

**GRAYS HILL BAPTIST CHURCH**  
**Office Manager / Ministry Assistant**

**Work Hours:**

- Monday – Friday, 20 hours / week.
- 9:00 am – 2:00 pm daily, (with one-hour unpaid lunch period).
- Hours are negotiable up to 40 hours / week as workload dictates.
- Attend the monthly Church Council meeting to maintain the church calendar, (usually the fourth Sunday evening).

**Compensation & Benefits**

- Hourly Wage = \$\_\_\_\_\_/Hr.
- Withholding from pay will be in accordance with all federal and state laws and regulations.
- Paychecks will be delivered bi-weekly unless otherwise agreed upon with the Treasurer.

**Holidays**

- The church office will close on the following holidays:

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

**Travel Reimbursement**

- Travel expenses incurred on church business will be reimbursed from funds budgeted for that purpose at the IRS rate.
- Reimbursement will require submission of a ***Ministry-Related Expense Report*** form at the end of each month.

**Evaluation**

- The Pastor will conduct an employee performance evaluation, at least annually.
- Evaluations are used to assist the Personnel Committee in recommending salary increases/adjustments; updating job descriptions; and improving working conditions and performance.

**I have read and received a copy of the personnel policies as stated above in relation to my current position.** I understand that if I have any questions concerning the provisions above, I will speak to my immediate supervisor.

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Employee Signature

Date