

First Baptist Church, Cleburne

Personnel Policies

Version 2.1

Document Version Control

Last Approved	Version#	Changes Made
10/1/2006	1.0	Reformatted policy and corrected grammatical errors.
10/1/2006	2.0	Clarified Compensatory Time Off; added a clause for equipping staff to take the next business day off when Christmas and New Years Day fall on a Sunday; defined Flexible Work schedule and Credit Hour policy; modified dress code requirement; and removed organizational chart.
3/18/2007	2.1	Changed vacation day policy. Added pastor renewal leave policy and procedures.

1. PURPOSE OF DOCUMENT	1
2. CLASSIFICATION OF STAFF MEMBERS	1
2.1. FUNCTIONAL CLASSIFICATIONS	1
2.1.1. Equipping Staff	1
2.1.2. Support Staff	1
2.2. TIME CLASSIFICATION	2
2.2.1. Salaried Employees	2
2.2.2. Hourly Employees	2
2.2.3. Full-Time And Part-Time Employees Defined	2
3. EMPLOYMENT OF PERSONNEL.....	2
3.1. GENERAL HIRING POLICIES	2
3.1.1. Equipping Staff	2
3.1.2. Support Staff	3
3.1.3. Personal Conduct	3
3.1.4. Employment Offers – Equipping Staff	3
3.1.5. Employment Offers – Support Staff	3
3.1.6. Authorized Representatives	3
3.2. HIRING PROCEDURES	4
3.2.1. Interim Pastor	4
3.2.2. Equipping Staff	4
3.3. SALARIED OR HOURLY SUPPORT STAFF	5
4. EMPLOYEE BENEFITS.....	6
4.1. INSURANCE	6
4.1.1. Term Life Insurance	6
4.1.2. Hospitalization And Major Medical Insurance	6
4.1.3. Long-Term Disability Insurance	6
4.1.4. Periodic Review By Personnel Committee	6
4.1.5. Support Staff Eligibility	6
4.2. ANNUITY	6
4.3. VACATIONS	7
4.3.1. Vacation Days	7
4.3.2. Vacation Schedules	7
4.3.3. Vacation & Employee Termination	8
4.4. HOLIDAYS	8
4.5. SICK LEAVE	9

4.6.	PASTOR RENEWAL LEAVE	9
4.6.1.	Rationale.....	9
4.6.2.	Pastor Renewal Leave Conditions.....	10
4.7.	OTHER ABSENCES	11
4.8.	CONVENTIONS, CONFERENCES, and TRAINING	12
4.8.1.	Southern Baptist Convention (S.B.C.)	12
4.8.2.	Baptist General Convention Of Texas	12
4.8.3.	Other General Conventions.....	12
4.8.4.	Equipping Staff Conferences	12
4.8.5.	Equipping Staff Revival And Conference Leadership.....	12
4.8.6.	Equipping Staff Supervision Of Church Programs Conferences, Conventions, And Training	13
4.8.7.	Support Staff Training.....	13
4.8.8.	Conference Request Procedure	13
4.8.9.	Conference Expenses	13
4.9.	COMPENSATORY TIME OFF.....	14
4.9.1.	Equipping Staff Members	14
4.9.2.	Support Staff Members.....	14
4.10.	FLEXIBLE WORK SCHEDULE.....	15
4.11.	CREDIT HOURS.....	15
4.11.1.	Unused Credit Hours	15
5.	WORKING CONDITIONS, POLICIES, AND PROCEDURES	16
5.1.	PERSONNEL SUPERVISION & ANNUAL REVIEW	16
5.1.1.	Annual Reviews	16
5.1.2.	Authority.....	16
5.2.	OFFICE HOURS	17
5.3.	BASIC WORK REQUIREMENT.....	17
5.4.	RELIEF BREAKS AND LUNCH BREAKS	18
5.5.	ATTENDANCE RECORDS.....	18
5.6.	PAYROLL.....	18
5.7.	PAYROLL DEDUCTIONS.....	18
5.8.	PERSONAL DRESS AND APPEARANCE	19
5.9.	PROHIBITED ITEMS	19
5.10.	PERSONAL TELEPHONE CALLS	19
5.11.	CONFIDENTIALITY	19

5.12. APPROPRIATE LANGUAGE.....	19
5.13. SUGGESTIONS AND COMPLAINTS.....	19
5.14. WEATHER EMERGENCY POLICY.....	20
5.15. INJURY ON THE JOB.....	20
5.16. EXPENSE REIMBURSEMENT.....	20
5.17. SECURITY OF THE BUILDING.....	20
5.18. STAFF DEPARTURES	20
5.19. CONFLICT RESOLUTION AND TERMINATION	21
5.19.1. Nonequipping Or Staff Member Terminations	21
5.19.2. Staff Member Terminations	21
5.19.3. Voluntary Staff Member Separations.....	21
5.19.4. Equipping Staff Terminations.....	21
5.19.5. Pastor Termination.....	22
5.19.6. Staff Layoffs	22

1. PURPOSE OF DOCUMENT

The personnel policy of the First Baptist Church of Cleburne has been established for the purpose of: (1) providing a guideline for the personnel practices of the church; (2) insuring consistency of personnel decisions; and (3) stating First Baptist Church's expectations of its staff members.

