

# First Baptist Church Cleburne, Texas

## Personnel Policies

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## Document Version Control

<b>Last Approved</b>	<b>Version#</b>	<b>Changes Made</b>
10/1/2006	1.0	Reformatted policy and corrected grammatical errors.
10/1/2006	2.0	Clarified Compensatory Time Off; added a clause for Ministry 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.
4/26/2015	2.2	Added Statement on Marriage and Sexuality to 3.1.3, Personal Conduct
4/24/2016	2.3	Added Martin Luther King Day to Paid Staff Holidays, Section 4.4
1/28/2018	2.4	Revised for Fair Labor Standards Rules; Revised Personnel oversight and dismissal policies; changed "Equipping" to "Ministry" throughout document; added Harassment policy

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## 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 other church-approved policies and 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. Ministry Staff

Those staff members who are called of God into the Gospel ministry and who have been called by the church to serve in Ministry positions such as Pastor, Associate Pastor, Minister of Music, Minister of Education, Minister of Discipleship & New Members, Minister of Teaching & Training, Minister of Youth, Minister of Children, Minister of Recreation, and other such ministers as may be deemed necessary for the successful fulfillment of church goals and programs are spiritual leaders, Bible teachers, and spiritual servants for religious purposes. 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 spiritual and practical 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 policies.

#### 2.1.2. Support Staff

These are those staff members who provide services that support the functioning of the church, its Ministry Staff, and committees in the ongoing work of the church. These staff members provide secretarial, media, 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 Ministry staff, support staff members are to observe fiscal responsibility and restraint in the accomplishment of their role in accordance with stated church policies.

## **2.2. TIME CLASSIFICATION**

### **2.2.1. Salaried Employees**

All of the Ministry Staff, both full-time and part-time shall be considered salaried employees with the hours indicated in their Ministry 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 whose work is scheduled at 40 hours per week on a continuous basis are considered salaried. Salaried support staff members are considered non-exempt salaried employees and are paid time and a half for work time over 40 hours. Any hours over 40 per week must be pre-approved by their Supervisor PRIOR to being worked.

All full-time salaried staff members shall be eligible to participate in the employee benefits program of the church by salary reduction agreement. 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 Ministry or Support Staff members whose work is scheduled at 40 hours per week on a continuous, scheduled basis are considered full-time. All other Ministry and Support Staff members are considered part-time.

## **3. EMPLOYMENT OF PERSONNEL**

### **3.1. GENERAL HIRING POLICIES**

#### **3.1.1. Ministry Staff**

Full-time Ministry staff members should have completed an undergraduate degree plus a minimum of two years seminary training or equivalent educative experience. These ministers 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 Ministry and support staff members are expected to demonstrate and champion the highest moral and ethical standards in their personal conduct. We believe and teach that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by the 2015 Adopted Statement on Marriage and Sexuality and conduct themselves accordingly.

### 3.1.4. Personnel Committee Oversight

Except as otherwise specified in these policies, the Personnel Committee and the Pastor shall have sole responsibility for hiring full-time support employees, hiring part-time employees, setting hourly and salary arrangements and benefits, and seeing that the church complies with the Fair Labor Standards Rules for those employees who fall under those rules.

## 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. Ministry 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 with the church 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 Ministry 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 Ministry 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 and Pastor have the responsibility for interviewing and hiring this individual..

## 4. EMPLOYEE BENEFITS

### 4.1. INSURANCE

All full-time Ministry 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 (Ministry Staff Member's Combined Salary + Housing) for full time Ministry staff members; half that amount for spouses of full-time Ministry 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 Ministry 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 Ministry staff members shall participate in one or more annuity programs. The money placed in an annuity will be deducted from the individual Ministry 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 included in their benefit package 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:

<b>Length of Service in a Baptist Church</b>	<b>Weeks of Vacation</b>
1 - 5 years	2 weeks
6 – 10 years	3 weeks
11 - 15 years	4 weeks
15 – 20 years	5 weeks
> 20 years	6 weeks

### 4.3.1. Vacation Days

Vacation days are based on taking time off during normal work days - Monday

through Friday. However, for Ministry 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 Ministry 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 Ministry 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 Ministry 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. The Pastor will resolve any conflict in requests by giving preference to the individual with the longest tenure of service unless he determines that extenuating circumstances apply.

