

- 4. Management of the petty cash and the bank balances.
- 5. Forecast disbursements.
- 6. Maintain a system of accounting and cost reports to assist management.
- 7. Prepare prescribed financial reports according to established schedules.
- 8. Assists in the preparation of annual budgets.
- 9. Prepare reports to Governmental agencies.

II. PURCHASING

- 1. Negotiate and arrange for the purchase of all material, equipment and supplies.
- 2. Keep a close check on the availability of all necessary supplies.
- 3. Secure quotations and place purchase orders.
- 4. Maintain a constant study of purchasing policies, current prices, sources of supply, inventory practices to ensure maintenance of most economical policies and procedures.
- 5. Arrange for disposal of scrap, obsolete equipment and supplies.
- 6. Negotiate the purchase of services contracts for the building and equipment.

III. BUILDING MAINTENANCE AND SERVICES

- 1. Provide for and supervise telephone answering and receptionist activities.
- 2. Provide for the care and maintenance of building interior and exterior.
- 3. Arrange for necessary office equipment, furniture and supplies.
- 4. Control and maintain parking and adjacent areas.
- 5. Supervise custodian and/or custodial services.

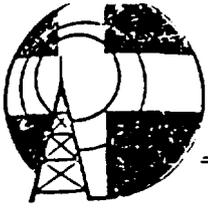
IV. COMPUTER

- 1. General Ledger transaction entry.

2. Develop and maintain formats for Financial Statements and reports. Generate such Financial Statements and Reports that are required for good accounting principles.
3. Maintain Donors records, various mailing lists and generate donors receipts and thank you notes.
4. Generate the mailing labels for our mailings. (This is usually a six hour job in one sitting.)
5. Develop and assist in developing any additional accounting, record keeping, data processing, or word processing procedures that the station determines to be necessary.
6. Do a system administration back-ups, at the least monthly. (This takes four-five hours.)
7. Make other back-ups that are deemed necessary. (This usually takes thirty minutes to one hour each.)
8. Explore various means and methods to use other programs available on the computer.

V. MISCELLANEOUS

1. Work with the Post Office and delivery services in the interests of service to the Station.
2. Maintain relation with the Seminary as to services and grounds.
3. Assist in the performance evaluation and salary administration of assigned personnel.
4. Delivery and pick-up of the various printing jobs needed for the Station.



KFUO 850 AM 99.1 FM
lutheran radio

002561³

85 FOUNDERS LANE. ST. LOUIS, MO 63105

(314) 725-3030

(4)

In Re: Business Manager - Daryl Haake

Reports to - The Director of Administration

Position Qualifications

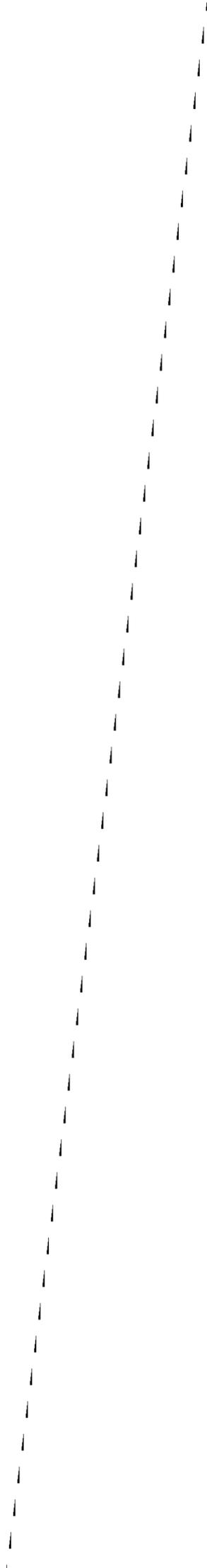
Essential

Degree in Accounting and Bookkeeping.

Working knowledge in the operation of the computer.

Other Desirable

Familiarity with all areas of the Synod, its structure and organization.



NAACP EXHIBIT 38

WITHDRAWN 6/22

<u>Federal Communications Commission</u>	
Docket No.	<u>94-10</u> Exhibit No. <u>38</u>
Presented by	<u>NAACP</u>
Disposition	Identified <u>6/21</u>
	Received _____
	Rejected _____
Reporter	<u>BARBARA LORR</u>
Date	<u>6/21/94</u>

Ruth Lies
~~Chiara Heesemann~~

Receptionist : *Full Time*
~~24 1/2 hours per week~~

- Answer all incoming phone calls (incl. Bible quiz, call-in shows, trivia contests)
- Various jobs for employees, such as:
 - coding record cards -FM
 - stuffing memorial packets & outgoing receipts
 - typing record labels -AM
- Make coffee

Reports to - Business Manager

Position Qualifications

Essential

- Be adept in communication and telephone techniques.
- Be able to get along with people and to be courteous and polite with everyone under all conditions.
- Familiarity with all areas of the Synod, its structure and organization.