This personnel policy is provided for the personal use of the staff of First Baptist Church; however, this document is not to be construed as an employment contract. The church reserves the right to amend or revise these policies as conditions warrant through the process of the Personnel Committee and by action of the church.

This policy, together with Job Descriptions and the Stewardship Committee's currently published Accounting Policies & Procedures, form the basis of personnel practices and procedural guidelines to be observed by all members of the church staff.

2. CLASSIFICATION OF STAFF MEMBERS

2.1. FUNCTIONAL CLASSIFICATIONS

2.1.1. Equipping Staff

Those staff members who are called of God into the Gospel ministry and who have been called by the church to serve in equipping positions such as Pastor, Associate Pastor, Minister of Music, Minister of Education, Minister of Discipleship & New Members, Minister of Teaching & Training, Minister of Youth, and Minister of Recreation, and other such ministers as may be deemed necessary for the successful fulfillment of church goals and programs. These equippers may be either full-time or part-time depending upon the needs of the church. These equippers have the responsibility to **preach** the Gospel of Jesus Christ, to **lead** the church congregation in ministry, and to both **lead** and **serve** with the various committees to accomplish the church's stated Mission. They also are to observe fiscal responsibility and restraint in the accomplishment of their area of service in accordance with stated purchasing policies.

2.1.2. Support Staff

Those staff members who provide services that support the functioning of the church, its Equipping Staff, and committees in the ongoing work of the church. These staff members provide secretarial, financial, janitorial, food service, child-care and other services that undergird the ministries of the church. These staff members may be either full-time or part-time depending on the needs of the church.

Like the equipping staff, support staff members are to observe fiscal responsibility and restraint in the accomplishment of their role in accordance with stated purchasing policies.

2.2. TIME CLASSIFICATION

2.2.1. Salaried Employees

All of the Equipping Staff shall be considered salaried employees with the hours indicated in their Job Descriptions simply serving as a guideline for the expectations of the Church for the fulfilling of their God-called and Church-appointed ministries.

Support staff members who work at least 40 hours per week on a continuous basis are considered salaried. Salaried support staff members are considered exempt salaried employees and expected to work beyond normal office hours as the need arises.

All full-time salaried staff members shall be eligible to participate in the employee benefits program of the church. These benefits are outlined in Section 4.

2.2.2. Hourly Employees

Support staff members who work less than 40 hours per week on a continuous basis are part-time employees. Part-time employees who work less than 40 hours but 20 hours or more per week are *eligible* to participate in some employee benefits as outlined in Section 4.

Part-time employees who work less than 20 hours per week will only be paid for the hours they work and are not to receive any additional employee benefits unless those benefits are specifically included in the church's offer for part-time employment.

2.2.3. Full-Time And Part-Time Employees Defined

Any Equipping or Support Staff members who work at least 40 hours per week on a continuous, scheduled basis are considered full-time. All other Equipping and Support Staff members are considered part-time.

3. EMPLOYMENT OF PERSONNEL

3.1. GENERAL HIRING POLICIES

3.1.1. Equipping Staff

Equipping staff members should be called from outside the membership of First

Baptist Church. Full-time equipping staff members should have completed an undergraduate degree plus a minimum of two years seminary training or equivalent educative experience. These equippers should also have the physical ability to perform job requirements and will become members of First Baptist Church if elected to serve.

3.1.2. Support Staff

Support staff members may be members of First Baptist Church. They should possess the physical abilities and technical skills to perform job requirements.

3.1.3. Personal Conduct

All equipping and support staff members are expected to demonstrate and champion the highest moral and ethical standards in their personal conduct.

3.1.4. Employment Offers – Equipping Staff

Binding offers of employment for equipping staff positions may be extended only by action and approval of the church following the appropriate steps outlined in Sections 3.2 through 3.4.

3.1.5. Employment Offers – Support Staff

Binding offers of employment for salaried and hourly support staff positions may be extended only by an authorized representative of the Personnel Committee.

3.1.6. Authorized Representatives

In instances of hiring employees to fill certain positions, the following person, committee chairperson, or committee-authorized members are authorized to represent the interests of the Personnel Committee; create and enforce their own personnel policies for the employees indicated; interview qualified applicants in their respective areas; and make offers of employment for vacancies in those areas.

Position	Authorized Committee or Person
Preschool Worker	Preschool Committee
Wee School Worker	Preschool Committee
Mother’s Day Out Worker	Preschool Committee
Nursery Workers	Preschool Committee
Church Hostess	Fellowship/Kitchen Committee
Kitchen Helpers	Fellowship/Kitchen Committee
Financial Secretary	Stewardship Committee

Administrative Professionals	Pastor
Pianist/Organist	Minister of Music

3.2. HIRING PROCEDURES

3.2.1. Interim Pastor

In the event of a pulpit vacancy, the Deacon Chairman will appoint two other deacons to serve with him and take whatever steps are necessary to secure an Interim Pastor candidate for consideration and election by the church. Upon election, the Interim Pastor will be responsible for leading in all services, visiting hospitalized members, and providing general direction to the church staff. The Interim Pastor will not be eligible to become Pastor of First Baptist Church.

