EMPLOYMENT

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Reviewed September 2023

##### A. Hiring

The hiring of all Pastors employed by Fulton Church will be completed by the Church Council with the final vote taken by the members of the church as a whole. It is the Church Council responsibility to appoint a pastoral search committee when needed.

From time to time, the Church Council may determine the need for additional support staff and will work with the Finance Team to determine the financial feasibility for hiring new staff. The decision to hire additional staff will be communicated to the congregation. The Church Council will approve a job description and determine who is responsible for interviewing candidates and making the hiring decision.

##### B. Background Check and Child Protection Policy

The employment offer will be contingent on completing Fulton Church's Child Protection Procedure which includes a positive background check.

##### C. Affirmation of Faith

Pastoral and church office employees of Fulton Church are to affirm the Doctrine and government of Fulton Church. "Affirm" is defined as wholehearted belief and support of.

#### D. Compensation

Salary is annualized over a 12 month year with any annual increase approved at the Annual meeting as part of the approved budget.

#### E. Paid Time Off

All full time employees will receive four (4) weeks of paid, non-accumulating paid time off per year. Part time employees of Fulton Church will receive 10 days of paid, non-accumulating time off at the time of hire. These days are paid at the employee's per diem rate and are prorated based on their scheduled hours. Paid time off is to be approved by the employee's supervisor.

#### F. Holidays

All employees of Fulton Church will be paid for 6 holidays at their per diem rate and prorated based on their scheduled hours. These holidays are:

- New Years Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving
- Christmas

If a holiday falls on a day that the employee works, the employee can designate a different day within a week's time of the holiday to take a day off with approval from their supervisor.

#### G. Camps and Conferences

Ten (10) additional, non-accumulating days of paid time will be granted for full time pastors to attend camps and/or conferences at which they are providing a service for Fulton Church. Paid days to attend camps and/or conferences are to be approved by the employee's supervisor.

#### H. Consecutive Weeks Off

Pastors are strongly encouraged to plan their time away from the church so that they are not absent for more than two consecutive weeks. Exceptions will be considered on an individual basis by the Church Council.

#### I. At-Will

Offers of employment are not an employment contract or guarantee of long-term employment, and do not alter the at-will employment relationship between the employee and Fulton Church.

#### J. Discipline and Termination

The employee's supervisor will discuss any concerns and expectations with the employee. Timelines and/or an improvement plan may be established to aid in correcting any deficiency. Any discipline, up to and including termination, will be put in writing and maintained in the employee's employment file. Recommendation to

terminate an employee will first be brought to the attention of the Church Council. The Church Council will determine if other remedial actions could be taken or if the termination should be recommended to the voting members of the church for vote.

In the event that a church staff member commits an egregious moral infraction, the Church Council may choose to place the staff member on a paid leave of absence to investigate and consider the proper course of action. The Church Council is to act in an immediate, but not rushed manner in its investigation to best ensure an accurate decision.

#### K. Resignation

To help ensure a transition of work, Fulton Church requires a two week notice of resignation. Exceptions of this requirement can be made in unique circumstances.

### 6. ALCOHOL AND OTHER SUBSTANCES

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Reviewed August 2023

The serving, consumption, or use of alcoholic beverages and or any illegal drugs or Substances shall not be permitted at any time on church property, including Outdoors and parking lots.

### 7. CONCERTS, CONFERENCES AND SPECIAL EVENTS

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Reviewed August 2023

All concerts, conferences and special events at or sponsored by Fulton Church must be approved by the Church Council on a case by case basis.

### 8. COMPONENTS OF WORSHIP

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The pastoral staff has the authority for overseeing and collaborating with appropriate ministry teams to plan worship services. Services include:

- Worship music
- Preaching
- Giving\*\*
- Prayer
- Communion\*
- Announcements

\*Communion

At a minimum, communion will be scheduled each month. The church office will complete a schedule for communion preparation.

\*\*Giving

Love offerings will be coordinated by the Missions Team.

