



## Monthly Business Meeting

The Regular Monthly Business Meeting was held on **December 8, 2021** at 6:30 p.m. "Social Distancing" guidelines were still encouraged. Masks were encouraged but not mandated. Bro. Billy Compton served as moderator.

**The minutes were recorded as follows by the church clerk, Charlotte Benningfield:**

Bro. Billy Compton called the meeting to order.

The minutes stood approved as read with a correction of Donnie Veatch serving on the Stewardship Committee instead of Bob Moore.

Treasurers Report stood approved as read.

### Committee/Department Reports

Sunday School: Josh Veatch reported 106 in attendance on Dec. 5<sup>th</sup>, 2021, our first Sunday back, and 161 in Worship Service. A new class is meeting in Room 109, for anyone who wants to join them.

Trustees: No report

Transportation: Sam Graham asked anyone who wants to use the bus to give them a couple days notice so they can check the battery.

Security: Sam Graham reported the Team has been busy, helping with the restart of Sunday School.

They had food, fun, & fellowship at their Christmas party on Dec 3.

Vision 24: Josh Veatch reported the group will resume meeting after the first of the year.

Deacons: Six deacons were present at the last meeting. They have sent gift cards to our widows, and some have cleaned the Sunday School rooms.

W.M.U.: They did not meet last month.

Unfinished Business: None

New Business: Donnie Veatch presented the new Proposed Budget for Fiscal Church Year 2022. This budget calls for total expenditures of \$236,097.60, or and average weekly collection of \$4,540.34.

Dennis Wise made a motion and Mark Carney seconded to take off the table the changes proposed to the Hiring Policy document.

Paragraph 3 – wording changed from “vacancies will be advertised in the Marion and Taylor County newspapers” to “via social media platforms”.

Paragraph 2/General – Strike wording changed “miss only one Sunday at Christmas”.

Jim Sabo made a motion to accept the changes to the Hiring Policy, as proposed by the Personnel Committee. Motion carried.

Margaret Pyles made a motion to dissolve the Operation Christmas Child funds, as they are no longer needed. The \$906 will be depleted for shipping costs. Second by Kaylene Poff. Motion carried.

It was reported that \$750 was collected for helping ten families in Brookhaven.

Sam Graham made a motion to adjourn. Second by Don Veatch. Motion carried.

MULDRAUGH HILL BAPTIST CHURCH  
LEBANON, KENTUCKY

MINISTER OF MUSIC  
JOB DESCRIPTION

His/Her title will be Minister of Music; thus his/her responsibility will be the development of the music (sanctuary, youth and children's choirs) programs of the church.

RESPONSIBILITIES

1. Lead the congregational singing in all worship services.
  2. Direct the sanctuary choir in weekly rehearsals. Make preparation for the presentation of special music for the morning worship services by one of the choirs, individuals or other groups.
  3. Direct the youth choir in rehearsals as needed and in the preparation of special music for presentation in the church, other churches, etc. Assist the youth leaders in creative ministries (plays, dramas, skits, etc.).
  4. Direct or plan for the direction of the children's choir(s) in regular rehearsals and in the presentation of special music.
  5. Meet with the music committee on a quarterly basis as necessary, to plan for improvements in the music program and or to resolve problems relating to the music program.
  6. Plan and direct an Easter and Christmas program each year.
  7. Participate in all regularly scheduled services throughout the week. If unable to be present, he/she must see that there is someone there to carry out his/her responsibilities.
8. Assume other responsibilities as assigned by the pastor and/or deacons.

General

1. He/She is responsible to the pastor and deacons for the fulfillment of this job description. Evaluation and progress of job will be made periodically by the Pastor and the Body of Deacons and changes may be recommended.
2. He/She is invited to attend all Deacon's meetings.
3. One week paid vacation will be given after the first year. Also one week with pay will be given for revival or some other church related work. Any other week, he/she will have to pay for his/her own supply. Any additional absences other than an emergency or sickness will be without pay and must be approved by the Pastor and/or the Body of Deacons. Notification should be given as far in advance as possible. Two weeks paid vacation will be given after the second year of service.
4. Addition pay will be given when he/she leads the music during revival.
5. Addition pay will be given when he/she leads the music during Bible School.