3.2.2. Equipping Staff

3.2.2.1. Pastor

Upon the departure of the Pastor, the Deacon Chairman will lead the church in the election of a pastor search committee by asking each member present on a given Sunday morning to recommend nine church members on a prepared ballot. This committee will consist of nine members (with two alternates). The charge of the Pastor Search Committee is as follows:

- Establish guidelines for the work of the Search Committee.
- Work with the Personnel and Stewardship Committees to establish a ministry description and a salary package range.
- Gather information about the needs and desires of the church family.
- Collect and evaluate resumes from prospective pastors.
- Visit prospective pastors who are available.
- Negotiate the details of employment with the prospective minister in collaboration with the Personnel and Stewardship Committees and when necessary the church family. The details of job description and salary package should be voted upon before the prospective pastor visits the church “in view of a call.”
- Recommend a pastor to the church. It would be the responsibility of the Search Committee to communicate all facts that pertain to their recommendation and to make all arrangements for the visits that may be necessary.
- Notify the pastor of the church’s decision and make arrangements for his

move and installation. The committee's responsibilities will have been completed once the minister is on the field.

3.2.2.2. Full-time Equipping Staff Members

Upon the resignation or creation of a new full-time equipping staff position, the church will elect a seven person search committee (with two alternates) to search for the person to fill this position. Two members of the search committee will be selected by the Personnel Committee from within their ranks. The remaining members will be selected from a list of names nominated by the Committee on Committees and elected by the church.

The Committee on Committees will nominate fifteen people for consideration - ten from the primary area of ministry the staff member will relate to and five from the church at large.

The church will then elect five members and two alternates to serve on the search committee based on the names receiving the most votes of those present and voting on the Sunday morning that the vote is taken. The charge of this search committee is the same as listed in Paragraph 3.2.2.1.

3.2.2.3. Part-time Equipping Staff Members

Upon the resignation or creation of a new part-time equipping staff position, the Personnel Committee will begin the search for the person suitable to fill this position. They shall recommend a person to the church for approval. The primary duties of the Personnel Committee are similar to those listed above.

3.3. SALARIED OR HOURLY SUPPORT STAFF

Upon the resignation or creation of a part-time or full time support staff position, the Pastor and/or Chairman of the Personnel Committee will begin the search for the person suitable to fill this position. The Personnel Committee has the responsibility for interviewing and hiring this individual. The Support staff member will be evaluated by the Pastor, appropriate committee or appropriate oversight committee after a 90 day probation period determining whether or not to continue the employment relationship. The Pastor and/or Chairman of the Personnel Committee shall keep the church informed about these decisions.

4. EMPLOYEE BENEFITS

4.1. INSURANCE

All full-time equipping staff members of First Baptist Church of Cleburne who are not yet 70 years of age are required to participate in a Life and Health Insurance Plan. This plan is to provide life, health, and disability insurance for the staff members and his/her family as described in the following sections.

4.1.1. Term Life Insurance

Term Life Insurance with a death benefit of 3 times (Equipping Staff Member's Combined Salary + Housing) for full time equipping staff members; half that amount for spouses of full-time equipping staff members.

4.1.2. Hospitalization And Major Medical Insurance

For details and plan options, see the currently published benefit guidelines.

4.1.3. Long-Term Disability Insurance

Long-Term Disability Insurance providing income to the equipping staff member beginning after absence from work for 180 continuous days due to an illness or accident. This coverage shall provide for the insured to receive at least 40% of his or her monthly salary for as long as the disability persists or until the legal retirement age.

4.1.4. Periodic Review By Personnel Committee

The Personnel Committee shall make such policies available and shall periodically review the costs and benefits of insurance policies and plan options as available from various insurers to assure that desirable benefits are provided to staff members at competitive rates.

4.1.5. Support Staff Eligibility

Any other staff member who wishes may participate through salary reduction in any or all segments of the Life and Health Insurance Plan for a monthly fee as charged by the carrier.

4.2. ANNUITY

All full-time equipping staff members shall participate in one or more annuity programs.

The money placed in an annuity will be deducted from the individual equipping staff member's salary as he or she may voluntarily elect. However, it is understood that an amount representing 6% of the staff member's combined salary + housing allowance shall be budgeted and paid each year for the purpose of funding this annuity. It is understood that the staff member has the right to voluntarily participate in other annuity programs if so desired.

4.3. VACATIONS

Vacations will be granted on a calendar-year basis beginning January 15 and ending on January 14 and are non-cumulative (do not carry over from year to year). Each eligible staff member will be credited with paid vacation based on the following:

Length of Service in a Baptist Church	Weeks of Vacation
1 - 5 years	2 weeks
6 – 10 years	3 weeks
11 - 15 years	4 weeks
>15 years	5 weeks

4.3.1. Vacation Days

Vacation days are based on taking time off during normal work days - Monday through Friday. However, for equipping staff persons, Sunday is a normal work day and their vacation days will include their normal work days up to four (4) – Monday through Friday plus Sunday. The *eligible* staff person's usual days off are not counted in computing vacation days used. Vacation days may be taken separately or consecutively.

Vacation may be taken in the first year of employment. For the first year of employment, vacation is earned at the rate of one day of vacation for each month worked up to 10 days of vacation. Earned vacation days may be taken with the approval of the Pastor with regard to equipping or support staff members, and with the approval of the Personnel Committee with regard to the Pastor. In the event of a Pastoral vacancy, the Personnel Committee shall also review and approve equipping and support vacation requests normally reviewed by the Pastor.

