

**Beebe First Baptist Church**  
**Policies and Personnel Handbook**

Last Revised 12/14/2008

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# **First Baptist Church Policies and Personnel Handbook**

## **INTRODUCTION**

The purpose of this manual is to give guidance and direction for the personnel of First Baptist Church of Beebe, Arkansas. This manual is not intended to provide absolutes for every situation. However, where there is clear guidance and direction it should be followed. Where there are gray areas or no direction, your responsibility as an employee is to consult with the pastor for clarification.

## **STAFFING**

By virtue of his position, the responsibility for the office environment and the supervision of ministerial staff and support staff will rest with the Pastor. The Pastor should be aware of their activities and has the authority to make any necessary adjustments. This decision would be made with the agreement of the personnel committee.

The delegation of responsibility in any large organization is a necessity and the Pastor will at times need to delegate to other team members. With delegation comes an increased need for communication. Therefore, weekly staff meetings should be held in order to maintain open lines of communication. As additional staff members of various job categories are added, personnel policies become necessary as the basis for dealing consistently with all employees. This document is intended to be a living document and will from time to time require additions and deletions. Our desire is to deal with the unique personnel and policy needs of the First Baptist Church in a straightforward manner.

## **DEFINITIONS:**

**1. MINISTERIAL STAFF** is any team member hired for the purpose of ministering to the body and the community. This would include full-time and part-time ministry staff.

**2. SUPPORT STAFF** is any team member hired for the purpose of supporting the ministry staff and the church body. This includes full-time and part-time team members as well as salaried and hourly team members, including any custodial positions.

**3. TEMPORARY STAFF** is any team member hired at the recommendation of the Pastor and agreed to by the personnel committee for the purpose of fulfilling a temporary need. They will be considered hourly employees.

**4. INTERN STAFF** is any team member hired at the recommendation of the Pastor and the personnel committee for the purpose of training and educating.

**\*\*\*Please note that the support staff, the temporary staff and the intern-staff are all at-will employees.\*\*\***

## **CLASSIFICATION OF EMPLOYEES BY HOURS**

Full time: 35 and above hours per week

Three-quarter time: 30-34 hours per week

Half time: 20-29 hours per week

Part time: less than 20 hours per week.

## **SECTION 1 EMPLOYEE BENEFITS**

### **1. BRIEF ABSENCES**

a. **Absences from the office:** The church office should be notified of your intended absence within 30 minutes of your normal start time and no later than 9:00 a.m. This includes full time and part-time employees.

b. **Death of a Relative:** Church policy allows three (3) days with pay for a death in the employee or spouses immediate family. Immediate family includes spouse and children, parents, siblings, and grandparents. Arrangements should be made with the pastor. Extended periods of time are made on a case-by-case basis and require joint approval of the Pastor and the personnel committee.

c. **Jury or Court Duty:** Full-time employees are paid their regular salary by the church during jury or witness duty. If service as a juror or witness is not required the entire day, the employee should return to work as soon as possible. Employees are required to submit any compensation they receive from the court for their services to the church upon completion of jury duty.

d. **Personal Business:** It is occasionally necessary for an employee to be absent briefly from work for personal reasons. Such absences should be arranged in advance with the Pastor.

### **2. REVIVALS, CONVENTIONS, CONFERENCES**

The ministerial staff may from time to time have opportunity to lead revivals and to attend conferences and conventions. The policy of First Baptist Church is to allow two (2) weeks with pay for this purpose. This applies only to full-time ministerial staff. This should include only two (2) Sundays if it is at all possible. Specific times and days will be scheduled with the Pastor. The Pastor will coordinate with the other staff and through the personnel committee.

**Please remember:**

1. Your work at First Baptist Church has priority.
2. Days for revivals, conventions and conferences are non-accruable.
3. The church may help with expenses as the budget allows.