Original document – October 8, 1997

Last amended – December 8, 2021 – Revision of paragraph regarding vacation time and personal time off.

MULDRAUGH HILL BAPTIST CHURCH  
Lebanon, Kentucky  
Staff Person whose primary responsibility  
Is to the youth of the church  
September 2014

His/her title shall be Staff person responsible for ministry to youth; thus his/her responsibilities shall be the development of the youth programs of the church with input from the Youth Advisory Committee.

**Responsibilities**

It shall be the responsibility of this Staff person with assistance from the pastor and Youth Advisory Committee to promote and develop an on-going youth program.

Direct youth activities on Wednesday and Sunday nights. This should include spending at least 1/2 of the time in Bible study. Plan other on-going activities.

Develop a recruitment program for youth.

Assist the recreation Committee, the Youth Advisory Committee and the leaders of the youth groups to organize youth activities on at least a monthly basis. Enlist an adequate number of adult chaperones for youth activities. The pastor and/or the deacons and the Youth Advisory Committee should approve these activities.

This staff person or a designated member of the youth will report activities to the church at each business meeting.

Develop a visitation program and outreach for the youth.

Plan with the youth council- the council is made up of members of the youth as decided by them- to organize a Youth Week in the church on an annual basis.

Serve as a resource person to be available to determine youth objectives, goals, recreation and activities and to try to resolve any problems in carrying out these youth responsibilities.

Work with with younger children as a means of developing feeders to the youth.

Work with the youth council and the Minister of Music in regard to the recruitment of members for a youth and children's choir.

Be available for youth camp one week per year.

Participate in all regularly scheduled services throughout the week. If unable to be present, he/she must report to the pastor and see that there is someone to carry out his/her responsibilities.

Assist the pastor in other areas other than youth.

Assume other responsibilities as assigned by the pastor and/or the deacons and the Youth Advisory Committee.

**GENERAL**

He/she is responsible to the Youth Advisory Committee, the pastor and deacons for the fulfillment of this job description. The pastor and the Body of Deacons will make Job evaluation and progress periodically and changes may be recommended.

He/ is invited to attend all deacons' meetings.

One week paid vacation will be given after the first year. Also one week with pay will be given for church related work after the first year. Any other week, he/she will have to pay for his/her own supply. Any additional absences other than an emergency or sickness will be without pay and must be approved by the Pastor and/or the Body of Deacons. Notification should be given as far in advance as possible. Two weeks paid vacation will be given the second year of service.

Expenses will be given for responsibilities associated with youth camp.

Other expenses will be reimbursed as approved.

Starting salary will be \_\_\_\_\_ per week.

# Muldraugh Hill Baptist Church

## Hiring Policy

Hiring is defined as the employment of employees other than the Pastor.

When a vacancy exists, the personnel committee will prepare a job description (if one is not already available) and prepare an application form for the position

The vacancy will be announced from the pulpit, published in the church bulletin, and via social media platforms.

Once the time has elapsed for making application, the personnel committee will collect all applications, interview the applicants and make recommendations to the Church for employment.

An employee may not be recommended for employment or be supervised by a close relative.

Close relative is defined as mother, father, son, daughter, brother, sister and spouse and in-laws of the same.

An employee will not be evaluated and/or reviewed by a committee on which a relative is a member as to personnel action or wage and salary adjustments which could affect his/her job. Should such a situation present itself, the close relative (defined above) will excuse his/herself from the committee when dealing with the related employee.

It is the goal of the Church to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflict or management disruptions exist.

The church does not employ from within the membership except in following conditions:  
Employee is presently employed.  
The potential employee from within the church has the same or better qualifications than any other applicant.

- Original document created October, 2015.
- Last amended on March 9, 2016.
- Last amended on December 8, 2021 – revised to say, “vacancy to be published via social media platforms.”