NAACP EXHIBIT 39

<u>Federal Communications Commission</u>	
Docket No.	<u>94-10</u> Exhibit No. <u>39</u>
Presented by	<u>NAACP</u>
Disposition	Identified <u>6/21</u>
	Received <u>6/22</u>
	Rejected _____
Reporter	<u>BARBARA WOOD</u>
Date	<u>6/21/94</u>

THE LUTHERAN CHURCH--MISSOURI SYNOD
DUTY DESCRIPTION

POSITION TITLE: Secretary KFUE-FM

DEPARTMENT: Communications

LOCATION: St. Louis

DATE: October, 1986

-
1. The Board for Communication Services is responsible for informing, reporting and interpreting, in consultation with the applicable officers and boards, the synod's purpose, program and positions to its members and for promoting an increased understanding on the part of the church's publics of the mission of the church and its positions and programs.

Radio stations KFUE and KFUE-FM are owned by the Lutheran Church--Missouri Synod and operated by the Board for Communication Services for the purpose of serving the people of The Lutheran Church--Missouri Synod with high quality Lutheran broadcast and nonbroadcast programs and resources that nurture Christian faith, support and supplement the witness of the Lutheran Church--Missouri Synod to the Gospel, strengthen the communications efforts of local congregations throughout Synod and contribute to the quality of life in the greater St. Louis area through cultural and fine arts offerings.

2. PRINCIPAL FUNCTION

The secretary provides secretarial and clerical support for designated areas of the operation of KFUE-FM along with providing receptionist services as required.

3. POSITION RELATIONSHIPS

Reports to the General Manager, KFUE-FM, and/or to others as determined by the General Manager.

4. PRINCIPAL RESPONSIBILITIES

- A. Primary

1. Provides secretarial and clerical services, including typing, filing, data entry and word processing, arranging appointments, etc.

- 2. Serve as receptionist for KFUD-FM.
- 3. Assume other responsibilities as may from time to time be assigned.
- 4. Comply with revisions made from time to time, after mutual consultation in this position description.

5. POSITION QUALIFICATIONS

A. Essential

- 1. High school diploma or its equivalent.
- 2. A minimum of one year's experience in secretarial positions.
- 3. Typing skill of 50 words per minute.
- 4. Experience with word processing equipment/computers, or the willingness to learn to use such equipment.
- 5. Command of proper English usage and spelling.
- 6. A pleasing personality and the ability to function as part of a team.

B. Other Desirable

- 1. A working knowledge of The Lutheran Church--Missouri Synod.
- 2. An active member of a Christian Congregation, able to understand and demonstrate support for the purpose of The Lutheran Church--Missouri Synod.

THE LUTHERAN CHURCH--MISSOURI SYNOD
DUTY DESCRIPTION

POSITION TITLE: Librarian/Announcer/Programmer

DEPARTMENT: Communications

LOCATION: St. Louis

DATE: October, 1986

-
1. The Board for Communication Services is responsible for informing, reporting and interpreting, in consultation with the applicable officers and boards, the synod's purpose, program and positions to its members and for promoting an increased understanding on the part of the church's publics of the mission of the church and its positions and programs.

Radio stations KFUD and KFUD-FM are owned by the Lutheran Church--Missouri Synod and operated by the Board for Communication Services for the purpose of serving the people of The Lutheran Church--Missouri Synod with high quality Lutheran broadcast and nonbroadcast programs and resources that nurture Christian faith, support and supplement the witness of the Lutheran Church--Missouri Synod to the Gospel, strengthen the communications efforts of local congregations throughout Synod and contribute to the quality of life in the greater St. Louis area through cultural and fine arts offerings.

2. PRINCIPAL FUNCTION

The Librarian/Announcer/Programmer provides librarian services for the classical music library along with announcing and programming services for KFUD-FM as requested.

3. PRINCIPAL RELATIONSHIPS

Reports to the person serving as Program Director, KFUD-FM.