**\*\*\*\*\*Attendance by full- time Ministry Staff at meetings and/or conventions related to their job function will not be considered time off under this paragraph.**  
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**3. LEAVES OF ABSENCE**

Leave of absence during employment may be granted as follows:

- a. **College or Seminary Study:** Personnel Committee will give separate consideration to each case.
- b. **Military Service:** Legal requirements will be followed. The two weeks annual training required by Reservists and National Guard personnel will be taken with pay.
- c. **Temporary Disability:** We define this as being unable to fulfill the job duties for a period beyond the regular 30 days sick leave and may be extended up to 90 days; this must be documented by a physician. After 90 calendar days, additional time can be approved by the personnel committee and the Pastor.
- d. **Other:** Any other reasons for requests for leave will be considered on an individual basis through the Personnel Committee and the Pastor. (i.e. maternity and paternity)

**4. SICK LEAVE**

1. **Full-time Ministerial Staff** – 5 days at the time of employment plus one day for each month worked, not to exceed 30 days of paid sick leave.
2. **Part-time Ministerial Staff**- 2 days at the time of employment plus ½ or ¾ day respectively for each month worked, not to exceed 15 days.
3. **Full-time Support Staff** - 5 days at the time of employment plus one day for each month worked, not to exceed 30 days of paid sick leave.
4. **Part-time Support Staff**- 2 days at the time of employment plus ½ or ¾ day respectively for each month worked, not to exceed 15 days.
5. **Temporary Staff & Interns** – No sick leave benefits are paid for at this time

Note:

- Any sick leave used within the first 3 months of your employment may require a physician's documentation.
- Sick leave is not intended to be an extension of any vacation benefits.
- Abuse of this policy is grounds for termination.
- The maximum number of days that can be accumulated is thirty (30). After this, the personnel committee and the Pastor will determine if the temporary disability policy is appropriate for the situation.
- Up to fourteen (14) days of your accumulated sick leave may be used to care for an immediate family member (parent, spouse, children or relative by marriage).

## **5. VACATIONS**

Provision for vacation is made for full-time ministerial and support staff only. There is no provision for vacations with any of the part-time, temporary or intern staff employed at First Baptist Church. Prior years of ministerial experience of the ministerial staff will be taken into consideration toward vacation time block at the time of employment.

### **Ministerial Staff:**

#### **Basic Guidelines for all Full Time Ministerial Staff**

0-5 years: 2 weeks of paid vacation

6-10 years: 3 weeks of paid vacation

11+ years: 4 weeks of paid vacation

No more than two (2) Sundays may be used for vacation time without prior approval from the pastor and personnel committee.

## **Support Staff:**

Support staff will serve a six (6) month probation period.

0 to 5 years: 2 weeks of paid vacation

6 plus years: 3 weeks of paid vacation

One week is defined as a 40-hour work week

Note:

- If one of the scheduled holidays occurs during any vacation period, employees are allowed an extra day(s) of vacation to make up for the holiday.
- For the purposes of determining vacation weeks years are accrued based upon the employee's hire date and should be taken during the following year. Unused vacation time will not be carried over to the following year.
- During the 1<sup>st</sup> year, employees will accrue 1 day of vacation time (up to a maximum of 10 days) for each month worked.
- Vacations should be scheduled on the calendar by March 1<sup>st</sup> of each year and approved by the Pastor and the personnel committee.
- If vacation scheduling conflicts arise, seniority shall determine first choice. **All vacation requests not made by March 1<sup>st</sup> shall be granted on a first-come-first serve basis.**
- Church policy does not allow for any employee, ministerial or support, to remain on the job and also receive vacation pay.
- In the event of termination of employment, either voluntary or involuntary, any unused vacation in current year will be paid with the last paycheck.
- Special events, such as but not limited to, VBS, revivals, conferences, or special performances take priority over vacations. Vacation schedules should be planned around these events. If you are in charge of any event or program, be there!

- **Vacations should be taken one employee at a time. Exceptions may be made on a case-by-case basis with the approval of the Pastor and the personnel committee.**

- If a ministerial staff member brings in any experience, he will automatically start on his designated vacation block. If he or she brings in no experience, his or her vacation will be figured on the accrual method described above.

## **6. HOLIDAYS**

These holidays shall be recognized:

*New Year's*

*Good Friday*

*4<sup>th</sup> of July*

*Labor Day*

*Thanksgiving (2 days)*

*Christmas (2 days)*

*Memorial Day*

If a holiday falls on an employee's regular day off, arrangements should be made with the pastor for taking another day during the week.

## **7. RETIREMENT BENEFITS THROUGH THE SOUTHERN BAPTIST CONVENTION ANNUITY PROGRAM**

Retirement benefits should be arranged through the finance committee, personnel committee and the pastor at the time of employment. The church encourages annuity program participation through the Southern Baptist Convention.

## **8. TERMINATION OF EMPLOYMENT**

All personnel employed by the church serve at the pleasure of the Church; they are at-will employees. It is the policy of the Church, however, to offer maximum job security to its employees consistent with satisfactory job performance and budgetary restraints.