## 9. CHURCH SUPPORT OF MISSIONS

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The Church Council supports a minimum of 10% of the church's annual projected budget be allocated for Missions supported by Fulton Church.

## 10. FUNDRAISING

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Approved: May 2011

Revised: June 2023

All fundraising events sponsored by Individual ministry teams or groups of Fulton Church must be approved by the Fulton Church Finance Team. All Church-wide campaigns must be approved by the Church Council.

## 11. DOCUMENT REVIEW

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Reviewed: August 2023

The Fulton Church constitution, Operational Policies, job descriptions and charters will be reviewed regularly by the Church Council.

## 12. HUMAN SEXUALITY AND MARRIAGE

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Approved: November 2023

We live in a day and age where human sexuality and gender identity are hot button topics for many. Few subjects in recent years have divided Christians as does the topic of human sexuality. Fulton Church, in gentle confidence, holds a traditional biblical view on human sexuality and marriage.

Knowing that many in the Christian faith are at different places with their view on human sexuality, Fulton Church welcomes those who are still exploring what these Biblical principles and convictions look like in their own lives and in their families.

We believe:

- God has designed and created humans in his image and to be male or female (Genesis 1). Like the rest of creation, the sexual differences between men and women were pronounced "very good." We therefore affirm human sexuality to be a gift of God. By God's grace, human sexuality both enriches and fulfills our personhood.
- Marriage is the exclusive, covenantal union of one man and one woman, in which the union was designed by God (Genesis 2:24 and Matthew 19:4-6).
- Our brokenness, caused by human rebellion and sin, impacts us sexually and relationally. Sexual sin impacts our bodies (1 Corinthians 6:12-20), our relationships and our greater community.

- Through the work of Christ at the cross, healing and forgiveness can be experienced. Christ's redemption provides not only forgiveness, but also empowerment for godly choices and the availability of God's grace to follow God's design for human sexuality. Christ's redemption provides grace to live faithfully despite sexual brokenness.

By defining our view on human sexuality, our attempt is NOT to determine who should be in church and who should be on the outside. Rather, our intent with this statement is to communicate our hope and confidence in Scripture. And while we hold a compassionate confidence in what scriptures say about human sexuality, our aim is to welcome all people to worship and explore Christ at Fulton Church.

### 13. MARRIAGE

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Approved: March 2014

Revised: November 2023

We believe that marriage is the exclusive, covenantal union of one man and one woman, in which the union was designed by God. We will faithfully follow this scriptural definition of marriage in the teachings and practices of this church, and therefore, this church will not officiate, solemnize, perform, or host a marriage or marriage-like ceremony involving anything other than the union of one man with one woman, as instituted by God.

#### A. Premarital Counseling

Fulton Church, by recommendation of the Church Council, requires and provides premarital counseling to all persons planning on being married by a pastor of Fulton Church. The counseling will be done by any pastor employed by Fulton Church or an approved designee.

#### B. Recognized Unions

A civil government's sanction of a union will be recognized as a legitimate marriage by the church only to the extent that it is consistent with the Fulton Church Marriage policy.

### 14. POLITICAL ACTIVITY

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Approved: September 2011

Reviewed: September 2023

Fulton Church and its members, while on church property or representing Fulton Church, will not participate in any political campaign or publicly endorse or oppose any candidate for office.

## 15. PULPIT FILL

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Approved: Approved May 2011

Revised: September 2023

While there can always be exceptions, the general expectation of the Church Council is that the Head Pastor will preach 40 weeks during the year and the Head Pastor will use his discretion in filling the other 11 weeks. Exceptions are to be presented to the Church Council for consideration.

The Council also recommends that visiting missionaries have the opportunity to briefly share from the pulpit their work and needs (7-10 minutes). For lengthier presentations or discussions, it is recommended that the Sunday school time be used or that a Mission Munch time for group discussion is planned for after the last service.

The filling of the pulpit will be the responsibility of the Church Council in the event that no pastor is employed by Fulton Church. Appropriate compensation will be determined by the Finance Team.