After the first full year of service, all full-time staff members and employees will be credited with the appropriate number of vacation days on January 15 of each year, with the number of earned days to be determined by length of service as indicated above.

4.3.2. Vacation Schedules

Vacation schedules will be determined as early in the calendar year as possible to avoid conflict. Requests shall be made in writing to avoid misunderstanding. Vacation requests should be directed to the Pastor or in his absence to the Personnel Committee.

Vacation schedules will be such that all full time equipping staff members will not be on vacation at the same time. In the event that the Pastor determines requested vacation schedules impair either the church program or operations, he may deny the request. If two staff members request the same dates, the Pastor will resolve the conflict by giving preference to the individual with the longest tenure of service unless he determines that extenuating circumstances merit additional consideration rather than such preference.

4.3.3. Vacation & Employee Termination

If an employee voluntarily terminates employment after having used more vacation days than actually earned, payment for excess days may be deducted from the employee's final paycheck. By the same token, if an employee is terminated, he or she will receive full pay for earned, unused vacation days.

4.4. HOLIDAYS

All staff members will receive time off for nine holidays each year. They include the following:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

A full-time equipping staff member shall be available by phone or in person on all holidays, and the Pastor shall make arrangements with the Deacons to serve immediate needs of the church in his absence.

The Pastor shall lead worship services on Christmas Eve.

Any staff member who works at least 20 hours a week will receive paid holidays. Staff persons whose normal day off or vacation time falls on a holiday, or when Christmas and

New Year's Day fall on a Sunday, will be allowed to take another day off or an additional day of vacation since they would otherwise be deprived of these holidays.

4.5. SICK LEAVE

Sick leave will be accrued on a monthly basis. Staff members will earn one day of sick leave for each month worked. The first day of sick leave will be earned upon the completion of the first full calendar month of employment. A maximum of 120 days may be accrued. Sick leave is to be used to cover absences due to illness or injury of the staff member or their immediate family. Staff members are not paid for unused sick leave either while employed or upon their resignation or termination.

Any staff member is eligible for unpaid medical leave for maternity. This may also be extended to include adoption. Medical leave for maternity purposes is limited to a maximum of 90 calendar days. When sick leave is depleted the employee may continue on maternity leave by utilizing accrued vacation or unpaid leave of absence with approval of the Personnel Committee.

4.6. PASTOR RENEWAL LEAVE

4.6.1. Rationale

When a pastor serves for seven years or longer, he is eligible for a leave of absence for renewal. Renewal leave is an extended time away for the purpose of study, enrichment, vision casting, travel, rest, prayer and/or visiting different cultures to assure continued healthy leadership. First Baptist Church will be strengthened by offering our pastor a time of renewal to step away briefly from the demands of daily ministry life.

Renewal leave allows the pastor to renew spiritually and physically. It creates an opportunity for the pastor to:

- Recapture a sense of vision,
- Be nurtured in faith and skills,
- Become introspective,
- Rekindle spiritual passion,
- Refocus priorities,
- Review the pastoral journey, and
- Reflect on the call of God for life and ministry.

Ultimately, it is an opportunity for the pastor, who has given consistently of himself in ministry, to refill his own heart and resources in order to continue to lead the congregation and serve the Lord in his calling.

4.6.2. Pastor Renewal Leave Conditions

- 4.6.2.1. The term “renewal leave” means the pastor is relieved of all routine and emergency duties during the time granted. Renewal leave is not the same as accrued vacation, and is not considered part of the pastor’s annual vacation time.
- 4.6.2.2. The Pastor will be eligible for renewal leave upon completion of his first 7 years of continuous, full-time service at First Baptist Church, and every 7 years of service thereafter.
- 4.6.2.3. The length of the renewal leave will be 40 calendar days in keeping with Biblical precedents for renewal, restoration, and preparation. Renewal leave must be taken continuously; it may not be broken up into segments. Approved, but unused renewal leave, may not be used at another time. One week of vacation may be combined with the pastor’s renewal leave to provide time to prepare for the renewal leave and to reenter into his pastoral responsibilities. Renewal leave will not become vested and will not be paid as a severance payment if a pastor ceases to be employed by the church.
- 4.6.2.4. Scheduling will be based on ministerial needs at First Baptist Church. The renewal leave needs to be scheduled to minimize disruption to the church. Leave should be taken within one year of eligibility, but the Personnel Committee can approve an exception.
- 4.6.2.5. A Renewal Leave Team consisting of the chair of Deacons, chair of the Personnel Committee, chair of the Stewardship Committee, and a staff member chosen by the pastor will be formed to provide any needed assistance to the pastor to insure a successful renewal leave experience. This assistance will include, but not be limited to:
 - Helping the pastor perform a personal self-assessment;
 - Establishing renewal leave objectives and approving any deviation from the plan;
 - Developing a plan for covering the pastor’s duties during the absence and ensuring the fulfillment of these assigned duties in the pastor’s absence;
 - Assigning a person to contact the pastor ONLY in cases of emergency;
 - Evaluating the impact upon the congregation during the absence of the pastor; and,
 - Updating the pastor upon his return on the life of the congregation.

