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**Personnel Policies****Preface:**

The contents of this document have been prayerfully prepared by the Personnel Committee to assist members of the church and the church staff to better understand the Aversboro Road Baptist Church personnel policies. We are engaged in the most important business in the world – reaching others with God’s Word. In this work, each staff member is an integral part, and every job is important in attaining the goals of this church and its membership. The Lead Pastor is the chief of staff and should be consulted first on all problems. If they cannot be resolved, problems should then be brought to the attention of the Personnel Committee. Effective personnel administration may be realized only if there are sound policies on which decisions and other actions are based. While policies are essential, their application through established procedures by all concerned is just as important. It is not feasible to supply a rule for every conceivable contingency. Hopefully, everyone will conscientiously endeavor to follow and carry out both the letter and the spirit of these policies.

**Personnel Committee – Purpose and Function:**

The Personnel Committee shall consist of six members, with at least two members who are or have been ordained Deacons. The committee should primarily concern itself with the overall administration of the personnel program which shall apply to all members of the church staff. The committee shall be responsible for recommending to the church changes in the official personnel policy, and employee/church relations consistent with good management practices. It is also responsible for the maintenance of established personnel policies and procedures including wage scales, progressions, compensation, insurance, vacations, leaves, holidays, grievance procedure, and unlawful harassment policy. As described in the Bylaws, the Personnel Committee shall be responsible for leading the church in maintaining job descriptions for all staff positions, bringing to the church recommendations concerning the creation of new staff positions and resulting redistribution of duties. Updates to job descriptions that involve minor responsibility clarifications/updates or changes to ensure consistency across all job descriptions should be managed through the Personnel Committee without the necessity of going through subsequent review and approval by the church. Major changes to responsibilities will be reported to the Deacons and to the church in regular business conference.

Personnel Committee shall be responsible for seeking out and interviewing qualified candidates to fill vacancies for ministerial staff (except for the Lead Pastor) and administrative and support staff. For each administrative and support position vacancy, committee has the authority to offer employment to one qualified candidate without further approval provided budgeted funds are approved, available and not exceeded for the position. The candidate’s supervisor should concur with the committee’s intent regarding filling of administrative and support employee vacancies. For each ministerial staff vacancy, committee shall submit a recommendation to the Deacons of one qualified candidate. If the Deacons concur, the name of the candidate proposed for each ministerial staff vacancy shall be submitted to the church as a joint recommendation. If the Deacons do not concur, then the committee shall submit other names, one at a time, until the Deacons concur. The financial package for ministerial staff vacancies shall be coordinated with the Budget and Finance Committee and presented to the Deacons and the church for approval prior to the prospective ministerial staff member’s official job offer.

Personnel Committee shall review any non-trivial complaints by or regarding any staff member and seek a Christian solution after consulting with all parties involved. Staff members shall have the privilege of meeting with the committee without the presence of any other staff member. If a complaint is brought by a staff member (other than the Lead Pastor) against either a fellow staff member or the church, it shall be the duty of the Personnel Committee along with the Lead Pastor to mediate the differences and seek a harmonious Christian solution. See the Formal Grievance Procedure for a more thorough discussion of complaints and grievances.

### **General Principles and Requirements:**

The ministries of Aversboro Road Baptist Church shall be planned and correlated under the direction and leadership of the Lead Pastor. Staff members have the right and privilege of disagreement but shall recognize and accept the responsibility of the Lead Pastor to make decisions. Staff members are expected to maintain confidences and to refrain from discussing confidential matters relating to staff work and church relationships. They are expected to work together in a harmonious and cooperative spirit as a team and to support all church ministries. Staff members are expected to set an example in Christian stewardship and to maintain the highest standards of conduct and morality. Each employee's supervisor is responsible for day-to-day performance and needs. The supervisor should perform job progress evaluations with each employee individually at least quarterly and a performance evaluation at least annually. The Deacons shall counsel with the Lead Pastor annually. A copy of each staff member's written quarterly and annual evaluation shall be provided to the Personnel Committee

## **GENERAL PROVISIONS**

### **I. Work Schedules**

Our policy is to manage work requirements effectively. In accordance with the Fair Labor Standards Act, the standard work week for pastoral, administrative, and support staff is forty (40) hours, unless otherwise announced or as outlined as a permanent part-time position.