### **Termination**

Any employee may be terminated for any one of the following reasons:

- a. unbecoming conduct which reflects on or is embarrassing to the church;
- b. failure to perform the duties in a satisfactory manner;
- c. incompatibility with other church staff or church members;

- d. insubordination or refusal to follow job related instruction;
- e. divisive behavior;
- f. stealing;
- g. sharing private information outside the office;
- h. In the event that the termination involves the Pastor, that recommendation will come from the deacon body.

**\*\*\*Proper documentation shall be kept in each employee's file.\*\*\***

In the event an employee's work or conduct is unsatisfactory or in violation of any of these Personnel Policies and Procedures or any other church policies, the proper chain of command should be followed. The chain of command means this: that person notifies the Pastor and the matter will then be brought to the personnel committee through the Pastor, responsible ministerial staff members, and/or the church committee chair involved. The Pastor and personnel committee will immediately meet with the person or persons involved to review and discuss the problem. If, in the judgment of the Pastor and personnel committee, it appears that the problem can be satisfactorily resolved the employee may be placed on probation for a period of two weeks, but not to exceed thirty (30) days. At the end of the specified time, the case will again be reviewed and final action will be taken by the Pastor and personnel committee. If it is the decision of the Pastor and personnel committee to dismiss the employee, the termination shall become effective immediately, and two (2) weeks severance pay may be given at the discretion of the Pastor and the personnel committee. Payment for any unused vacation will also be given.

**Resignation**

Any staff member who plans to leave the employment of the church will be expected to give at least two (2) weeks notice. Ministerial staff will inform the Pastor and personnel committee prior to formally submitting a resignation to the Church. Upon voluntarily leaving the employment of the Church, each person shall be paid for any unused vacation. No additional severance pay will be received unless the matter is voted on and approved by the church. In the event the church agrees to approve severance pay, that pay will not exceed three (3) months salary.

## **9. INSURANCE**

Ministerial staff will negotiate a total salary package at the time of hire. Ministerial staff will be responsible for their own insurance.

Support staff will be given a sum of \$200.00 per month to apply to insurance.

## **SECTION 2 POLICIES AND PROCEDURES**

The practices set forth in this section are those deemed necessary to maintain a smoothly functioning staff organization. Familiarity with these practices will help the employee do the right thing at the right time and in the right way and thus make it easier for all employees to work together as an efficient team.

### **1. OFFICE HOURS**

The offices of the Church normally are open Monday through Friday from 8:30 a.m. to 4:30 p.m. The working periods for certain personnel will necessarily vary from these hours. Employees are allowed one hour for lunch.

All employees, full time and part time, are expected to be on time for work. It is to every employee's advantage to keep a good record because frequent tardiness gives an impression of carelessness and unreliability and could be grounds for termination.

All non-ministerial staff members are required to keep a record of the actual time they work each day and the total hours worked each week. This record is verified by the Pastor and turned in to the financial clerk.

### **PAY PERIODS**

Salary checks are issued every two weeks.

### **2. LEAVING THE CHURCH PREMISES**

The nature of ministry will require our ministry staff to come and go at times. So in light of this, leave word with the church secretary as to where you can be found and when you expect to return.

Office staff, unless your work requires you to do so, should not leave the premises during office hours without the consent of the pastor. If your work requires you to leave the premises, leave word at the office as to where you are going and when you expect to return.

If you need to leave the office for any reason other than work related, please clear this with the Pastor and leave word when you will return. If the Pastor is not available, leave word with one of the other support staff where you are going and when you expect to return. If you are delayed longer than expected, call the office and let someone know.

### **3. NIGHT USE OF THE BUILDING**

Women employees are discouraged from working alone in the building at night. If you are working late and it is after 5:00 p.m., please lock the outside doors. This should happen whether you know that there are other people in the building or not.

### **4. SOLICITATION**

Solicitation of funds among employees is not encouraged, but is permitted with discretion by approval of the Pastor.

### **5. MONEY AND VALUABLES IN DESK**

Money and other valuables should not be left in your desk in the office. Use good judgment about leaving anything of value in the church building.

### **6. HANDLING MONEY**

Make sure that any money that is taken in or handled by you during the week is given to the Financial Clerk or placed in a bank deposit bag. This is for your protection as well as for the purpose of following office procedure.

