

POLICY MANUAL

PERSONNEL TEAM

The Personnel Team shall be composed of four (4) to seven (7) members approved by the Church Council. The duties of this team are to see that all personnel policies as stated in the church Policy Manual are abided by. It is also the responsibility of this team to review personnel policies and job descriptions annually to see that they are up to date and appropriate. The Personnel Team will have the authority to make changes to the personnel policies and job descriptions with review by the Church Council.

I. Personnel Policies

A. Disclaimer

1. Employment Terms

The policies described here are applicable to all staff members. A review of these policies will be made annually. It is the responsibility of the Personnel Team to inform staff in writing of any changes in policy.

2. Every staff member has the right to terminate his or her employment at any time, for any reason upon giving appropriate notice. (refer to instructions for notice in resignation policy)

B. Equal Employment Opportunity

1. Stithton Baptist Church shall conform to applicable government regulations in the employment of staff, the payment of wages and the administration of work schedules. The intent of SBC is to provide equal employment, training, and ministry opportunities for all employees. No person will be discriminated against in employment because of race, color, sex, age, national origin or disability except when there is a bona fide occupational qualification involved.
2. Because of the nature of the work of Stithton Baptist Church, the lead pastor reserves the right to employ only those who are active members of churches in cooperation with the associations and state conventions related to the Southern Baptist Convention.

C. Sexual Harassment Policy

1. Purpose

All employees and volunteers of Stithton Baptist Church have the right to work in an environment free from all forms of illegal discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. The position of SBC is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship.

2. Responsibility

It is the responsibility of the lead pastor, church administrative staff, and each employee to ensure full compliance with this policy. It is the responsibility of an individual who believes they have been the victim of illegal discrimination or harassment, or any individual who is a witness to an event they believe may constitute illegal discrimination or harassment, to immediately report the incident to an appropriate church official as indicated within this policy.

3. Definition

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment.
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

- c. 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.
- 4. Policy
 - a. No employee, whether male or female, shall be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.
 - b. Sexual harassment shall not include occasional and appropriate compliments of a socially acceptable nature.
 - c. Sexual harassment does refer to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.
 - d. Such behavior may result in disciplinary action up to and including dismissal.

II. Classifications of Staff

- A. Pastoral Staff
Senior Pastor, Associate Pastor(s), Worship Pastor
- B. Support Staff
Youth Director, Children's Director, Ministry Assistants, Custodial Staff, Maintenance Staff, Nursery Staff, and Temporary Staff.
- C. Full Time
Full time is defined as being regularly scheduled to work 32 or more hours weekly.
- D. Part Time
Part Time is defined as working fewer than 32 hours weekly.
- E. Temporary
Temporary is defined as someone who is hired to work for a specific amount of time.

III. Selection of Personnel

All expenses incurred by the search teams will be charged to the appropriate budget line items and paid by the church.

- A. Process for creating new paid positions
 - 1. The creation of new paid positions should come upon the recommendation of the pastoral staff with the agreement of the Personnel and Finance Teams.
 - 2. The Personnel Team will develop job descriptions and responsibilities.
 - 3. The Personnel and Finance Teams will develop a compensation package for the new position.
 - 4. The selection and hiring process will be based upon the regular guidelines for hiring either pastoral or support staff as appropriate.
- B. The Calling/Hiring of Senior Pastor/Worship Pastor
To fill any approved pastoral position, the following procedure will take place. Either party can stop this process at any time.
 - 1. The Calling of a Pastor
 - a. Interim Pastor
The Church Council will appoint an Interim Pastor Search Team for the purpose of interviewing, selecting, and assisting an interim pastor if a candidate hasn't already been identified by the Church Council or the Personnel Team. This search team will serve until a new pastor arrives at Stithton. (See procedures for Ad Hoc Search Team.)
 - b. Senior Pastor
The Senior Pastor Search Team will be made up of three deacons and four members at large. The three deacons and four members will be nominated and elected by the church at a regular business meeting. The chairperson of the team will be one of the three deacons.
 - c. Worship Pastor
If a candidate for Worship Pastor has not already been identified by the Senior Pastor, the Church Council or the Personnel Team, a search team made up of three deacons and four members at large will be formed. The three deacons and four members will be nominated and elected by the church at a regular business meeting. The chairperson of the team will be one of the three deacons.

- d. Revisions to job descriptions and compensation packages will be reviewed and/or revised by the search team in conjunction with the deacons, Church Council, Personnel Team, and Finance Team.
 - e. The vote for Senior Pastor/Worship Pastor will be by secret ballot and will be subject to 80% approval by church members.
2. The hiring of Support Staff – (full and part time)
- a. The Senior Pastor and the Personnel Team will review and/or revise the job description, as necessary.
 - b. The Pastor, Personnel and Finance Teams will review and/or revise the compensation package as necessary.
 - c. The Personnel Team shall secure names of candidates, conduct interviews, and select the appropriate candidate for the position.
 - d. The Pastor and the Personnel Team will have the authority to hire/terminate full-time and part-time employees, and will inform the congregation of who has been selected for the given position.
 - e. The Senior Pastor will supervise all support staff.
 - f. All support staff shall be subject to a 90-calendar day probationary period.