- 4.6.2.6. A written request for renewal leave should be made at least six (6) months in advance of the intended leave except in special circumstances. The pastor shall present a renewal leave plan to the Renewal Leave Team outlining how the time will be used. The proposal should include the following:
- Type of ministry-related development planned for renewal leave;
 - Activities for physical rest, personal recreation, family responsibilities, intellectual stimulation, and spiritual renewal; and,
 - Plans for ministerial leadership coverage during the renewal leave.
- 4.6.2.7. Within 30 days after the pastor returns from his leave, the pastor will report to the Renewal Leave Team and church of the positive impact upon his life and that of his family and the direction that God provided him for the church. He may also mention some of his activities as well as places he may have visited.
- 4.6.2.8. The pastor's full wages and benefits shall continue during the renewal leave. No compensation shall be given for unused renewal leave time.
- 4.6.2.9. Only upon special or rare occasions should the pastor deviate from the purpose and intent of the renewal leave.
- 4.6.2.10. In order for the church to benefit from the personal renewal of its pastor, the pastor should not consider a change in ministry for at least a year. However, the church must be submissive to God's will if God uses this time to call the pastor away.
- 4.6.2.11. No major decisions will be made in the pastor's absence, unless he is first made aware of them.

4.7. OTHER ABSENCES

Staff members may be granted time off with pay in the following incidents:

- Death in the immediate family up to three days with pay. Immediate family consists of parents, siblings, children, spouse, grandchildren, and grandparents of the staff member or his or her spouse.
- Jury duty. Any eligible staff member who receives a jury summons will be given the necessary time off without loss of pay and may keep the juror fee.
- Military leave up to two weeks per year with pay is authorized to cover active duty training with the United States Armed Forces.

- Personal business time off may be arranged with the Pastor or appropriate authorized committee or person as defined in Section 3.1.6. to attend to matters of personal business. In these cases, the staff member may use accumulated vacation time or be granted time off without pay. Extended time off without pay is not permitted except in extreme emergencies.

4.8. CONVENTIONS, CONFERENCES, and TRAINING

4.8.1. Southern Baptist Convention (S.B.C.)

The Pastor and his wife may attend the S.B.C. each year; all other equipping staff members may elect to attend the S.B.C. as a part of other time off as described below. However, no more than two or more than one-half of the church's full and part-time equipping staff members may attend the S.B.C. in any given year unless it is held locally. In that event, all may attend if desired.

4.8.2. Baptist General Convention Of Texas

The Pastor and his wife may attend each year. Other equipping staff members may attend biennially with approval of the Pastor.

4.8.3. Other General Conventions.

From time to time, the Pastor and his wife may attend conventions other than the Southern Baptist Convention or Baptist General Convention of Texas with Personnel Committee approval.

4.8.4. Equipping Staff Conferences

Each equipping staff member is authorized to spend one week during each year at a conference or assembly for self-improvement in his or her area of ministry. This will be available after one year of service in the church. When the equipping staff member has more than one area of responsibility, he or she shall be granted opportunity to attend two conferences when it is deemed necessary.

4.8.5. Equipping Staff Revival And Conference Leadership

Each Equipping Staff member shall be permitted to lead or participate in outside activities each year with pay up to a maximum of two calendar weeks. These activities shall include events such as conventions, seminars, revivals, evangelistic crusades, encampments, and so forth. The church will not pay expenses for these activities since the staff member receives remuneration and expenses for the services that he or she provides.

4.8.6. Equipping Staff Supervision Of Church Programs Conferences, Conventions, And Training

Each equipping staff member shall be permitted to supervise groups he or she is leading without counting this against his or her Convention/Conference time. For example: when an equipping staff member is called upon to supervise a group such as leading a mission trip, taking a group of Sunday School leadership to Glorieta for training, or taking a group to the Evangelism Conference, the equipping staff person would have his or her expenses paid by the church and his or her time provided by the church.

4.8.7. Support Staff Training

To improve their skills, support staff may be given permission to attend workshops or training seminars each year at the church's expense with approval from the Pastor and/or the Personnel Committee. With regard to the church's Financial Secretary, the Stewardship Committee may approve the workshop or seminar provided they have separately budgeted and will pay for the expenses of the workshop from funds budgeted separately from the Personnel budget. Otherwise, the expense of these workshops will be budgeted, approved, and accounted for as outlined in Section 4.7.8. and 4.7.9.

4.8.8. Conference Request Procedure

The Pastor shall submit a budget request to the Personnel Committee for all convention/conference expenses requested by the staff for the following year as part of the budget planning process each year. The Personnel Committee shall consider this request and make a recommendation to the Stewardship Committee along with the Personnel Budget requests each year. Upon approval by the church, the pastor shall oversee convention/conference time and expenses for the staff and the Personnel Committee for the pastor.

4.8.9. Conference Expenses

If this request is approved, the church will pay by credit card or reimburse the staff member for all reasonable expenses incurred as a part of these activities up to the approved amount. A written summary of all actual expenses incurred with appropriate receipts shall be submitted by equipping staff members to the Pastor. In turn, the Pastor shall review and then submit these expenses in combination with his own to the Financial Secretary for payment in accordance with financial guidelines. The amount of these expense accounts may vary from staff member to staff member and from year to year. These expenses should not be taken from the staff member's salary but should be provided by the church to help with their continuing education.