## 16. MEMBERSHIP - Under Review

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## 17. FACILITY USE – Under Review

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## 18. BUILDING SECURITY – Under Review

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## 19. FOB DISTRIBUTION – Under Review

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## 20. FACILITY IMPROVEMENT

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1. Building repair and projects will be determined by a strategic plan drawn up by the Facilities & Grounds Ministry Team. A yearly plan and long-term plan will be developed for all work to be completed.
2. Work projects will be coordinated with the church calendar.
3. Work projects involving color changes (walls, flooring etc.) will involve the donation and design committee.
4. All work projects within budget must be approved by the Church Council.
5. Unexpected repairs that need immediate response will be responded to by the Facilities & Grounds Ministry Team.

6. When Fulton Church is acting as the General Contractor for a repair or work project, then as a guiding rule, the Facilities & Grounds Ministry Team will seek out 2-3 bids. If a valued partnership is established, the partnership will be given preference and other bids will not necessarily be sought after. Bids/estimates must include:
  - a. Cost for material
  - b. Labor
  - c. Estimated time frame for job completion
  - d. Terms of payment and plan of recourse if terms of contract are not met
  - e. Proof on insurance, i.e. Certificate of Liability Insurance \*
7. The contract with a work project contractor will be signed by one of the officers of the Church.
8. Evaluation of work will be given to a Facilities & Grounds Ministry Team member assigned to the specific work project under evaluation. Special help from other members of the Facilities & Grounds Ministry Team will be sought in instances where work is to be found unsatisfactory.
9. Payment (Check Requisition)
  - a. Facilities & Grounds Ministry Team will handle all maintenance invoices.
  - b. The Treasurer will make payments for repairs and furnishings approved by the Facilities & Grounds Ministry Team.

## 21. CHILD PROTECTION POLICY

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At Fulton Church, we take our responsibility to care for children very seriously. Guidelines in the Child Protection Policy are intended to facilitate a safe and nurturing environment in which children can grow in relationship with Jesus Christ. The Child Protection Policy can be found on our website at <https://www.fultonchurch.org>

## 22. JOB DESCRIPTIONS

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### **Fulton Church Senior Pastor**

**Reports to:** Fulton Church Council (representing members of Fulton Church) and Financially Responsible to the Fulton Church Finance Team

**Pay:** Salaried

**Hours:** 40 hours on average

#### **Primary Responsibilities**

- 1) *Deliver engaging Biblically based sermons with skilled application applicable to a multi-generational congregation.***
- 2) *Partner with church leaders to advance the mission of the Church***
  - a) Create and execute annual church plan in partnership with church council to advance vision**
- 3) *Provide supervision and direction to paid church staff***
- 4) *Work with Church Council to provide church staff with annual ministry plans and annual reviews***
- 5) *Leader Support***
  - a) Organize Ministry Team Leader Check-ins**
  - b) Attend meetings of select ministry teams**
  - c) Develop future leaders at Fulton Church**
- 6) *Oversee visitation of individuals in need of pastoral care.***
- 7) *Coordinate with Associate Pastor in Outreach and Evangelism Ministries***

#### **Additional responsibilities**

- 1) *Work with Associate Pastor to coordinate Sunday worship services.***
- 2) *Be actively involved and engaged in the community beyond the church itself.***
- 3) *Perform weddings and funerals, and necessary related activities.***
- 4) *Maintain regularly scheduled office hours for meeting with church members and spiritual advising.***

#### **Required Beliefs and Traits**

**1) *Consistency of Spiritual Beliefs***

- a) Have a saving knowledge of Jesus Christ, be a member of Fulton Church
- b) Be in agreement with and supportive of the Fulton Church mission and beliefs, as listed on the Fulton Church website.

**2) *Self-Control and Respectability***

- a) Living a life consistent with the qualifications for church leadership outlined in 1 Timothy 3.