IV. Vacation, Working Hours, and Standards for Time Off

The Personnel chair will keep records of staff vacation and leave in the employee files.

A. Vacation

- 1. Full time staff are allowed paid vacation annually based on the years of ministry experience the staff member possesses. Vacation time should be coordinated with the Senior Pastor and is dependent on his approval.
- 2. Paid vacation is established as follows:

After six months of service, 5 days per year

After one year of service, 10 days per year

After five years of service, 15 days per year

After ten years of service, 20 days per year

*The Senior Pastor receives vacation as part of his salary and benefits package per agreement with his search committee and subsequent congregational approval.

- 3. The annual allotment of vacations days will be available on January 1 of each fiscal year.
- 4. A maximum of one week's vacation time in a given year may be carried over to the following year.
- 5. If termination or resignation occurs, the employee will reimburse the church for vacation used but not earned.

B. Work Hours for support staff

- 1. Full time support staff shall work a minimum of 32 hours per week, and are allowed two 15 minute breaks per day. Full-time staff are allowed a one hour lunch daily, that is not included in the work day.
- 2. The work schedules of all part time staff shall be subject to their individual job descriptions and administered by the Senior Pastor.
- 3. The Church office is open when staff are present. Office hours will normally be from 8:30 – 4:30, Monday through Friday.

C. Standards for Time Off for Full-Time Staff

Salaried staff members and full-time hourly staff members will receive holidays with pay. Part-time staff members will not receive holidays with pay.

1. Paid Holidays:

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

2. Compensatory days will be provided should the holiday fall on a weekend or a staff member's day off.
3. Discretionary Time Off:
The Senior Pastor is authorized to approve discretionary or compensatory time off for staff as appropriate.
4. In the event of termination or resignation, only accrued vacation time will be paid.

D. Sick Leave

All pastoral and full-time staff shall receive 2.25 hours sick leave per pay period. These hours will continue to accrue until they are used. Sick leave will accumulate from year-to-year, but any unused sick leave will not be paid upon termination of service. Any sick leave in excess of three (3) days may require a doctor's statement. Written records will be maintained in the Personnel file.

E. Maternity Leave

Full time staff qualifies for up to six (6) weeks of maternity leave, after review and approval by the Personnel Team. Leave used during this time period will be charged to previously accumulated sick leave. Any borrowed leave will be paid back at 2.25 hours per pay period.

F. Jury Duty, Court Leave, Military Duty, or Disaster Relief Duty

1. Jury Duty

Employees are encouraged to accept jury duty when called upon and when they feel it is in line with their civic duties to do so. When a notice of jury duty is received, the employee should inform his/her supervisor of the dates requested. An employee will receive full salary while serving on jury duty. No charge will be made against vacation time or personal leave for jury duty.

2. Court Leave

If summoned for court testimony on behalf of SBC or its member churches, such time for court appearances will be excused and the employee will be considered on duty. If the employee is called to testify for personal reasons or in a case that is not related to SBC and its ministries, the Senior Pastor will determine if the usage of personal leave or vacation time is necessary on a case-by-case basis.

3. Military Duty

When employees obligated to military duty (i.e. National Guard) are called to service, the employee should inform his/her supervisor of the dates of required service. The employee will receive full salary while serving their obligation. No charge will be made against vacation time or personal leave for military duty.

4. Disaster Relief Duty

Employees are encouraged to accept Disaster Relief Duty when called upon and when they feel it is in line with their civic duties to do so. When a notice for Disaster Relief service is received, the employee should inform his/her supervisor of the dates requested. An employee will receive full salary while serving on Disaster Relief duty. No charge will be made against vacation time or personal leave for Disaster Relief duty.

G. Bereavement

All staff will be given paid time off in the loss of immediate family. The length of bereavement time will be a minimum of three (3) days. Additional days may be approved by the Senior Pastor on a case by case basis.

H. Continuing Education and Speaking Engagements

SBC supports and encourages all staff to attend conferences and training as appropriate for their position.

1. Pastoral staff requests to attend speaking engagements, conferences, conventions, etc. are subject to the approval of the Church Council and are not to be considered vacation time.
2. Support staff requests to attend conferences and training are subject to the approval of the Senior Pastor and shall be considered either work hours or compensated with comp time.