4. PRINCIPAL RESONSIBILITIES

- A. Primary

1. Maintains the classical music library of KFUD-FM.
2. Maintains files and records related to the library's collection and enters information and files recorded material for new entries.

3. Responds to phone inquiries concerning recordings broadcast by KFUE-FM.
4. Serves as on-air announcer for classical music programs as requested.
5. At the discretion of the Program Director, assists with the programming of music and other features for KFUE-FM.
6. Performs technical duties related to broadcasting as required.
7. Complies with revisions made from time to time, after mutual consultation in this position description.

B. Shared

1. Assists in maintaining the station's compliance with government regulations related to broadcasting.
2. Represents KFUE publicly as requested.
3. Assists in the evaluation of KFUE's efforts and in the development of long range plans for KFUE-FM.

5. POSITION QUALIFICATIONS

A. Essential

1. Formal undergraduate education in mass communications, english, speech, journalism or music, the equivalent of an Associates Degree or the equivalent and practical knowledge and experience.
2. Extensive knowledge of the classical music repertoire.
3. A minimum of three years experience in fields related to classical music.
4. Public speaking and communication skills.
5. Knowledge of library sciences.
6. Demonstrated ability to function as part of a team.

B. Other Desirable

1. A Bachelor's Degree.
2. Ability to serve as on-air announcer.
3. Foreign language skills, particularly phonetic rules of the major European languages.
4. An active member of a Christian congregation, able to understand and demonstrate support for the purposes of The Lutheran Church--Missouri Synod.



THE LUTHERAN CHURCH--MISSOURI SYNOD
DUTY DESCRIPTION

POSITION TITLE: (Director of Administration)

DEPARTMENT: Communications

LOCATION: St. Louis

DATE: October, 1986

-
1. The Board for Communication Services is responsible for informing, reporting and interpreting, in consultation with the applicable officers and boards, the synod's purpose, program and positions to its members and for promoting an increased understanding on the part of the church's publics of the mission of the church and its positions and programs.

Radio stations KFUO and KFUO-FM are owned by the Lutheran Church--Missouri Synod and operated by the Board for Communication Services for the purpose of serving the people of The Lutheran Church--Missouri Synod with high quality Lutheran broadcast and nonbroadcast programs and resources that nurture Christian faith, support and supplement the witness of the Lutheran Church--Missouri Synod to the Gospel, strengthen the communications efforts of local congregations throughout Synod and contribute to the quality of life in the greater St. Louis area through cultural and fine arts offerings.

2. PRINCIPAL FUNCTION

The person serving as Director of Administration is responsible for those administrative tasks assigned by the Director of Broadcast/General Manager, KFUO, including supervision of the business and extension divisions, providing support services to the Director of Broadcast and supervising staff assigned to the Director of Administration.

3. POSITION RELATIONSHIPS

Reports to the Director of Broadcast/General Manager, KFUO Radio.

4. PRINCIPAL RESPONSIBILITIES

- A. Primary

1. Supervises the business affairs of the stations including responsibility for accounting activity.

- 2. Supervises the processing of all incoming and outgoing mail.
- 3. Supervises all activity related to payroll and attendant reporting.
- 4. Maintains accurate and current files for the stations.
- 5. Supervises maintenance of extension services including correspondence, inventory maintenance, order fulfillment and financial accounting.
- 6. Provides for clerical and support services for the Director of Broadcast/General Manager, KFYO.
- 7. Complies with revisions made from time to time after mutual consultation, in this position description.

B. Shared

- 1. Assists in the development of long range plans for the department.
- 2. Assists in the development and preparation of budgets and reports.
- 3. Maintains liaison with appropriate synodical entities.
- 4. Assists with the maintenance and use of data and word processing equipment.

5. POSITION QUALIFICATIONS

A. Essential

- 1. Minimum of a bachelors degree in business administration or the equivalent in practical knowledge and experience.
- 2. A minimum of five years experience in fields related to administration and business affairs.
- 3. Able to work independently with a minimum of supervision.
- 4. A working knowledge of data and word processing equipment.
- 5. A working knowledge of the Synod.
- 6. Demonstrated ability to function as part of a team.

B. Other Desirable

- 1. Experience in fields related to broadcasting.
- 2. An active member of a Christian congregation, able to understand and demonstrate support for the purposes of The Lutheran Church--Missouri Synod.

