

CHURCH PERSONNEL POLICIES

The church recognizes that the spiritual as well as the material work of a church is done by and through human agencies: the ministerial and support staff, church officers, deacons, church organizations and committees. These shall serve under church approved policies.

I. CHURCH STAFF

A. PASTOR

The pastor is a man called of God to the preaching of the Word, ordained by a Baptist church, called to the pastorate of a local church as the under-shepherd of Christ and under the Holy Spirit. The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregations, the organization and the church staff to perform their tasks.

The pastor is leader of pastoral ministries in the church. As such he works with the deacons and the church staff to:

1. Lead the church in performing its task.
2. Lead the church to engage in a fellowship of worship, witness, education and ministry.
3. Proclaim the gospel to believers and unbelievers.
4. Care for the church's members and other persons in the community.

A written agreement, including job description considerations, shall be executed between the pastor and the church in conjunction with his call. The terms of the Bylaws shall automatically be incorporated in that agreement by reference.

B. MINISTERIAL STAFF

The ministerial staff are those called by God to this church to assist the pastor in leading the church to function as a New Testament church. The church shall call, in the case of ministers, or employ such staff members, as the church shall need. A job description shall be written when the need for staff members is determined or re-evaluated, and shall become part of the considerations of employment of staff members, along with the Bylaws which shall be automatically incorporated therein by reference.

C. SUPPORT STAFF

Support staff are those who are employed on a full-time, weekly work basis and who serve under a job description which applies to each of them and their responsibilities. These may include, but not limited to, secretaries, maintenance personnel, custodians, housekeepers, organist, pianist and printer.

D. AUXILIARY PERSONNEL

Auxiliary employees are those who are on a limited employment schedule (i.e., media specialist, seasonal maintenance help, and seasonal Christian Life Center

help.) These shall serve under a job description which applies to each of them and their responsibility.

II. OFFICE HOURS

The church office shall be open Monday through Friday, 8:30 AM – 5:00 PM, with one hour for lunch. The secretarial staff should arrange lunch hours to allow the office to remain open.

A. MINISTERIAL STAFF

The pastor and ministerial staff are expected to be professional in the performance of their responsibilities in the use of time. During workday office hours, the pastor and ministerial staff members shall keep the office aware of their schedule and location when away from the church office. At least one staff member shall be in the office during office hours, if at all possible.

B. SUPPORT STAFF

Support staff employees are expected to keep stated office hours, except at the discretion of their immediate supervisor.

III. EMPLOYMENT PROCEDURE

A. PASTOR

A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least one week's notice has been given. A Pulpit Committee shall be elected by the church to seek out a suitable pastor and its recommendation will constitute a nomination. Any member has the privilege of making recommendations to the Pulpit Committee for their consideration. The committee shall bring to the consideration of the church only one name at a time. Election shall be secret ballot with an affirmative vote of three-fourths of those present being necessary for a choice. The pastor, thus elected, shall serve until the relationship is terminated by his request or at the church's request in accordance with Section V Paragraph C of the Church Personnel Policies (Article II, Bylaws.)

B. MINISTERIAL STAFF

Paid ministerial staff members other than the pastor shall be recommended to the church by the Personnel Committee, utilizing whatever procedures that committee may deem appropriate, and employed by church action, requiring at least a majority vote of those present. Staff members, thus called or employed, shall serve until their relationship is terminated in accordance with the termination procedures Section V Paragraph C of the Church Personnel Policies (Article II, Bylaws.)

C. SUPPORT STAFF

Non-ministerial staff members (support staff) will be hired by action of the Personnel Committee taking into consideration the recommendation of the pastor and/or associate pastor. Job descriptions shall be written for all non-ministerial employees. The Personnel Committee, in accordance with the bylaws, Article III, Section 12, will determine needs for additional staff positions. Staff members shall serve until their relationship is terminated in accordance with the termination procedures Section V Paragraph C of the Church Personnel Policies (Article II, Bylaws.)

IV. BENEFITS

A. VACATION

General:

The church encourages all employees to take an annual vacation for rest and relaxation. No more than 5 working days will be carried over from one year to the next. Vacation time will be based on the calendar year. Church employees are not permitted reimbursement for unused vacation time except when leaving the employment of the church.

1. Ministerial Staff

- a. Employment – year 2: 10 days
- b. Year 3 – year 7: 15 days
- c. Year 8 – year 12: 20 days
- d. After year 13: 25 days

2. Support Staff

- a. Employment – year 4: 10 days
- b. Year 5 – year 9: 15 days
- c. After year 10: 20 days

All employees shall arrange vacation schedules so that time off will not seriously handicap the work of the church or other employees, except in extreme emergencies. Vacation time for the first year will be prorated on the starting date of the employee. A reasonable time (at least 90 days) should be worked prior to any vacation being taken.