The pastoral staff is expected to work a minimum of forty (40) hours per week. In an effort to maintain uniform expectations for everyone, it is recognized that the pastoral staff is on call during the week and have responsibilities and meetings both in the office and in the community at all times including early morning, daytime, evening, and weekends. Core hours for the pastoral staff are from the hours of 9:00am to 3:00pm. It is expected that the pastoral staff will spend an average of twenty (20) weekly hours in the office. One day off per week, as assigned by the Lead Pastor, is provided to accommodate the Sunday work schedule.

Office hours for the administrative staff are from 8:00am through 5:00pm Monday through Thursday.

The permanent part-time employee (pastoral, administrative or support) is defined as being employed less than thirty-five (35) hours weekly. Temporary employees (pastoral, administrative or support) may be employed with proper approval. Work schedules for support staff, permanent part-time employees and temporary employees will be determined by the Lead Pastor to accommodate church needs.

## 1A. Compensatory Time for Pastoral Staff

Pastoral staff members are not paid overtime. Some activities led by the pastoral staff do require overnight hours, extra days, and at times, unusual schedules. Compensatory time (comp time) can be earned when these conditions occur. The use of comp time may be scheduled following the same guidelines as vacation days and may be taken adjacent to vacation and holidays. Sundays may not be used as comp time days. Wednesday day hours (8:00am – 5:00pm) are available for comp time. However, the pastoral staff member shall be available to work the regular Wednesday evening schedule. Comp time is to be taken within sixty (60) days of accrual and shall require prior approval of the Lead Pastor. Comp time is available only for time worked directly for ARBC where the pastoral staff person has the responsibility and leadership of the event in their area of ministry specialty. Unused compensatory time will not be paid upon termination of employment.

Compensatory Time Off Allowances are as Follows:

Saturday Event (six or more hours or all day)	=	1 Day Comp Time
Saturday Event (three to five hours or half day)	=	½ Day Comp Time
Weekend Event requiring overnight stay	=	1 ½ Days Comp Time
Week Long Event requiring overnight stays	=	2 Days Comp Time

Event Defined: Conventions, conferences, retreats, or other activity in which the employee is serving in their capacity as an ARBC pastoral staff member and is not being paid from an outside source.

## II Holidays

All full time and permanent part-time employees are entitled to the following paid holidays:

New Year's Day  
Easter Monday  
Memorial Day  
Independence Day  
Labor Day  
Personal Day  
Thanksgiving (Thursday & Friday)  
Christmas (two days)

Normally, the church office will be closed on the above holidays except on the staff Personal Day. If a holiday falls on a Saturday, Sunday, or a non-working day, or a need requires a staff member to work on a holiday, the following alternative schedule is provided:

<u>Actual Holiday</u>	<u>Observed Holiday</u>
Saturday	Friday
Sunday	Monday
Exception Circumstance	As approved by the Lead Pastor

The Personnel Committee will identify and make known all holiday dates prior to January 1 each year.

### III. Vacations

All full time and permanent part-time employees are entitled to paid vacations. Service time for the purpose of computing vacation days is defined as employment with any agency of the Southern Baptist Convention or any church or association cooperating with the Southern Baptist Convention. The amount of creditable service time will be determined by the Personnel Committee and Lead Pastor prior to employment of a new staff member. Vacation earned for purposes of scheduling time off, computation for vacation for new employees, and termination of employment is earned on a full calendar month basis, with eligibility beginning on the first full month of employment and through the last day of the month in which termination of employment occurs. Vacation time will be accumulated per pay period. The Lead Pastor, upon employment, will receive a total of four weeks vacation annually, including four Sundays. Annual vacation eligibility for other full-time employees is accumulated as follows:

<u>Cumulative Service</u>	<u>Weeks Per Year</u>
6 Months	One Week (1 Sunday and 1 Wednesday)
One Year	Two Weeks (2 Sundays and 2 Wednesdays)
Five Years	Three Weeks (3 Sundays and 3 Wednesdays)
Fifteen Years and over	Four Weeks (4 Sundays and 4 Wednesdays)

Annual vacation eligibility for permanent part-time employees is accumulated as follows:

<u>Cumulative Service</u>	<u>28 Hours/Week</u>	<u>Employee Working 21 Hours/Week</u>	<u>14 Hours/Week</u>
6 Months	28 Hours Limited to 1 Sunday and 1 Wednesday	21 Hours	14 Hours
One Year	72 Hours Limited to 2 Sundays and 2 Wednesdays	63 Hours	49 Hours
Five Years	98 Hours Limited to 3 Sundays and 3 Wednesdays	91 Hours	84 Hours
Fifteen Years +	133 Hours Limited to 4 Sundays and 4 Wednesdays	126 Hours	119 Hours

#### Miscellaneous Vacation Provisions:

Up to five unused vacation days may be carried forward for use in the next calendar year, excluding Sundays, provided that advance approval is granted by the Lead Pastor and the Personnel Committee. Employees will be paid for any unused vacation days accumulated at the time of termination. Vacation requests shall be submitted to the Lead Pastor for approval. When a paid holiday occurs during vacation time, the employee will not be charged vacation time for that day. Vacation time is not applicable for contract/temporary employees. A record of absences (vacation, personal leave, holidays, etc.) will be maintained in the church office on all staff members for each calendar year.

#### **IV. Sick Leave**

All full time and permanent part-time employees are entitled to sick leave with wage continuation in the event of personal illness or injury or the illness of a spouse, parent, or minor children in the home, and may not be used for any other purposes. Sick leave for full-time employees will accrue at the rate of twelve days per year. Unused sick leave may be accumulated at a maximum of 120 days. Permanent part-time employees are entitled to sick leave accumulation on a pro-rata basis as follows:

Employee working 28 hours per week:	70 Hours per year
Employee working 21 Hours per week:	56 Hours per year
Employee working 14 Hours per week:	42 Hours per year

Unearned sick leave taken by an employee will result in a deduction from salary payment(s). Unused sick leave will not be compensated for upon termination.

Situations may arise when an employee or an immediate family member of an employee may experience a medical emergency requiring the employee to exhaust all available time off. At this critical point the employee may be faced with the prospect of requesting leave without pay or advancement of sick leave. The following options are available:

##### Unearned Sick Leave

Employee may request advancement in sick leave for the next calendar year when the employee's sick leave bank has been depleted for a personal and/or family medical emergent situation. Advancement will be granted up to twelve (12) sick days and will be provided on an as needed basis. The employee will be accountable for reimbursement of advanced sick leave if employment terminates before the advanced sick leave has been actually earned. Reimbursement will be deducted from the employee's final pay.

##### Sick Leave Donations

Sick leave donations may be made by an employee to another employee when certain criteria have been met.

1. The gaining employee may not solicit for donations or request co-workers or others to solicit on their behalf.
2. The gaining employee shall have depleted all leave, including vacation, compensatory, and sick leave, for the current calendar year.
3. The gaining employee shall be experiencing a personal and/or family medical emergency situation.
4. Donations may be conceded on an as needed basis for the current calendar year.
5. Unused donated leave will revert to the original donor.
6. Donated sick leave will be converted to the appropriate number of hours based on the recipient's rate of base pay.

A request shall be submitted in writing and jointly approved by the Lead Pastor and the Chair of the Personnel Committee for either "Unearned Sick Leave" or "Sick Leave Donations".

Note: "Compensatory Time" may be used as/for normal sick leave.

## **V. Leave of Absence**

A Leave of Absence is considered as any required leave from work that is not covered by vacation, sickness, or otherwise approved activity normally considered as routine church or staff activities. When necessary, a Leave of Absence from job responsibility may be arranged through the Lead Pastor and the Personnel Committee. Leaves are normally unpaid periods and include personal and extended illness. Exceptions and unusual circumstances may be taken to the Deacons and Church Conference.

Family Leave: Employees are allowed 12 weeks of unpaid family leave and medical leave during any 12-month period. An employee is entitled to take Family Leave for one of the following reasons:

- To care for the birth or placement of a child.
- To care for a spouse or parent with a serious health condition.
- The employee is unable to perform the essential functions of the job because of a serious health condition

The employee must give at least 30 days notice before a leave is reasonably foreseeable. For the duration of the leave, the church will maintain the employee's health coverage under the group health plan under the same joint employee/employer contributory plan that is in effect. Employees with accumulated sick leave and vacation could choose to use and be paid for accrued time for one of the specified purposes stated above. The remainder of the twelve weeks leave could be taken without pay.

## **VI. Jury Duty**

Our staff has a responsibility as citizens which they should fulfill willingly when they are called for jury duty. If a staff member is called, time used to serve will not be counted against sick leave or vacation. Pay received from the court will not affect earnings.

