

Faith Baptist Church Personnel Handbook

Personnel Committee

The Personnel Committee of Faith Baptist Church shall be a term committee composed of at least three members. The pastor shall be a permanent member serving as ex-officio. There shall be a committee chairperson who will also serve on the Administrative Committee. All committee members and chairpersons shall be elected in accordance with Church by-laws.

The committee's basic function is administrative in nature. Its responsibilities include evaluation of employees in conjunction with their related committees, submitting salary recommendations to the Administrative Committee, keeping all employee job descriptions and evaluations on file, maintaining the church suggestion box, keeping an accurate record of concerns and neglects of duties of employees as reported to them by the responsible committees, complaint resolution, recommending to the church any employees to be employed or terminated, and suggesting and interviewing with the related committees new employees when the need arises.

The Personnel Committee shall perform its duties in accordance with Church by-laws.

Staff Positions and Evaluating Committees

- *Pastor-----Administrative Committee
- *Associate Pastor of Students---Youth Committee
- *Director of Music and Worship---Music Committee
- *Associate Pastor of Children and Education--Children Committee
- *Minister of Senior Adults---Senior Committee
- *Organist-----Music Committee
- *Pianist -----Music Committee
- *Administrative Assistant-----Administrative Committee
 The Administrative Assistant shall be reviewed by the
 Administrative Committee but the Pastor remains responsible
 for his/her day-to-day activities.
- *Nursery Worker-----Children Committee
- *Caretaker-----Trustee Committee

Vacation Leave

Permanent full-time employees who have completed six months of full-time service are eligible for vacation benefits with pay as follows:

1. Five (5) days vacation leave per year during the first year of employment:
Eight (8) days during the second year;
2. Ten (10) days vacation leave per year during the third year of employment and through the seventh year of employment;
3. Fifteen (15) days vacation leave per year during the eighth year of employment and for the duration of employment.

Not more than one week of vacation leave may be carried over to the next year.

Professional staff (all ministers) shall be eligible for:

1. Ten (10) days vacation leave per year during the first five years of service;
2. Fifteen (15) days vacation leave per year during years six through fourteen years of service.
3. Twenty (20) days vacation leave per year during years fifteen through duration of employment.

Not more than one week of vacation leave may be carried over to the next year.

All ministers and those with worship responsibilities are expected to take only as many Sundays each year as they have weeks of vacation.

Permanent part-time professional ministers and clerical employees are eligible for vacation benefits with pay in the same manner as stated above. Vacation benefits for permanent part-time employees will be charged on an hourly basis based upon their average hours worked per day (total hours worked per week divided by five days).

Any employee vacation benefits different from the above schedule shall be approved by the church and recorded in the employees personnel file.

Holidays

The following shall be considered paid holidays for permanent full-time employees: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, and Thanksgiving (2 days), Christmas (2 days).

A paid holiday falling on a weekend would result in the next closest business day being taken.

Permanent part-time employees will receive these paid holidays if the holiday falls on a day that they would normally work. Pay for these days will be calculated in the same manner as Vacation Leave and Sick Leave.

Sick Leave

Permanent full-time employees who completed six months full-time service are eligible for sick leave benefits with pay as follows:

1. One working day for each completed work month of service, beginning with the seventh month.
 - a. Unused sick leave may be accumulated up to 30 days, however, after 20 days accumulated, sick days may be converted on the basis of two (2) sick days for one (1) personal day.
 - b. Each present permanent employee who has two and one-half years or more of service shall be allowed a base accumulation of 30 days of sick leave;
 - c. Absence for a fraction of a day that is chargeable to sick leave shall be charged in an amount not less than one-half day.

Permanent part-time ministers and clerical employees are eligible for sick leave benefits with pay in the same manner as stated above. Sick leave benefits for permanent part-time employees will be charged on an hourly basis upon their average hours worked per week (total hours worked per week divided by five days).

Permanent part-time keyboardists shall be eligible for sick leave benefits as follows:

1. Two (2) days of sick leave during first ten years of service.
2. Four (4) days of sick leave during service of ten years and above.

Sick leave may be converted into personal time off on the basis of two (2) sick days for one (1) personal day.

Permanent part-time employees may only take sick leave on an average full-day basis.

All employee leave days shall be recorded in a central location and be open to review by the Administrative/Personnel Committee.