B. SALARY

Salaries shall be recommended to the Stewardship Committee by the Personnel Committee in cooperation with the pastor and/or employee's immediate supervisor. The Personnel Committee will review salaries annually and consider salary steps and benefits as appropriate. Allowances for housing, Social Security, etc. shall be made available to the pastor and ministerial staff as applicable. Allowance for automobile expenses will be paid to all employees on a reimbursement basis.

C. INSURANCE

1. Hospitalization and a major medical plan shall be provided by the church for all employees as follows:
 - Pastor and Ministerial staff – Self and dependents
 - Support Staff – self
2. Workmen's Compensation shall be maintained covering all paid employees injured while in the performance of church duties.
3. Life and Accidental Insurance shall be provided by the church for all church employees as follows:
 - Pastor and Ministerial staff – Amount determined by annual earnings
 - Support Staff – self

D. PAID LEAVE – ALL EMPLOYEES

1. Up to 5 days leave will be granted due to illness of the immediate family, which requires hospitalization or a death in the immediate family. The immediate family includes spouse, child, parent, grandparents, and sibling.
2. A request for extension of leave should be made to the immediate supervisor. Deductions from salary will be made for leave extending beyond above-stated policies unless the immediate supervisor has granted an extension of leave.

E. SICK LEAVE

1. All church employees with six months continuous employment will be allowed up to 12 days sick leave each year. Unused sick time will accrue to 30 days.
2. Employees are to use sick leave for legitimate illness only. Employees may be requested to present a doctor's excuse after the third consecutive day of absence.
3. Deductions from salary will be made once all sick leave has been depleted.

F. OTHER LEAVE

1. Leave will be granted for military service in accordance with the Universal Military and Service Act of 1951 and any amendment or changes to conform to the law. Ministers who retain a reserve status in any one of the branches of military and who are required to report for military duty to retain their reserve status are granted leave. All such requests must be duly certified. This leave will be granted with no cost to the church unless taken in place of vacation time.

2. When required to work on normal days off or beyond normal expectations, compensatory time will be granted and scheduled with approval of the immediate supervisor and in coordination with other staff members. The Financial Secretary shall keep records of compensatory time accrued and used on file.

G. DISABILITY

1. Pastor and Ministerial Staff

- a. The church shall provide an established group disability insurance plan through the Annuity Board at no cost to the pastor and ministerial staff.
- b. In the event of disability (as determined by the Annuity Board) with sick leave depleted, a salary will be provided as follows (continuance of salary to include all budgeted benefits and allowances, less disability insurance.) Years served at the church: under 1 year – 3 full months; 3 months at disability rate set by the Annuity Board. 1-5 years: 4 full months; 2 months at disability rate set by the Annuity Board. 6-10 years – 6 full months. Over 10 years – 1 full year. (After 1 year of disability, the Personnel Committee shall review and establish disability allowance with church approval.)

2. Support Staff

The Personnel Committee shall review and establish disability allowances with church approval.

H. HOLIDAYS

1. Holidays for all church employees are: New Year's Day, Good Friday, 4th of July, Labor Day, Thanksgiving Day and Friday, Christmas Eve and Christmas Day. In the event the above holidays are on Saturday or Sunday, the staff will arrange the day off.
2. In the event a holiday occurs on a ministerial staff member's regular day off, the minister shall be entitled to an additional day off, coordinated not to conflict with days off by other staff members.
3. In the event the holiday occurs within an employee's vacation period, an additional day off with pay is granted.

I. DAYS OFF – PASTOR AND MINISTERIAL STAFF

Ministerial staff should schedule one day off each week in addition to Saturday. Sunday is to be considered a work day with full responsibilities.

J. CONFERENCES AND CONVENTIONS

1. The ministerial staff is encouraged to attend available conferences and conventions as the budget allows. If possible, at least one ministerial staff member should remain available to the church family at all times.
2. The ministerial staff is allowed two (2) revivals out of the field and one (1) within the field per year. Other opportunities may be taken at the discretion of the staff as long as some staff is available to the church family.

K. RETIREMENT

1. Pastor and Ministerial Staff- The church shall provide to the pastor and ministerial staff the Southern Baptist Protection Plan. The pastor and ministerial staff members are allowed to reduce their salary by diverting part toward additional retirement protection.
2. Support Staff- The church shall provide to the support staff the South Baptist Protection Plan at a _____ rate. The support staff are allowed to reduce their salary by diverting part toward additional retirement protection.