## **VII. Military Leave**

If an employee is a member of a military reserve or National Guard program and is called for the purpose of training or active military duty, a leave of absence will be granted. During the Military Leave of Absence, pay (military plus regular salary) should be equal to normal salary for 120 working hours in one calendar year. Employment credit will continue to accumulate during the military leave. If called to active duty, the insurance coverage will be assumed by the government. However, dependent coverage will continue as established prior to military leave with the employee being responsible for this expense.

## **VIII. Emergency Leave**

All employees are entitled to three days paid emergency leave (or equivalent work hours for permanent part-time staff) for the death of a member of the immediate family. Immediate family is defined as spouse, son, daughter, stepson/daughter, father, mother, step-father/mother, grandparents, step-grandparents, brother, sister, step-brother/sister, and in laws.

## **IX. Insurance Benefits**

The church provides coverage under the Group Insurance Program administered by the Annuity Board of the Southern Baptist Convention. Coverage is extended to all full-time and permanent part-time staff. Permanent part-time staff must be scheduled to work at least 20 hours per week or 1000 hours per year. Benefit dollars equal to ten percent (10%) of the permanent part-time employee's salary will be offered to be allocated as the employee chooses. Church paid coverage will be provided for eligible church staff members. The church insurance program consists of the following types of coverage:

Term Life Insurance: Church paid coverage for eligible employees provides employees life insurance based on employee's annual compensation.

Comprehensive Medical Plan: Church paid coverage for eligible employees with optional coverage for spouse and dependents at the expense of the employee. The plan provides for maternity coverage, newborn nursery care, and prescription drug program.

1. The Church will pay for Health and Dental insurance for the Lead pastor, his spouse and dependent children.
2. The Church will pay for Health and Dental insurance for all full-time staff members only. Optional coverage for spouse and dependents is at the expense of the employee.
3. Any staff member reaching the age of 65 will be required to enroll in Medicare. The church will provide that staff member with a Medicare Advantage Plan.

Accidental Death and Dismemberment Plan: Church paid coverage provides additional insurance for the employee in the event of accidental death or if suffering a specified loss from an accident. The amount of coverage is determined by the employee's annual compensation.

Disability Plan: Church paid coverage provides long-term disability benefits in the event of a disabling injury or illness.

Details of coverage may vary and shall be determined in accordance with current coverage provided by the Annuity Board of the Southern Baptist Convention. The church reserves the right to make changes as needed to the benefits program provided to employees.

## **X. Workers Compensation**

All employees are covered by Worker's Compensation, which provides benefits to employees in case of injury on the job.

## **XI. Retirement**

Full time staff members are covered by the annuity plan administered by the Annuity Board of the Southern Baptist Convention. Permanent part-time staff members scheduled 20 or more hours per week or at least 1000 hours per year can participate in the annuity plan with benefits at a pro-rata basis. The employee can select various investment options under whichever plan the employee is enrolled. The regular Church Annuity Plan provides church paid contributions to

the employee's account, as well as additional contributions which the employee may elect to make. The church also provides a matching contribution for all staff members for Social Security (FICA) contributions. The church reserves the right to make changes as needed in the retirement programs provided to employees.

## **XII. Salary Administration**

It is the policy of this church to pay fair and reasonable salaries to staff members for services performed, and to review such salaries annually. The Baptist State Convention will be consulted to obtain a "Customized Report Based on Current Year Compensation" for each staff position during this annual review. Data to be included in this report will be church membership size, average Sunday morning worship attendance, annual church budget, and scope of job responsibilities. Salaries and wages will be reviewed by the Personnel Committee prior to preparation of the annual budget and recommendations will be made to the Budget and Finance Committee based on the following:

- Data in Customized Report from Baptist State Convention.
- Job value and personal performance as documented in performance evaluations completed by the Lead Pastor.

Payroll will be distributed monthly on the last business day of the month.