#### 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 ten holidays each year. They include the following:

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

A full-time Ministry 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. By mutual agreement with the Personnel Committee, the pastor may wait longer than seven years to take a sabbatical and may thereby be allowed a longer time of sabbatical than 40 days. 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.
- 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.
- 4.6.2.12. The Personnel Committee shall work with the Pastor to consider other options for Pastoral renewal in cases where a 40-day extended renewal leave is not feasible in the opinion of the Pastor and Personnel Committee.

## 4.7. OTHER ABSENCES

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

- Death in the immediate family up to four 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 Ministry 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 Ministry 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. Texas Baptist Convention (BGCT)

The Pastor and his wife may attend each year. Other Ministry 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 Texas Baptist Convention with Personnel Committee approval.

#### 4.8.4. Ministry Staff Conferences

Each Ministry 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 Ministry 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. Ministry Staff Revival And Conference Leadership

Each Ministry 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. Ministry Staff Supervision Of Church Programs Conferences, Conventions, And Training

Each Ministry 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 Ministry staff member is called upon to supervise a group such as leading a mission trip, camp, or other church group, the Ministry 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. 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/missions 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 include funds in the Personnel Budget each year. The pastor shall oversee convention/conference/missions 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 Ministry staff members to the Pastor. In turn, the Pastor shall review and then submit these expenses in combination with his own to the Finance Manager 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 Ministry staff member 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 Ministry 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 other Ministry members; and,
- the Personnel Committee with regard to the Pastor.

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

#### 4.9.1. Ministry Staff Members

Ministry 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 Ministry 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 Ministry 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. Every effort should be made by all non-exempt employees not to work over 40 hours per week total, and any hours worked over 40 must be pre-approved by their Supervisor PRIOR to being worked.

### **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.

Under a flexible work schedule and subject to supervisory approval, non-exempt 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.

## **5. WORKING CONDITIONS, POLICIES, AND PROCEDURES**

### **5.1. PERSONNEL SUPERVISION & ANNUAL REVIEW**

#### **5.1.1. Annual Reviews**

The Pastor, Associate Pastor, or Personnel Committee shall review both in-person and in writing all staff members under his/their 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, and shall be signed by both the Pastor/Associate Pastor and the employee upon completion of the review. All reviews shall be submitted to the Personnel Committee for their information. 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 all 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 personnel in accordance with published Personnel Policies including recommending the termination of any Ministry or support staff member. He shall have authority to hire and terminate his own Administrative Professional (provided their 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. The Personnel Committee shall have authority over personnel, including:

- Establishment of personnel policies and practices prior to their submission to the church;
- Committee approval and recommendation of an annual summary Personnel budget to the Stewardship Committee;
- Conflict resolution among personnel by direct review and mediation among the personnel involved and in consultation with other individuals or groups as deemed necessary, or with a stated recommendation directly to the church in a specially called business conference.

The Pastor, together with the Personnel Committee shall have the authority to terminate a Ministry or support staff member.

## 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 Administrative Professionals assigned to work on Wednesday evening and./or Sunday morning. Custodian(s) 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 Administrative Professional or one Ministry staff member be present at any time during office hours.

Full-time Ministry 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. Ministry staff are expected to serve as a good church member and then earn their compensation above that time that a normal volunteer would give to ministry.

### **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.

### **5.5. ATTENDANCE RECORDS**

Weekly timesheets will be kept by all non-exempt staff members and will be turned in to the Finance Manager at the end of the week. These sheets will record actual clock hours worked by day for the week. Every effort should be made not to work over the hours specified by the Personnel Committee, with no non-exempt employee working over 40 hours. Any work hours over 40 per week by any non-exempt employee must be approved by their Supervisor PRIOR to being worked.