**Preferred Personal Traits, Qualities and Competencies**

- 1) ***Building Others:*** The ability to help others reach their full potential through role modeling, encouragement and coaching where appropriate.
- 2) ***Positive Attitude:*** A demeanor which is pleasant, optimistic, and uplifting to others.
- 3) ***Presentation Prowess:*** The ability to present ideas effectively to others in a meaningful, engaging, and understandable way when able to prepare ahead of time.
- 4) ***Wisdom:*** The ability to choose an appropriate course of action effectively based on experience, knowledge, and good judgement.
- 5) ***Vision:*** The ability to see the “big picture” of not only the church itself, but the environment it operates in and the possibilities related to the church’s future.
- 6) ***Relationship Building:*** The ability to both build and repair relationships with others, and to facilitate the building and repairing of relationships among the people around them.
- 7) ***Integrity:*** The commitment to resolutely deal with others in a direct, honest, transparent, consistent, and when necessary, confidential manner.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

**Other Requirements:**

Complete Fulton Church’s Child Protection training and program

**Education Qualifications:**

Masters degree required, Masters of Divinity preferred

**Date Last Revised:** April 2025

**Approved by:** Fulton Church Council

## **Fulton Church Associate Pastor**

**Reports to:** Senior Pastor, Fulton Church Council (representing members of Fulton Church) and Financially Responsible to the Fulton Church Finance Team

**Pay:** Salaried

**Hours:** 40 hours on average

### **Primary Responsibilities**

#### ***1) Develop outreach and evangelism ministries***

- a) Launch and guide Fulton Church's Community Outreach Team
  - i) Work with church ministry teams and small groups to serve the community surrounding Fulton
  - ii) Develop church-wide outreach engagement opportunities and events
- b) Equip individuals and groups of Fulton Church with skills to share the gospel

#### ***2) Promote, establish, and maintain emphasis on Community and Discipleship***

- a) Promote and call congregants into community/discipleship opportunities
- b) Oversee Life Groups, Triad ministries
- c) Work with Adult Spiritual Ministries Support Team to meet the communal and discipleship needs of the church
- d) Support and equip current small group leaders to build key skills of leading Bible studies, evangelism, and inclusion of outsiders
- e) Develop various ministries to serve our multigenerational church body

#### ***3) Leader Support***

- a) Organize Ministry Team Leader Check-ins (in coordination with Senior Pastor)
- b) Attend meetings of select ministry teams
- c) Assist in developing future leaders at Fulton Church (in coordination with Senior Pastor)

#### ***4) Guide and support the Christian Education and Discipleship Team***

- a) Participate in monthly meetings
- b) Coordinate with CED and Youth Director

#### ***5) Worship Service-Related Tactical:***

- a) Assemble worship presentation via media management software remotely each week; input information as needed such as greeting, song lyrics, sermon slides, any videos, announcements, mission moments
- b) Organize the Order of Service for Sunday services and be the contact person for special announcements and components to the service
- c) Support Tech Team as needed

## **Additional Responsibilities**

### ***1) Assist Senior Pastor in Pastoral services as needed:***

- a) Deliver sermons and provide other pastoral services (weddings, funerals, visitations, counseling)
- b) Make initial contact with new attendees that fill out the bulletin Connection Card
- c) Assist in internship program

### ***2) Worship and worship coordination***

- a) Lead worship for services 1-2 times per month.
- b) Attend Praise and Worship meetings and work with existing ministry team to build vision of worship for the church
- c) Support existing worship teams
- d) Develop musicians/worship leaders over time

### ***3) Collaborates with the administrative assistant to ensure that he/she is aware of needed updates to the Church's website and social media sites.***

### ***4) All other tasks assigned related to the position.***

## **Required Beliefs and Traits**

### ***1) Consistency of Spiritual Beliefs***

- a) Have a saving knowledge of Jesus Christ, be a member of Fulton Church
- b) Be in agreement with and supportive of the Fulton Church mission and beliefs, as listed on the Fulton Church website.

### ***2) Self-Control and Respectability***

- a) Living a life consistent with the qualifications for church leadership outlined in 1 Timothy 3.