4.9. COMPENSATORY TIME OFF

Seasonal work requirements, special events, church projects or other conditions may sometimes require a full-time equipping staff members to work abnormally long hours without adequate rest for an extended period of weeks. Compensatory time off is time off with pay in lieu of overtime pay for irregular or occasional overtime work.

In these instances, the Pastor may award the affected equipping staff member(s) time off to provide the staff member(s) additional opportunity for rest, time with family, and to catch up on personal business. The time off shall be in addition to earned vacation days, holidays, or those days or hours normally taken off by the staff member. The awarded hours off may take the form of hours on succeeding days (off early several days in a row), afternoons or mornings off on succeeding days, or a number of days off. The Pastor shall keep the Personnel Committee informed of such awards.

The use of compensatory time off shall be approved by:

- the Pastor with regard to equipping and support staff members; and,
- the Personnel Committee with regard to the Pastor.

Employees who earn Compensatory time off will lose entitlement to compensatory time off and overtime pay if it is not used within the fiscal year earned.

4.9.1. Equipping Staff Members

Equipping Staff members shall be permitted to make up any normal days off they missed while they were involved in leading an FBC sponsored group out of town such as mission trips, leadership conferences, youth camps, and so forth. This compensatory time off will be approved and coordinated by the Pastor with regard to equipping staff members and by the Personnel Committee with regard to the Pastor. The number of days or partial days compensated must equal the number of normal days off or partial days off missed and not taken while away.

Normal days off include days or partial days of the week normally taken off by the equipping staff member, holidays, and previously approved vacation days missed.

4.9.2. Support Staff Members

Support staff personnel shall be permitted to recover their normal time off lost while attending workshops or seminars. Part-time and full-time support staff persons may take an hour off for each additional hour they work in excess of their normal weekly hours while actually attending the workshop or seminar, or they may otherwise adjust

their remaining weekly work schedule to compensate for the additional hours worked. This compensation time shall be coordinated and approved by the Pastor in advance.

4.10. FLEXIBLE WORK SCHEDULE

A flexible work schedule consists of a weekly basic work requirement of 40 hours per week for full-time employees and a prorated weekly basic work requirement for part-time employees according to the job description, in which the employee may:

- Vary the number of hours worked in a given workday or workweek, and
- Earn and use credit hours.

Under a flexible work schedule and subject to supervisory approval, employees may work up to, but no more than 40 hours per week. The flexible work schedule is only available to employees in certain support staff positions as described in the job description.

4.11. CREDIT HOURS

Credit hours are hours in excess of an employee's basic work requirement or regular workday, and which the employee **elects** to work, with supervisory approval, so as to vary the length of the workday or workweek. They are not overtime hours and are distinguished from compensatory time off in that the latter are officially ordered and approved by a supervisor.

Credit hours may be earned anytime outside an employee's basic work requirement, but must be during normal office hours. Credit hours cannot be accrued in excess of the annualized basic work requirement. Credit hours in excess of the employee's annualized basic work requirement are not allowed and are not overtime or compensatory time.

Credit hours cannot be earned during travel time, on holidays, at conferences, or in training. Credit hours are earned and used in 1-hour increments. Just like vacation, employees must obtain advance supervisory approval before using credit hours. Employees may accumulate and carry forward up to 40 credit hours but must use accrued credit hours during the fiscal year earned.

4.11.1. Unused Credit Hours

The employee will be compensated for any unused credit hours at the hourly rate of pay if an employee has unused credit hours at the end of the fiscal year. Credit hours must be used during the fiscal year accrued and cannot be carried over to the next fiscal year.

If an employee leaves the church with a credit-hour balance or is no longer eligible for

credit hours, the employee will be compensated for any unused credit hours at the hourly rate of pay, up to a maximum of 40 hours.

5. WORKING CONDITIONS, POLICIES, AND PROCEDURES

5.1. PERSONNEL SUPERVISION & ANNUAL REVIEW

The Pastor shall serve as the coordinator of all paid staff. He shall cooperate in the supervision of the following individuals:

- The Financial Secretary, who is supervised by the Stewardship Committee;
- Wee School workers, who are supervised by the Preschool Committee;
- Mother's Day Out, Pre-school workers, and Nursery workers, who are supervised by the Preschool Committee;
- Church Hostess and Kitchen Helpers, who are supervised by the Fellowship/Kitchen Committee; and,
- Building Superintendent, who is supervised by the House and Grounds Committee.

5.1.1. Annual Reviews

The Pastor or appropriate committee shall review both in-person and in writing all staff members under his supervision on an annual basis to evaluate the positive and negative aspects of the staff member's work, to reconfirm the staff member's short and long-term goals, to discuss mutual expectations between the staff member and supervisor, and to assess training needs. A copy of this written review shall be maintained on file in the church office, shall provide the employee opportunity to comment on any positive or negative comments given, shall be signed by both the Pastor and the employee upon completion of the review, and shall be submitted to the Personnel Committee for their information.

Other staff members shall be annually evaluated by their respective supervising committees or staff members. Similarly, an annual review of the Pastor shall be performed by the Personnel Committee.