## **XIII. Years of Service Recognition**

### **1. Pastoral Staff:**

- 5 years \$500 and a recognition certificate
- 10 years \$1,000 and a recognition plaque
- 15 years \$1,000 and one extra weekend
- 20 years \$1,000, a recognition plaque, one extra weekend
- 25 years \$1,000 and one extra weekend

Extra weekend includes Sunday and Monday

### **2. Full-time Staff (non-pastoral)**

- 5 years \$500 and a recognition certificate
- 10 years \$1,000 and a recognition plaque
- 15 years \$1,000 and three extra vacation days
- 20 years \$1,000, a recognition plaque and three extra vacation days
- 25 years \$1,000 and three extra vacation days

### **3. Part-time Staff:**

- 5 years \$250 and a recognition certificate
- 10 years \$500 and a recognition plaque
- 15 years \$500 and a recognition plaque
- 20 years \$500 and a recognition plaque
- 25 years \$500 and a recognition plaque

#### **XIV. Additional Time Off for Pastoral Staff**

The full time and permanent part-time pastoral staff will be allowed up to two non-consecutive weeks each year, apart from vacation, for the purpose of conducting revivals, study courses, seminars, or other activities related to church work for which they may or may not receive remuneration. Participation in such activities must be approved by the Lead Pastor after consultation with the Personnel Committee. The Personnel Committee will be advised by the Lead Pastor of his plans to participate in these activities away from the church. All expenses associated with these activities that are to be paid for by the church must be budgeted and approved.

Conventions: The Lead Pastor shall have up to one week off with pay each year, excluding any other time off, for the purpose of attending the Southern Baptist Convention. The attendance of conventions of the other pastoral staff will be at the discretion of the Lead Pastor. All expenses associated with conventions that are to be paid by the church must be budgeted and approved. It is anticipated that the Lead Pastor will attend the Baptist State Convention each year. The attendance of this convention by other pastoral staff will be at the discretion of the Lead Pastor. Provision for non-pastoral staff to attend study courses, seminars, or other activities in which the activity would be beneficial in the discharge of the employee's position may be scheduled as budgeted and approved. Such activities are to be coordinated on a rotating basis to provide administrative coverage for the church office.

#### **XIV. Grievances**

See "Formal Grievance Procedure," policy number 061 in the Policies and Procedures Manual.

#### **XV. Unlawful Harassment Policy**

See "Unlawful Harassment Policy," policy number 062 in the Policies and Procedures Manual.

#### **XVI. Job Termination**

Pastoral Staff: Staff resignations will be given to the Personnel Committee in writing at least two weeks prior to the effective date. Resignation by the Lead Pastor shall be submitted to the Deacons at least 30 days prior to the effective date. Decisions regarding involuntary separation of the Lead Pastor will be determined by the Deacons and voted on by the church. Notice of termination shall be at least 30 days in cases of involuntary separation.

Non-Pastoral Staff: Resignations will normally be given in writing to the Personnel Committee at least two weeks prior to the effective date. Involuntary separation shall be considered jointly by the Lead Pastor and the Personnel Committee. Notice of termination in case of involuntary separation will be two weeks for all non-pastoral staff.

Compensation Upon Termination: Compensation will be for time worked, which has not already been paid. Vacation compensation will be paid as specified in the Vacation Policy. In cases where it may be in the best interest of the church, compensation may be paid in lieu of the specific notice of termination period.

## **XVII. Ministry Expense Reimbursement**

Funds may be made available for reimbursement to pastoral staff members specifically for ministry support incurred expenses. The intent is to minimize out-of-pocket expenses spent as the pastoral staff goes about performing their ministry tasks. Examples include approved expenses such as meals, travel and supplies incurred by the pastoral staff in support of church ministries. Reimbursements are made and charged to Budget Line Item #513, Ministry Support Expense (Lead Pastor's expenses are not chargeable to this account). The annual budgeted amount on this line item shall not be exceeded. Therefore, reimbursement to the ministerial staff is dependent on funds available. Pastoral staff members submit a Travel and Expense Report with receipts attached noting date expense occurred, reimbursable expenditures and purpose of the ministry support. Reimbursements for ministry support require the Lead Pastor's approval. Each pastoral staff member has a church provided credit card with a set credit limit. Upon receipt of the credit card statement by the church, each pastoral staff member itemizes their portion of the bill by account. The credit card bill, with documentation attached, is forwarded to the Lead Pastor for approval. Once approved, the Financial Secretary proceeds with payment procedures.

## **XVIII. The Growing Place Staff**

Aversboro Road Baptist Church's Personnel Policies do not apply to The Growing Place staff which includes the Director, Teachers, Teacher Assistants, Substitute Teachers, Custodian, and the Financial Secretary. The Growing Place staff will follow the policies regarding personnel items as stated in The Growing Place Operations Manual as established per the Bylaws.