V. PERFORMANCE

A. EVALUATION

1. The Personnel Committee will evaluate the ministerial staff each year.
2. Support staff will be evaluated by their immediate supervisor and the information shared with the Personnel Committee.
3. The Personnel Committee may use these evaluations in discussion concerning pay raises for the coming year.

B. NEW EMPLOYEES

Support staff will be on a ninety (90) day trial period.

C. TERMINATION

1. Pastor
 - a. A request by a church member or members for termination of the pastor shall be brought to the attention of the Personnel Committee, which shall investigate the request(s) and the reason(s) therefore, and shall bring the matter to the attention of the Church Council and the Deacons.

- b. Each of those three bodies (i.e., Personnel Committee, Church Council, and Deacons) shall then determine, independently, whether to recommend retention or termination, and, if at least two of the three recommend termination, the chairman of the Personnel Committee shall bring a motion to that effect before the congregation at the next regularly scheduled or a specially called business meeting of the church, together with such termination provisions as the Personnel Committee may recommend and any minority report(s) desired.
- c. The church will then vote on the motion to terminate and the terms of termination and, if a majority of those present votes for termination, the pastor's relationship will be terminated in accordance with those terms.
- d. Upon termination of the pastor's employment by the church, he shall receive termination pay of a least one (1) month's salary.
- e. In the event of resignation by the pastor, he shall be required to give at least two weeks notice at the time of resignation before terminating his responsibilities as pastor.
- f. The pastor shall preside at all meetings of the church except for those matters dealing with his own employment or the terms of employment of other members of the ministerial staff.

2. Ministerial Staff

- a. Each minister, other than the pastor, shall serve until the relationship is terminated by his request or at the church's request. A request by a church member or members for termination of one of the ministerial staff shall be brought to the attention of the Personnel Committee which shall investigate the request(s) and the reason(s) therefore, and shall bring the matter to the attention of the pastor and the deacons.
- b. Each of those three bodies (i.e., Personnel Committee, Church Council, and Deacons) shall then determine, independently, whether to recommend retention or termination, and, if at least two of the three recommend termination, the chairman of the Personnel Committee shall bring a motion to that effect before the congregation at the next regularly scheduled or a specially called business meeting of the church, together with such termination provisions as the Personnel Committee may recommend and any minority report(s) desired.

- c. The church will then vote on the motion to terminate and the terms of termination and, if a majority of those present votes for termination, the minister's relationship will be terminated in accordance with those terms.
- d. Upon termination of the minister's employment by the church, he shall receive termination pay of a two (2) week's salary.
- e. In the event of resignation by a member of the ministerial staff, he shall be required to give at least two weeks notice at the time of resignation before terminating his responsibilities.

3. Non-Ministerial Staff

All paid staff members, except for the ministers, shall be non-members of the church, and shall serve until the relationship is terminated by his/her request, or by joint action of the Pastor and Minister of Education and Outreach, acting on behalf of the church. The Pastor and Minister of Education and Outreach will notify the Chairman of the Personnel Committee of any termination action taken by them, and the length of notice given to the staff member in question. In the event of a resignation by a member of the non-ministerial staff, he/she shall be required to give at least two weeks notice at the time of resignation before terminating his/her responsibilities.

D. GRIEVANCE PROCEDURE

1. A grievance by an employee should be made in writing to the immediate supervisor. The immediate supervisor should respond within ten (10) calendar days. If the grievance is not resolved, the employee may submit the grievance to the pastor and/or Personnel Committee within five (5) calendar days. A response will be given within ten (10) calendar days.
2. The Personnel Committee shall review and seek to help resolve grievances or dissatisfactions. Each employee has a right, in the event of grievances or dissatisfactions, to a hearing before the Personnel Committee upon request.

VI. AMENDMENTS

- A. Changes in this personnel policy may be made at any business meeting of the church, provided the Personnel Committee has notified the church membership with one (1) week's notice and copies of the proposed changes have been made available for each member.
- B. All proposed changes must be first submitted to the Personnel Committee for action.

ADDITIONAL COMMENTS

- A. The policies and procedures set forth in this manual are intended for management in implementing sound personnel administration in each manager's area of responsibility.

- B. Nothing contained in this manual may be construed as a guarantee of employment for any specific duration. Terms such as 'full-time' and 'permanent' are used solely to identify type of employment (as opposed to 'part-time' or 'temporary') and not to indicate that any employee's employment may be considered to be for a 'permanent' duration.