Maternity/Paternity Leave

Maternity leave not to exceed six weeks with pay may be granted for male or female employees who have completed two years of satisfactory employment. Not more than thirty (30) days of sick leave may be used for maternity leave.

Funeral Attendance

Authorized time off without deduction of pay when necessitated by death in the immediate family will be given. The amount of time taken to attend funerals of persons in the immediate family will be left to the discretion of the employee's evaluating committee to the extent that absence does not exceed three working days.

Court and Jury Duty

Employees are excused from work for court and jury duty.

Job Improvement Leave

Permanent, full-time employees may be eligible for job improvement leave not to exceed one week per year.

Permanent part-time keyboardists may be eligible for job improvement leave every third year if budget permits.

Ministers Professional Improvement

Speaking Engagements and Conferences: The full-time ministers of Faith Baptist Church shall be allowed ten (10) days for preaching/teaching opportunities and-or conferences away from the church area.

Conventions: Full-time ministers shall be given time to attend the Cooperative Baptist Fellowship Assembly.

Professional Study Leave: The Pastor is given one week of study leave per year. It is designed as a time for preaching enrichment, planning and/or sabbatical. The Associate Pastor of Youth and Spiritual Formation as well as the Associate Pastor with Children and Education is given one week of study leave per year for professional enrichment related to church responsibilities. The part-time Director of Music and Worship is given one week of study leave every other year. Study leave may be scheduled with a conference. This is with pay and in addition to vacation and other time away. This time is accruable for sabbatical purposes upon approval from the Church body.

Insurance and Employee Benefits

All insurance and employee benefits including but not limited to Health Insurance, Dental Insurance, Life Insurance and Retirement will be paid as a part of an employee's complete pay package and may be distributed as each employee sees fit.

Workman's Compensation Coverage: As required by the state statute, the church provides coverage for all full-time employees.

Family and Medical Leave: Leave related to family and medical needs will be granted in a manner consistent with Family and Medical Leave Act (FMLA) of 1993. The FMLA guarantees individuals who have been employed by an organization for at least one year up to 12-weeks of job protected leave during any 12 month period for certain family and medical reasons. With the exception of maternity leave (previously described), leave related to family and medical needs will be unpaid, although health benefits provided by the church will continue.

This policy applies to four categories of family and medical needs:

1. The birth and care of the newborn child of the employee;
2. Placement with the employee of a son or daughter for adoption or foster care;
3. The care for an immediate family member (spouse, child, parent, or sibling) with a serious condition;
4. Medical leave when the employee is unable to work because of a serious health condition.

Family and medical leave by the church is subject to the following condition:

1. The employee should provide thirty days advance notice when the leave is foreseeable;
2. The employee must provide a medical certification to support a request for leave because of a serious medical condition;
3. During a period of family or medical leave, the church will continue to contribute to the employee's health insurance plan;
4. After returning from family or medical leave, the employee will be restored to his/her original or equivalent position with equivalent pay, benefits, and other employment terms;
5. Taking family or medical leave will not result in the loss of any benefit that accrued prior to the start of the leave.

Employee Reimbursements

Reimbursements are made to personnel upon completion of a reimbursement request form with the appropriate receipt attached. This form must be signed by the person who requests the reimbursement as well as the person who oversees the expenditures from the line item.

Reimbursements for travel expenses are determined by the official IRS designation for mileage reimbursement. Meals will only be reimbursed for out of town overnight stays. Exceptions can be made on a case by case basis by evaluating committee. Requests for reimbursements beyond the budgeted amount or without the appropriate receipt must be approved by the Administrative Committee.

Hiring Procedures:

The following procedures should be followed in the hiring of church employees:

1. Formation of employee search committee which shall be responsible for the following:
 - a. Generating and reviewing applications, resumes, tapes, references, etc....for potential candidates;
 - b. Interviewing potential candidates;
 - c. Developing potential pay packages;
 - d. Developing employee contract;
 - e. Presenting potential candidates, pay packages, and employee contracts before the church body for approval.
2. Upon church approval the following transitions should be made:
 - a. Employee will begin reporting to their appropriate committee/individual

- b. Evaluation duties will transfer from the search committee to the employee's appropriate committee.
 - c. The evaluating committee will be responsible for a 6-month initial review and an annual review every year thereafter.
3. All hiring procedures should be done in conjunction with Church by-laws.

Recommending a Hire:

The Evaluating Committee for that position shall make a recommendation to the Personnel Committee. The Personnel Committee shall then make the recommendation to the Church.