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THE LUTHERAN CHURCH--MISSOURI SYNOD
DUTY DESCRIPTION

POSITION TITLE: Receptionist

DEPARTMENT: Communications

LOCATION: St. Louis

DATE: October, 1986

- 1. The Board for Communication Services is responsible for informing, reporting and interpreting, in consultation with the applicable officers and boards, the synod's purpose, program and positions to its members and for promoting an increased understanding on the part of the church's publics of the mission of the church and its positions and programs.

Radio stations KFUD and KFUD-FM are owned by the Lutheran Church--Missouri Synod and operated by the Board for Communication Services for the purpose of serving the people of The Lutheran Church--Missouri Synod with high quality Lutheran broadcast and nonbroadcast programs and resources that nurture Christian faith, support and supplement the witness of the Lutheran Church--Missouri Synod to the Gospel, strengthen the communications efforts of local congregations throughout Synod and contribute to the quality of life in the greater St. Louis area through cultural and fine arts offerings.

- 2. PRINCIPAL FUNCTION

The Receptionist performs telephone answering, message routing and guest relation services along with secretarial and clerical services as requested.

- 3. POSITION RELATIONSHIPS

Reports to the person serving as Director of Administration through the person serving as Business Manager.

- 4. PRINCIPAL RESPONSIBILITIES

- A. Primary

- 1. Maintains responsibility for the KFUD switchboard and all related duties.
- 2. Serves as initial contact with internal and external publics, greeting and assisting callers and guests.

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3. Maintains knowledge of the whereabouts of each staff member at all times during regular working hours.
 4. Provides secretarial and clerical services as requested.
 5. Complies with revisions made from time to time, after mutual consultation, in this position description.
5. POSITIONS QUALIFICATIONS
- A. Essential
1. A high school diploma or its equivalent.
 2. Experience in a position requiring the type of contact with the public described herein.
 3. Experience with secretarial responsibilities.
 4. Command of proper English usage.
 5. An active member of a Lutheran Church—Missouri Synod congregation.
 6. Demonstrated ability to function as part of a team.
- B. Other Desirable
1. Typing ability 50 words per minute.
 2. Knowledge of word processing equipment or the willingness to learn the use of such equipment.

THE LUTHERAN CHURCH--MISSOURI SYNOD
DUTY DESCRIPTION

POSITION TITLE: Chief Engineer

DEPARTMENT: Communications

LOCATION: St. Louis

DATE: October, 1986

-
1. The Board for Communication Services is responsible for informing, reporting and interpreting, in consultation with the applicable officers and boards, the synod's purpose, program and positions to its members and for promoting an increased understanding on the part of the church's publics of the mission of the church and its positions and programs.

Radio stations KFUO and KFUO-FM are owned by the Lutheran Church--Missouri Synod and operated by the Board for Communication Services for the purpose of serving the people of The Lutheran Church--Missouri Synod with high quality Lutheran broadcast and nonbroadcast programs and resources that nurture Christian faith, support and supplement the witness of the Lutheran Church--Missouri Synod to the Gospel, strengthen the communications efforts of local congregations throughout Synod and contribute to the quality of life in the greater St. Louis area through cultural and fine arts offerings.

2. PRINCIPAL FUNCTION

The Chief Engineer provides for and/or supervises all engineering activity related to the installation, maintenance and utilization of broadcast and broadcast related equipment for KFUO and KFUO-FM, including responsibility for the station's compliance with all government rules and regulations related to the operation of the radio stations.

3. POSITION RELATIONSHIPS

Reports to the Director of Broadcast/General Manager KFUO Radio.

4. PRINCIPAL RESPONSIBILITIES

- A. Primary

1. Assists the Director of Broadcast/General Manager, KFUO Radio in implementing the programs of KFUO and KFUO-FM in performing the functions of

Communication Services as delineated in the bylaws and in the policies and procedures of the Board for Communication Services.

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2. Prepares schedules, assigns and supervises engineers and operators.
3. Maintains the highest possible quality of sound technically for KFUD and KFUD-FM.
4. Develops and implements preventative maintenance programs for all broadcast and station technical equipment.
5. Works with program personnel to solve problems in improving technical quality of programming.
6. Trains and assists announcers and operators as required.
7. Keeps abreast of technical developments in radio broadcasting and related fields and suggests ways in which the stations can benefit from such developments.
8. Complies with revisions made from time to time after mutual consultation in this position description....

B. Shared

1. Assists in the development of reports, applications etc.
2. Assists in the development of long range plans for the stations.

