

Grounds Keeper CONTRACT

1) RELATIONSHIP TO STRUCTURE AND MISSION:

This position was created to improve the appearance of the church grounds (including cemetery and prayer garden) and enhance the congregation's ministry of welcome. The Groundskeeper shall report to the Personnel Committee on both work and personal related matters. This is a contract position budgeted at \$_____. Pay period will be weekly based on 52 weeks per year.

2) Primary Duties and Responsibilities:

a) Maintains of church grounds:

- Lawn mowing, weed eating and weed removal from landscape will be weekly, during the growing season
- Tree and shrub pruning twice yearly or more if needed
- Removing underbrush, litter and dead leaves as needed
- Annual mulching in spring
- Watering annual plants as needed
- Disposal of leaves and other yard waste at least twice in the fall with a final clean up before winter.

3) Ensure that parking areas, playground area, front and side porches and walkways are clean and free of leaves and grass clippings.

4) SNOW REMOVAL

a) May remove snow/ice from driveways, walkways and parking lots to the maximum ability to have Sunday Services. Salt to be added to walkways. This will be a separate predetermined price per event to be performed when contacted by the church.

5) REIMBURSEMENTS:

a) Church will reimburse the purchase of salt, mulch and chemicals.

6) SPECIAL INSTRUCTION:

- a) Prefer cutting the grass later in the week on Thursday - Saturday and before special events, leaving Sunday open for church activities.
- b) Special precaution to prevent damage to headstones in cemetery during mowing process.

7) EQUIPMENT /LIABILITY INSURANCE:

a) Provide own equipment, fuel & liability insurance. Please inform trustee of any insect problems, hazards, concerns or recommendations.

8) TERMINATION:

This agreement may be terminated by either party on seven days' written notice to the other. If the Personnel Committee shall so terminate this agreement, groundskeeper shall be entitled to compensation for seven days. In the event of any violation of this contract the Personnel Committee may terminate this contract without notice and with pay only to date of said termination. In the event groundskeeper is unable to fulfill obligations of this contract temporarily due to illness or vacation said duties may be subcontracted by groundskeeper for period(s) not to exceed a total of three weeks per year. In the event groundskeeper is unable to perform hereunder for more than three weeks per year, the Personnel Committee may, in its discretion, deem this a breach of contract and terminate for cause. Groundskeeper shall immediately notify a committee member if work is not being performed or under his/her immediate supervision.

This contract is between _____ and New Friendship Baptist Church. This contract is in effect as of March _____ to October _____ and to be renewed in one year. Upon expiration of the term of this contract, parties may continue hereunder on a week to week basis until the contract is terminated by either party. It is understood that the above named person or company is holding insurance and that New Friendship Baptist Church will not be held liable for any accident that may occur while on the property of New Friendship Baptist Church. It is also understood that the above named person or company will be solely and entirely responsible for the acts of his agents, employees and subcontractors and will be paid as contract labor and that no taxes or any other withholdings will be held out of the weekly payroll check.

Signature of contractor and date

New Friendship Baptist Church

Contract Description

Signatures of Personnel Committee representing
New Friendship Baptist Church

Personnel Committee 2009 Contact Information:

Tim Markham.....Home 221-9981 or Cell 772-1266

Doug Milliken.....Home 586-9203 or Cell 647-0756

Darla Barrow.....Home 542-8966 or Cell 725-1556

Lu Moore.....Home 542-4316

Michelle Mitchell.....Cell 270-202-9004

Pastor

NFBC Personnel Committee reserves the right to grant contract based on ability to perform responsibilities and value of references, not solely on lowest bid submitted.

Approved February 2009

4th Draft November 2008