Recommending an Employee Search Committee:

The Evaluating Committee for that position shall make the recommendation to the Personnel Committee. The Personnel Committee shall then make the recommendation to the Church.

Forming of a New Position:

The Evaluating Committee for that position shall make a recommendation to the Personnel Committee. The Personnel Committee shall then make the recommendation to the Church.

Job Descriptions:

A job description will be provided to all employees and will be kept on file in the Church office. Any and all job descriptions shall contain the following categories:

1. Job Title
2. Principle function/job summary
3. Specific Responsibilities
4. To be governed by the policies in the policy manual
5. Reviewed by _____ committee and/or _____ individual.

*The Administrative Assistant is to be reviewed by the Administrative Committee, but the Pastor remains responsible for his/her day-to-day activities.

Job descriptions shall be reviewed by the employee and their evaluating committee on an annual basis. Annual reviews shall take place in August of each year then submitted to the Personnel Committee prior to budget requests.

Staff Recognitions:

Special Recognitions for all employees shall be handled by the deacon body. **Annual Gifts** for the Pastor, Associate Pastor Students, Associate Pastor of Children and Education, Minister to Senior Adults, Director of Music, Pianist and Organist shall be handled by the deacon body. **Annual Gifts** for all other employees shall be handled by the Personnel Committee in accordance with the Church budget.

Complaint Resolution:

All complaints will be dealt with in a timely manner and resolved constructively in an atmosphere of Christian love and concern for all parties involved.

There shall be a church suggestion box located in the church office. This box shall remain locked and be monitored by the Personnel Committee. It is recommended that the box be used, when deemed appropriate, to avoid the following resolution.

I. Staff Job Performance Complaints:

The person bringing the complaint is urged to discuss the nature of the complaint and a proposed solution with the staff member. Failure of this informal effort at resolution may result in the following procedures being implemented:

1. The person bringing the complaint may contact the evaluating committee chairperson and request a complaint interview. (Complaint interviews regarding the Administrative Assistant should be requested through the Pastor and/or Administrative Committee.
2. The chairperson will schedule an interview with the committee and staff member where they will file the complaint and discuss the informal steps previously taken towards its resolution.
3. The evaluating committee shall address the problem with the staff member, seeking resolution through a mutually agreed process.
4. The committee and the staff member shall have the option, from this point forward, to refer the entire matter to the Personnel Committee for resolution.
5. Upon referral to the Personnel Committee, the evaluating committee shall provide the staff member and the Personnel Committee the file containing all actions and documents concerning the complaint.
6. The Personnel Committee shall then schedule a closed meeting for the purpose of reviewing the complaint and the steps taken toward its resolution. Upon review, the Personnel Committee will determine a resolution to the complaint.
7. Failure to accept the Personnel Committee's resolution by either party to the complaint will result in the resolution being presented in the form of a motion by the Personnel Committee to the membership of the Church at its next regularly scheduled business meeting.

II. Complaints Expressed by the Church Staff:

If the complaint is in regards to other staff members or the congregation, the staff member bringing the complaint is urged to discuss the nature of the complaint and the proposed solution with those individuals. Failure of this informal effort at resolution may result in the procedures outlined under **Staff Job Performance Complaints**. If the complaint is in regards to church procedures/policies, the staff member should express those concerns with their evaluating committee chair who will again follow the procedures outlined under **Staff Job Performance Complaints**.

Eliminating a Position:

The evaluating committee for the position shall make a recommendation to the Personnel Committee. The Personnel Committee shall then make a recommendation to the Church.

Termination of Employment:

The evaluating committee for the position shall make a recommendation to the Personnel Committee. The Personnel Committee shall then make the recommendation to the Church. Upon termination of employment the evaluating committee for that position shall make a recommendation to the Personnel Committee in regards to filling that position on a temporary or interim basis. The Personnel Committee would then make the recommendation to the Church.

Resignations:

Full-time employees resigning from the church staff will be compensated for all earned, unused vacation leave. Additional compensation (financial or commemorative gifts) may be accorded resigning employees when deemed appropriate by the church. Upon receiving a resignation, the evaluating committee for that position shall make a recommendation to the Personnel Committee in regards to filling that position on a temporary or interim basis. The Personnel Committee would then make the recommendation to the Church.

Exceptions or additions to the policies in the handbook will be made by a vote of the Church in business sessions.