5. POSITION QUALIFICATIONS

A. Essential

1. A bachelors degree in a field related to the responsibilities described in this position description or the equivalent electronics technical school education and practical knowledge and experience.
2. A minimum of five years practical experience in fields related to installing, maintaining and operating broadcast equipment and compliance with government regulations related to broadcasting.
3. A working knowledge of current FCC regulations and FAA regulations as they apply to broadcasting.
4. A General Class FCC license holder.
5. A high degree of self motivation and the ability to function with minimum supervision.
6. Ability to work under pressure and willingness to be "on call" at all times.

7. Demonstrated ability to work with people and to function as part of a team.

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B. Other Desirable

1. An active member of a Lutheran Church--Missouri Synod congregation.
2. Knowledge of and appreciation for classical music.

THE LUTHERAN CHURCH--MISSOURI SYNOD
DUTY DESCRIPTION

POSITION TITLE: Business Manager

DEPARTMENT: Communications LOCATION: St. Louis

DATE: October, 1986

- 1. The Board for Communication Services is responsible for informing, reporting and interpreting, in consultation with the applicable officers and boards, the synod's purpose, program and positions to its members and for promoting an increased understanding on the part of the church's publics of the mission of the church and its positions and programs.

Radio stations KFUD and KFUD-FM are owned by the Lutheran Church--Missouri Synod and operated by the Board for Communication Services for the purpose of serving the people of The Lutheran Church--Missouri Synod with high quality Lutheran broadcast and nonbroadcast programs and resources that nurture Christian faith, support and supplement the witness of the Lutheran Church--Missouri Synod to the Gospel, strengthen the communications efforts of local congregations throughout Synod and contribute to the quality of life in the greater St. Louis area through cultural and fine arts offerings.

- 2. PRINCIPAL FUNCTION

The person serving as business manager is responsible for the accounting and bookkeeping functions of the radio station, including maintenance of accounts, cost controls, financial statements, custody of station funds and securities and is responsible for overseeing maintenance of the physical plant.

- 3. POSITION RELATIONSHIPS

Reports to the Director of Administration.

- 4. PRINCIPAL RESPONSIBILITIES

- A. Primary

- 1. Plans and controls accounting procedures according to generally accepted standards including deposit of funds, payment of station obligations, and the preparation of regular reports.

2. Supervises building maintenance and provides for the purchasing of supplies and materials and monitors inventory.
3. Supervises the acquisition, maintenance and use of word and data processing equipment.
4. Maintains liaison with the Treasurer's Office of the Synod for the purpose of coordinating accounting activities.
5. Complies with revisions made from time to time, after mutual consultation in this position description.

B. Shared

1. Assists in the development of long range plans for the stations.
2. Keeps abreast of emerging word and data processing technology and suggests appropriate utilization.

5. POSITION QUALIFICATIONS

A. Essential

1. Formal education in accounting and bookkeeping with the equivalent of an Associates Degree.
2. A minimum of three years of practical experience in a position similar to that described herein.
3. A working knowledge of data and word processing equipment.
4. An active member of a Christian congregation, able to understand and demonstrate support for the purposes of The Lutheran Church--Missouri Synod.
5. Demonstrated ability to function as part of a team.

B. Other Desirable

1. Experience in accounting in a broadcast or broadcast related field.
2. A working knowledge of the Synod.

THE LUTHERAN CHURCH--MISSOURI SYNOD
DUTY DESCRIPTION

POSITION TITLE: (Director of Operations)

DEPARTMENT: Communications

LOCATION: St. Louis

DATE: October, 1986

1. The Board for Communication Services is responsible for informing, reporting and interpreting, in consultation with the applicable officers and boards, the synod's purpose, program and positions to its members and for promoting an increased understanding on the part of the church's publics of the mission of the church and its positions and programs.

Radio stations KFUD and KFUD-FM are owned by the Lutheran Church--Missouri Synod and operated by the Board for Communication Services for the purpose of serving the people of The Lutheran Church--Missouri Synod with high quality Lutheran broadcast and nonbroadcast programs and resources that nurture Christian faith, support and supplement the witness of the Lutheran Church--Missouri Synod to the Gospel, strengthen the communications efforts of local congregations throughout Synod and contribute to the quality of life in the greater St. Louis area through cultural and fine arts offerings.

2. PRINCIPAL FUNCTION

The person serving as Director of Operations serves as Assistant to the Director of Broadcast/General Manager, KFUD Radio in the overall technical and programming operations of KFUD and KFUD-FM and provides services related to KFUD's extension services.