### **5.6. PAYROLL**

The Treasurer and Finance Manager will talk with the Pastor about payroll considerations,

i.e., whether there shall be two pay periods per month: the 1st through the 15th day and the 16th through the last day of the month (24 periods) or pay periods every two weeks (26 periods).

## **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 complies with the highest standards of modesty and is appropriate to his or her position and the demands of his or her responsibilities.

## **5.9. PROHIBITED ITEMS**

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

## **5.10. PERSONAL PHONE AND MEDIA USAGE**

Land-line telephones are provided to conduct the business and ministry of First Baptist Church. Personal calls, including personal cell phone calls, texts, or social media usage, should be kept brief and should not interfere with the work of the church office. No personal long distance calls are to be charged to the church. Every staff member shall consider that their social media posts reflect on First Baptist Church, its employees, and its members. All social media posts should be positive and encouraging, building others up in the Lord. The Pastor and/or Personnel Committee may address social media usage by any employee that does not meet the highest standards of Christ-like love and character.

## **5.11. CONFIDENTIALITY**

Staff members are not permitted to release confidential information concerning the Ministry 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, COMPLAINTS & HARASSMENT

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 privately 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 privately and not discussed in business conference since this could be harmful to the harmony of the church.

All employees are expected to act in a responsible and professional manner and to help maintain a respectful environment free of discrimination and harassment. It is the policy of FBC Cleburne not to tolerate unlawful discriminatory harassment based upon race, color, national origin, pregnancy, age, marital status, religion, mental or physical disability, or veteran status. Harassment is a form of discrimination and a violation of church policy. Therefore, it is the position of this church to ensure that its employees are not subjected to harassment during the course of church ministries and church-sponsored activities; this includes, but is not limited to harassment by other employees, vendors or others.

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Harassment is generally defined as inappropriate, unwelcome, or offensive conduct, whether verbal, visual, physical, or otherwise, whereby:

- Submission to such conduct is made an explicit or implicit term or condition of employment;
  - Submission to or rejection of such conduct is used as a basis for employment decisions;
- or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

For example, racially biased actions or comments that ridicule, demean, or offend someone of a particular race may create a hostile work environment. Definitions of sexual harassment include various forms of offensive behavior and will not be tolerated.

Any employee witnessing such harassment or being subjected to such harassment has a responsibility to report this harassment to the Pastor, supervisor, or Personnel Committee immediately. All incidents of prohibited harassment that are reported will be investigated. The church will ensure that appropriate action is taken to eliminate the harassment, if the investigation validates the complaint. The incident will be investigated thoroughly, promptly, and confidentially. If employees do not report harassment, it cannot be investigated. The church will not tolerate retaliation against an employee who makes a complaint of harassment in good faith. All persons employed by the church, whom the church finds to have violated this policy by engaging in any form of harassment shall be subject to disciplinary action up to, and including, immediate termination. All persons not employed by the church, whom the church finds to have violated the policy, shall be subjected to appropriate action, including, but not limited to, permanent exclusion from church facilities and activities.

#### **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 Ministry 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 a Ministry staff member, budget reduction, or a change in office or hourly requirements. A personnel file will be kept on all employees who depart for at least five years.

### 5.19.1. Support and Ministry Staff Member Terminations

FBC support and ministry staff and other employees, except for the Pastor, are supervised by the Personnel Committee and Pastor and may be terminated by the Personnel Committee.

### 5.19.2. Voluntary Staff Member Separations

If a support or ministry 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.

### 5.19.3. 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 Pastor. If agreeable terms cannot be reached for the Pastor's departure, the matter shall be brought before the FBC Deacons together with the Personnel Committee and Pastor. The recommendation of the Personnel Committee for termination shall be upheld with a



majority vote of the Deacons.

The Personnel Committee or the Pastor may bring the unresolvable issue to the Minister-Church Relations Department of the Texas Baptist Convention.

#### **5.19.4. 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.