V. Salary Administration

A. Salary Reviews

1. Salary reviews will be conducted annually, prior to budget proposal deadlines.
2. Annual review of salaries will be made by the Senior Pastor and the Personnel Team. Their recommendations will be given to the Finance Team for their review.
3. All paid employees will receive contracts per their position and salary.

B. Gifts and Bonuses

Financial gifts and bonuses given by the church to the church staff will be reported as regular taxable income.

C. Payroll

1. All paid staff will be paid bi-weekly. Pay is disbursed by direct deposit only.
2. No advance payments on salaries will be made.

D. Benefits

1. SBC is required by law to provide worker's compensation insurance.
2. Part-time (less than 32 hours per week) and temporary staff receive salary only and no additional benefits.

VI. Performance Reviews

- A. A personnel file will be maintained and kept by the Personnel Team Chair. Those who have access to these files will be limited to the Personnel Chair and the employee. Access to personnel files by any other persons will be made only at the written approval of the employee.
- B. The personnel file will contain: background checks, appropriate biographical information, performance reviews, time off requests and records, written job descriptions, written salary recommendations, commendations, unsatisfactory reports as necessary.
- C. Performance reviews for all staff are to be conducted annually by the Personnel Team and the Senior Pastor.
- D. The Personnel Team will conduct 90 day reviews for new employees.
- E. Standards for performance reviews shall be based upon job descriptions, performance evaluations.

VII. Outside Employment

- A. All staff, other than the Senior Pastor, may have outside employment as long as it does not impede their ability to perform their duties within the church as determined by the job description, the Senior Pastor and the Personnel Team.
- B. If the Senior Pastor and the Personnel Team determine that the outside employment has a negative effect upon any church staff member, or discredits the church or the congregation in any way, the pastor and the Personnel Team should make recommendations, in writing, to the staff member in question, with copies given to the Church Council. The resolution of the situation would then be the responsibility of the Church Council.

VIII. Grievance Procedure

- A. All grievances between staff members of Stithton Baptist Church concerning personnel should be reconciled by the involved parties in accordance with biblical principles (Matthew 18:10-35; 1 Timothy 5:19; 1 Corinthians 6; and Hebrews 13:7).
- B. If these efforts prove unsuccessful, the grievance should be taken, in writing, to the Personnel Team within five (5) working days of its occurrence or knowledge of its occurrence.
- C. If the grievance is with the pastor, or if the grievance has not been resolved in previous attempts, the grievance will be taken to the Church Council.

IX. Resignation Policies

- A. If the Senior Pastor resigns, he will submit his dated written resignation, with a minimum notice of 30 calendar days, to the Personnel Chair who will inform the Church Council. The church will be informed of this resignation at the next Sunday morning worship service.
- B. If a pastoral staff member resigns, he will submit his dated written resignation, with a minimum notice of 30 calendar days, to the Senior Pastor and the Personnel Team. The church will be notified of this resignation at the next Sunday morning worship service.
- C. If a support staff member resigns, he/she will submit his/her dated written resignation with a minimum notice of 14 calendar days to be given to the Senior Pastor who shall inform the Personnel Team as soon as possible.
- D. Any remaining wages will be paid according to regular payroll procedures.
- E. The time period can be waived upon the employee's request and approval by the pastor and the Personnel Team.

X. Disciplinary Action

Disciplinary action will consist of: formal verbal warning, a written warning – a copy of which will be put in the staff member's personnel file, and possible termination.

XI. Suspension and Termination

- A. A staff member is suspect of moral indiscretion or improper conduct only if there are reasonable, verifiable facts that indicate he/she has been involved in immoral conduct (Biblical moral violations). If any staff member, including the Senior Pastor, is reasonably suspected of moral indiscretions, the Personnel Team and the Church Council should discreetly investigate the situation. Any staff member suspected may be suspended pending the outcome of the investigation. The Personnel Team should then prepare a written summary of the investigation and report to the congregation. The Personnel Chair shall maintain any records of the investigation in a locked file cabinet.
- B. If suspended, the staff member's pay may continue for up to one week pending the conclusion of the investigation.
- C. It will be the responsibility of the church to ensure that every person's actions and attitudes are in accordance with Scripture.
- D. The illegal use of drugs by any staff member will subject them to termination.
- E. If it is evident that a pastoral staff member should be terminated due to performance reasons, this shall require the recommendation of the Personnel Team. Any such terminations will require documentation, the concurrence of the Church Council and 80% vote of the church members in a Special Business meeting.
- F. Termination of a support staff member for failure to meet standards of performance shall require the recommendation of the Senior Pastor and the Personnel Team. Any such termination would require documentation that reasonable notice (a minimum of three months) has been given to the staff member in question, outlining ways he/she might improve performance to avoid termination.
- G. If it is decided that support staff is to be terminated due to poor performance, he/she will be given a two (2) week notice.