## **Preferred Personal Traits, Qualities and Competencies**

- 1) ***Building Others:*** The ability to help others reach their full potential through role modeling, encouragement and coaching where appropriate.
- 2) ***Positive Attitude:*** A demeanor which is pleasant, optimistic, and uplifting to others.
- 3) ***Presentation Prowess:*** The ability to present ideas effectively to others in a meaningful, engaging, and understandable way when able to prepare ahead of time.
- 4) ***Wisdom:*** The ability to choose an appropriate course of action effectively based on experience, knowledge, and good judgement.

- 5) ***Vision:*** The ability to see the “big picture” of not only the church itself, but the environment it operates in and the possibilities related to the church’s future.
- 6) ***Relationship Building:*** The ability to both build and repair relationships with others, and to facilitate the building and repairing of relationships among the people around them.
- 7) ***Integrity:*** The commitment to resolutely deal with others in a direct, honest, transparent, consistent, and when necessary, confidential manner.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

**Other Requirements:**

Complete Fulton Church’s Child Protection training and program

**Education Qualifications:**

Bachelor’s degree required, Master’s degree preferred, in area of Christian Education or Biblical Studies

**Date Last Revised:** April 2025

**Approved by:** Fulton Church Council

## **Fulton Church Youth Director**

**Reports to:** Senior Pastor, Fulton Church Council (representing members of Fulton Church) and Financially Responsible to the Fulton Church Finance Team

**Pay:** Salaried

**Hours:** Up to 15 hours

### **Primary Responsibilities**

- 1) *Coordinate high school programming (i.e. “Varsity”).***
  - a) Lead Wednesday evening ministry for high school age students.
    - i) Discipleship activities
    - ii) Community building
    - iii) Create evangelistic environment
    - iv) Do outreach to community
    - v) Communicate as needed with parents
  - b) Recruit and coordinate volunteers
  - c) Work with Christian Education Team and Pastoral Staff in selecting discipleship curriculum.
- 2) *Coordinate junior high ministry (i.e. “Junior Varsity”).***
  - a) Oversee Sunday afternoon ministry for junior high age students
    - i) Discipleship activities
    - ii) Community building
    - iii) Create evangelistic environment
    - iv) Do outreach to community
    - v) Communicate as needed with parents
  - b) Recruit and coordinate volunteers
  - c) Work with Christian Education Team and Pastoral Staff in selecting discipleship curriculum.
- 3) *Arrange and lead Winter Weekend Camp with students (Varsity and JV)***
  - a) Prepare and lead program elements for the camp
  - b) Administration and logistics for program
  - c) Communications with selected camp
  - d) Recruit and cast vision to students to participate
  - e) Recruit and coordinate volunteers for weekend camp
- 4) *Organize, recruit, and fundraise for student summer mission trips (alternating domestic and international projects - every two years).***
  - a) Prepare and lead program elements for the mission trip (which may be selecting partner organization)
  - b) Administration and logistics for mission trips.
  - c) Communications with partner organizations.
  - d) Recruit and cast vision to students to participate
  - e) Recruit and coordinate volunteers

### **Additional Responsibilities**

- 1) *Work with potential Youth Interns (when present)*
- 2) *Adhere to financial oversight with Pastoral Staff and Finance Ministry Team*

### **Required Beliefs and Traits**

#### **1) Consistency of Spiritual Beliefs**

- a) Have a saving knowledge of Jesus Christ.
- b) Be in agreement with and supportive of the Fulton Church mission and beliefs, as listed on the Fulton Church website.

#### **2) Self-Control and Respectability**

- a) Living a life consistent with the qualifications for church leadership outlined in 1 Timothy 3.