3. POSITION RELATIONSHIPS

Reports to the Director of Broadcast/General Manager, KFUD.

4. PRINCIPAL RESPONSIBILITIES

- A. Primary

1. Assists the Director of Broadcast/General Manager KFUD Radio in implementing the programs of KFUD and KFUD-FM and in performing the functions of Communication Services as articulated in the Synodical Bylaws and in the Policies and Procedures of the Board for Communication Services.

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2. Serves as Traffic and Production Manager for KFUD, KFUD-FM and Extension Services.
3. Supervises ordering and inventory control of recording supplies.
4. Supervises daily scheduling of broadcast material along with development and maintenance of daily program logs.
5. Provides schedules, verification and affidavits for all broadcast commercials on KFUD-FM.
6. Supervises commercial billing.
7. Supervises receipt and routing of all syndicated programming and transcription services.
8. Provides production and duplication services for KFUD's Extension Services.
9. Complies with revisions made from time to time, after mutual consultation, in this position description.

B. Shared

1. Assists in the development of reports, applications and other necessary documents.
2. Assists in the development of long range plans for the stations.

5. POSITION QUALIFICATIONS

A. Essential

1. A bachelor's degree in a field related to radio broadcasting.
2. A minimum of five years practical experience in fields related to radio broadcasting.
3. A working knowledge of current FCC regulations.
4. A high degree of self motivation and the ability to function with a minimum of supervision.
5. An active member of a Christian congregation, able to understand and demonstrate support for the purposes of The Lutheran Church--Missouri Synod.
6. Demonstrated ability to function as part of a team.

B. Other Desirable

1. Experience in religious and/or classical music broadcasting.

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THE LUTHERAN CHURCH--MISSOURI SYNOD
DUTY DESCRIPTION

POSITION TITLE: Program Director, KFUO-FM

DEPARTMENT: Communications

LOCATION: St. Louis

DATE: October, 1986

-
1. The Board for Communication Services is responsible for informing, reporting and interpreting, in consultation with the applicable officers and boards, the synod's purpose, program and positions to its members and for promoting an increased understanding on the part of the church's publics of the mission of the church and its positions and programs.

Radio stations KFUO and KFUO-FM are owned by the Lutheran Church--Missouri Synod and operated by the Board for Communication Services for the purpose of serving the people of The Lutheran Church--Missouri Synod with high quality Lutheran broadcast and nonbroadcast programs and resources that nurture Christian faith, support and supplement the witness of the Lutheran Church--Missouri Synod to the Gospel, strengthen the communications efforts of local congregations throughout Synod and contribute to the quality of life in the greater St. Louis area through cultural and fine arts offerings.

2. PRINCIPAL FUNCTION

The Program Director, KFUO-FM, assumes responsibility for the overall quality of sound of KFUO-FM by assisting in the selection, training and supervision of programming staff, serving as on-air announcer and assisting in determining program content.

3. PRINCIPAL RELATIONSHIPS

Reports to the General Manager, KFUO-FM.

4. PRINCIPAL RESPONSIBILITIES

- A. Primary

1. Supervise the programming of KFUO-FM, both in terms of program content and programming staff.

2. Supervise the acquisition, cataloging and maintenance of recorded materials for broadcast.
3. Monitor the development of program logs and assures that appropriate program records are maintained for the purpose of satisfying government regulations regarding programming.
4. As required, represent the station to its various publics and serves as a liaison with the St. Louis Symphony and with other community organizations.
5. Serve as on-air announcer as required.
6. Work closely with Sales Manager in coordinating programming and sales activities.
7. Comply with revisions made from time to time after mutual consultation, in this position description.

B. Shared

1. Assist the General Manager, KFUD-FM in the development of budgets and reports.
2. Assist in the selection and training of programming personnel.
3. Assist in the development of long range plans for KFUD-FM.
4. Keep abreast of emerging technologies and programming techniques and suggests way in which the station can improve its quality of sound.

5. POSITION QUALIFICATIONS

A. Essential

1. A minimum of a Bachelor's Degree in journalism, english, speech, or the equivalent in practical knowledge and experience.
2. Strong public speaking and communication skills, a pleasing voice and a professional sounding radio style.
3. A minimum of five years experience in broadcasting.
4. A background in music performance, music education or other area of classical music application.
5. Demonstrated ability in personnel supervision.
6. An active member of a Christian congregation, able to understand and demonstrate support for the purposes of The Lutheran Church--Missouri Synod.