5.1.2. Authority

The Pastor and Personnel Committee shall cooperate in the supervision of employees. The Pastor may delegate supervision of employees to other staff members whenever appropriate. He shall have the authority to act in all matters that relate to his personnel in accordance with published Personnel Policies including recommending the termination of any equipping or support staff member. He shall have authority to hire

and terminate his own secretary (provided the secretary's hourly wages and benefits do not exceed an amount mutually agreed with the Personnel Committee). He shall have authority to coordinate work hours, make arrangements for special events, assign tasks, and clarify task priorities among all staff members including those staff members not directly reporting to him.

The Personnel Committee shall have authority to make and enforce its decisions relating to all personnel issues including the following:

- Establishment of personnel policies and practices prior to their submission to the church;
- Committee approval and recommendation of annual personnel budgets to the Stewardship Committee;
- Conflict resolution among personnel by direct review and mediation among the personnel involved by submission of the conflict or issue to the Church Council and/or the Deacon Ministry Team, or through submission of the conflict or issue with a stated recommendation directly to the church in a specially called business conference.

Neither the Pastor, nor the Personnel Committee shall possess the authority to terminate an equipping staff member without approval of the church in a called business conference.

5.2. OFFICE HOURS

Normal office hours are from 8:30 a.m. until 4:30 p.m., Monday through Friday. In some cases, the church office may be considered open and secretaries assigned to work on Wednesday evening and/or Sunday morning. Custodian(s) and the Building Superintendent may be expected to work flexible hours which would include Wednesday night or during other night events and on Sunday. This is not to be considered over-time, but part of the work schedule in keeping with the need of support staff for church program activities. It is recommended that at least one secretary or one equipping staff member be present at any time during office hours.

Full-time equipping staff shall maintain office hours in the church facility when not performing other church duties off-site.

5.3. BASIC WORK REQUIREMENT

The basic work requirement is the number of hours (except overtime hours) an employee is required to work or to account for by charging leave, credit hours, excused absences, holiday hours, compensatory time off, or time off as an award. A full-time employee's basic work

requirement is 40 hours per week. A part-time employee's basic work requirement is the number of hours that the employee is scheduled to work each week as defined in the job description.

5.4. RELIEF BREAKS AND LUNCH BREAKS

Each staff member will be allowed two 15 minute breaks, one in the morning and one in the afternoon. These breaks should not be considered time to leave the church facility. A one hour lunch period may be taken within the window of time from 11:00 am to 2:00 pm. The staff members may elect to leave the building at lunch or eat lunch on the premises. The Pastor may elect to close the office at lunch to celebrate staff member's birthdays or other special occasions.

5.5. ATTENDANCE RECORDS

Weekly timesheets will be kept by all custodial staff members and will be turned in to the Financial Secretary at the end of the week. These sheets will record actual clock hours worked by day for the week. Compensatory time off for salaried support staff because of additional hours worked in any given week will be coordinated with and allowed by the Pastor on the basis of these time sheets in accordance with Section 4.8.

5.6. PAYROLL

There shall be two pay periods per month: the 1st through the 15th day and the 16th through the last day of the month. (Note: There are some exceptions to this when consideration for weekly pay is needed.) If the pay days (i.e., the 15th and the 28th day of the month) fall on Saturday, Sunday, or holidays observed by the church, pay checks will be distributed on the nearest preceding workday.

5.7. PAYROLL DEDUCTIONS

Federal withholding tax and applicable Social Security tax shall be deducted from the staff pay check on the established pay days. Staff members shall fill out a W-4 form at the time of employment to accommodate processing these deductions. Other payroll deductions authorized by the employee shall be made from each pay check such as hospitalization premiums, tax deferred annuities, etc.

5.8. PERSONAL DRESS AND APPEARANCE

Each staff member should dress in a manner which is modest and appropriate to his or her position and the demands of his or her responsibilities.

5.9. PROHIBITED ITEMS

No tobacco products, alcohol, handguns, or profanity are allowed in any of the buildings of the church.

5.10. PERSONAL TELEPHONE CALLS

Telephones are provided to conduct the business and ministry of First Baptist Church. Personal calls, when necessary, should be kept brief and should not interfere with the work of the church office. Personal long distance calls are to be charged to the staff member's home number or personal credit card. No personal long distance calls are to be charged to the church.

5.11. CONFIDENTIALITY

Staff members are not permitted to release confidential information concerning the equipping staff, support staff, or members of First Baptist Church. Mailing lists and other data of the church are considered confidential and should not be granted to outside sources. Discussion of staff meetings, personnel meetings, and other pertinent information from committees should be considered confidential information. Staff spouses are to maintain confidentiality as well. Failure of any staff member to maintain confidentiality may result in termination.

5.12. APPROPRIATE LANGUAGE

Staff members are not to use profanity or to be involved in any unseemly conversation.

5.13. SUGGESTIONS AND COMPLAINTS

Staff members shall register any suggestions and complaints about the operation of the church office, program, or personnel matters with the Pastor. If the Pastor is unable to give the party satisfaction, then he or she may take their suggestion or complaint to the Personnel Committee to be addressed. Under no circumstances are employees or their spouses to take their suggestion or complaint to other church members since this would be harmful to the church as a whole.