### **Preferred Personal Traits, Qualities and Competencies**

- 1) ***Building Others:*** The ability to help others reach their full potential through role modeling, encouragement and coaching where appropriate.
- 2) ***Positive Attitude:*** A demeanor which is pleasant, optimistic, and uplifting to others.
- 3) ***Presentation Prowess:*** The ability to present ideas effectively to others in a meaningful, engaging, and understandable way when able to prepare ahead of time.
- 4) ***Wisdom:*** The ability to choose an appropriate course of action effectively based on experience, knowledge, and good judgement. Understanding personal limitations and is willing to seek guidance from mentors.
- 5) ***Vision:*** The ability to see the “big picture” of not only the church itself, but the environment it operates in and the possibilities related to the church’s future.
- 6) ***Relationship Building:*** The ability to both build and repair relationships with others, and to facilitate the building and repairing of relationships among the people around them.
- 7) ***Integrity:*** The commitment to resolutely deal with others in a direct, honest, transparent, consistent, and when necessary, confidential manner.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

### **Other Requirements:**

Complete Fulton Church’s Child Protection training and program  
Being, or becoming, a member of Fulton Church is preferred

**Date Last Revised:** April 2025

**Approved by: Fulton Church Council**  
**July 10, 2025**

## **Administrative Assistant**

**Reports To:** Senior Pastor

**Position Summary:** Responsible for providing administrative support services to ensure that church operations function smoothly.

### **ESSENTIAL FUNCTIONS:**

1. Receive incoming phone calls and emails and respond as necessary and appropriate.
2. Support Pastors and volunteer leaders in the church as requested with assistance related to administrative functions.
3. Schedule and communicate with volunteers such as nursery workers, ushers, etc.
4. Create bulletins and announcement inserts on a weekly basis for church services and for weddings and funerals as necessary.
5. Ensure completion of details related to “out of the ordinary” church services which take place only on an occasional basis, e.g. – Communion Sunday, Baccalaureate Sunday, Advent, etc.
6. Order supplies as necessary. This would include office supplies, custodial supplies, etc.
7. Ensure maintenance of correct information in local papers related to service times etc.
8. Any other duties assigned or identified which are necessary to keep church operations functioning smoothly.

### **EDUCATION, TRAINING AND NECESSARY SKILLS:**

1. High School Graduate.
2. High level of computer aptitude and comfort with technology.
3. Familiarity with Microsoft Office applications including Word, Excel, PowerPoint, Publisher, and Outlook.

### **PERSONAL TRAITS, QUALITIES, AND COMPETENCIES:**

1. Consistency of Spiritual Beliefs – Have a saving knowledge of Jesus Christ, be *eligible* for church membership, and be in agreement with and supportive of the Fulton Church mission, and beliefs, as listed on the Fulton Church website.
2. Communication Skills - Communicates effectively with people from every socioeconomic background.
3. Written Language Skills - Able to write and edit effectively for grammar, spelling, readability etc.

4. Creativity – Able to adapt traditional methods, concepts, and technologies to new applications.
5. Stress Tolerance – Maintains stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others.
6. Integrity – Consistently operates with high levels of confidentiality, honesty, and integrity.
7. Positive Attitude - Approaches others with a pleasant, happy, and upbeat manner, maintains enthusiasm, and demonstrates an “I care” attitude.
8. Organization – Approaches work in a planned and systematic manner and identifies systems to help others do the same.
9. Attention to Detail - The ability to see and pay attention to details, to recognize the component parts of a process, and to verify the correctness or error in an individual part.
10. Managing Work – Accomplishes work efficiently by prioritizing, being prepared, scheduling one’s own time and that of others where appropriate; and uses time effectively by preventing irrelevant distractions from interfering with work completion.

#### **PHYSICAL/MENTAL DEMANDS:**

1. The ability to occasionally lift, carry, push, or pull up to 25 pounds.
2. The ability to deal with pressure to meet deadlines, to be accurate, to handle constantly changing situations and to create a positive work environment.
3. The ability to deal with a variety of people, deal with stressful situations, and handle conflict.
4. The ability to communicate verbally and in writing in a professional manner, to gain new skills and knowledge necessary for the performance of essential job functions, and to give, receive, and analyze information.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

**Date Last Revised:** 10/2015

**Approved by:** Deacon and Deaconess Board