The Pastor shall discuss annual compensation questions with all staff members reporting to him each year. If any questions exist about the budget process as a whole then these questions should be addressed at this time. Any questions about salaries or compensation that a staff member's spouse or family may have should be addressed to the Pastor and not discussed in business conference since this could be harmful to the harmony of the church.

5.14. WEATHER EMERGENCY POLICY

During weather emergencies the Pastor shall determine if the offices are to be opened or closed. The office will generally be closed if the Cleburne Independent School District closes schools due to inclement weather. If a question arises, then the staff member should call the Pastor for clarification.

5.15. INJURY ON THE JOB

When a staff member is injured on the job, the Pastor or chairman of the Personnel Committee must be notified immediately. If the injury warrants special attention, the staff member will be advised to seek medical attention.

5.16. EXPENSE REIMBURSEMENT

First Baptist Church staff members are reimbursed for actual cost of expenses or mileage (figured at current IRS rates) when incurred while carrying out the objectives of their position and role with First Baptist Church.

5.17. SECURITY OF THE BUILDING

Security of the church facilities is the responsibility of every staff member. Keys to the building may be checked out of the church office but are not to be duplicated. If keys are lost, the loss should be reported to the Pastor and/or to the Chairman of the House and Grounds Committee. The various entrances of the building will be unlocked at scheduled times as required to facilitate the use of the various buildings for church program events.

5.18. STAFF DEPARTURES

Prior to the departure of any staff member (whether by resignation or termination), the staff member shall meet with the Personnel Committee for an exit interview. The Personnel Committee may elect to have members of other affected committees present during this

interview. The purpose of this interview is to obtain feedback regarding the staff member's level of satisfaction, to give guidance, and clarify other pertinent information.

5.19. CONFLICT RESOLUTION AND TERMINATION

Termination involves the involuntary discharge of a church equipping or support staff employee for such reasons as, but not limited to, excessive absenteeism; poor work attitude; belligerence toward church members or other employees; or criminal, moral or ethical misconduct.

Lay-off involves the involuntary discharge of a church employee for such reasons as, but not limited to, the departure of an equipping staff member, budget reduction, or a change in office or hourly requirements.

5.19.1. Nonequipping Or Staff Member Terminations

Employees of Wee School, Mother's Day Out, and the Nursery, the Church Hostess, kitchen workers, the Financial Secretary, and the Pastor's secretary are hired and supervised by their appropriate committees or persons as identified in Paragraph 3.1.6. Should the supervising committee or person determine that termination of one of their support staff members is warranted, they may terminate that employee by action of the committee and are to inform the Pastor and Personnel Committee of their actions.

5.19.2. Staff Member Terminations

Should the Pastor determine that the termination of a support staff member is warranted, he will notify the chairman of the Personnel Committee and the supervising committee, if any, and will arrange meetings with the Personnel Committee, supervising committee, if any, and the support staff member. The staff member's personnel file will be reviewed to see if anything might be done to resolve critical issues and prevent termination. Should the Personnel Committee agree that nothing further can be done to prevent termination or independently determine that termination is warranted, the Personnel Committee may terminate the support staff member without vote of the church.

5.19.3. Voluntary Staff Member Separations

If a support staff member under the Pastor's supervision voluntarily elects to depart, the Pastor will notify the employee and arrange an exit interview with the Personnel Committee. A personnel file will be kept on all terminated employees for at least five years.

5.19.4. Equipping Staff Terminations

Should the Pastor determine that termination of an equipping staff member is warranted, he will notify the chairman of the Personnel Committee and will arrange meetings with the Personnel Committee and the equipping staff member. The equipping staff member's personnel file will be reviewed to identify problem and determine whether or not anything might be done to resolve critical issues and prevent termination. Should the Personnel Committee agree that termination is the best course of action, they will notify the church that a special business meeting will be held to discuss the termination of the equipping staff member. Such action will require a majority vote of those present and voting.

If, during this process, the employee voluntarily elects to depart, the Pastor will arrange an exit interview with the Personnel Committee and will notify the staff member.

5.19.5. Pastor Termination

Should an unresolvable conflict or issue arise between the Personnel Committee and the Pastor, or should the Personnel Committee determine that sufficient cause exists warranting termination of the Pastor, the chairman of the Personnel Committee may arrange a meeting between the full Personnel Committee and the Church Council (that committee consisting of the chairmen of the following church entities: Deacons (chairman and vice-chairman), Personnel Committee, Stewardship Committee, Committee on Committees, and House & Grounds Committee) for presentation and evaluation of pertinent facts, issues and Personnel Committee recommendations including termination. Should the Church Council be unable to resolve by other means the situation or should they by majority vote concur that termination is warranted, the matter shall be brought before the church in a called business conference. Action will require a majority vote of those present and voting at that conference.

Alternately, without input from the Church Council, the Personnel Committee or the Pastor may bring the unresolvable issue to the Minister-Church Relations Department of the Baptist General Convention of Texas, or a recommendation before the church in a called business conference. Action will require a majority vote of those present and voting at that conference.

5.19.6. Staff Layoffs

Should the Personnel Committee determine that conditions exist warranting the layoff of any support staff member, the Personnel Committee may lay off the employee without vote of the church.