**\*\*\*Any cash over \$100.00 is not to be left in the church over night. There is a drop box at the bank for this purpose. \*\*\***

### **7. TELEPHONE CALLS**

- Keep your personal calls to a minimum.
- No personal long distance calls. If you have to make a personal long distance call from the office, please charge this to your home phone or calling card.
- When you make calls on business relating to the church remember that you say as much with the tone of your voice as you do with the words you say. Use good phone manners and skills.

## **8. DESK AND MACHINES**

- Keep your desk and work area clean and neat.
- Don't abuse the office machines and equipment. Report any problems right away.
- Any borrowing or loaning of any office equipment needs to be cleared beforehand with the pastor.

## **9. SUPPLIES**

- You should have the things that you need to do your job. Please do not be careless or wasteful. If you run out, let the secretary know so that more can be ordered or purchased.
- Ordering supplies and equipment must follow the usual ordering procedures.

## **10. OFFICE COURTESY**

The church office is on an "open house" basis at all times and visits by members and visitors may be expected at any time. Be aware of this and treat all visitors and/or members with respect and courtesy.

## **11. PERFORMANCE EVALUATION**

Performance evaluations will be conducted for full-time and part-time ministerial and support staff, and will be scheduled annually within ninety (90) days of the annual salary review date. The purpose of the performance evaluation is to improve communication and evaluate the performance of the employee with specific attention to:

1. Attitude
2. Accomplishments
3. Strengths
4. Areas needing improvement
5. New goals

The evaluation of the Pastor will be conducted by a subcommittee of the deacon body appointed by the deacon body. All others will be performed by the Pastor and then approved by the personnel committee. The completed appraisal form will be reviewed with the employee, and signed by appraiser(s) and the employee.

All matters pertaining to an employee's performance will be kept on file by the Church with a copy to the employee. Included will be attendance record, appraisal forms, and other appropriate items. The review of personnel files will be limited to the Pastor, the personnel committee, and the employee. The sharing of information with outside parties is made only at your written request and the joint approval of the personnel committee and the Pastor.

## **12. EMPLOYMENT**

As non-ministerial staff vacancies occur, or as new positions are created by church action, the personnel committee and the ministry staff will work together to fill these vacancies.

After the available qualified applications have been reviewed by the personnel committee and the Pastor and together they have agreed on the best applicant, that recommendation should be brought to the church for approval. Our church will consider a part-time employee when they can be effectively used to meet an on going or temporary need. Any employment policies mentioned here apply equally to part-time employees as well as full-time employees. The employment of a husband and wife team, or the employment of staff member relatives would be considered on an individual basis by the personnel committee and the Pastor.

## **13. SALARY ADMINISTRATION**

Salary adjustments are based primarily on merit and job responsibility, and will be recommended to the finance committee only after an evaluation has been made and approved. There is no established scale for salary increases, and it is the responsibility of the Pastor and personnel committee to determine the value of each job and to establish an equitable salary within budgetary guidelines for each position. Payroll deductions required by law shall be deducted by the church. Other deductions will be made as agreed by the employee consistent with the employee's participation in church-approved programs requiring such deductions.

### **THREE QUALITIES EXPECTED OF OUR STAFF**

**Every staff member is expected to exhibit a positive spirit, a loyal spirit and servant's heart as defined below:**

1. A Positive Spirit- The ability in the worst of situations to step back and see what God is doing. We must be able to see God in every situation. Jeremiah 29:11; Romans 8:28-30; 12:12
2. A Loyal Spirit- A commitment that I will neither say nor receive a negative word about you until I know that it has been said to you. Proverbs 6:16-19; 16:28; 17:4; 20:19; 26:20; Matthew 5:23-24; 18:15-17; Luke 17:3-4; Ephesians 4:29; 5:4.
3. A Servant's Heart- An excitement about making everyone around me successful. Romans 12:10-11; Galatians 5:13; Philippians 2:1-4; I Peter 5:5-7.

STATEMENT OF ACKNOWLEDGMENT

I hereby acknowledge that I have been furnished with a copy of the Personnel Policies and Procedures Manual of First Baptist Church, Beebe, Arkansas. I have been given an opportunity to review said Personnel Policies and Procedures Manual, and I fully understand all that is contained therein. By placing my signature in the space provided below, I agree to follow faithfully the duties and obligations placed upon me as an employee or staff member of the church.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Disclaimer and Acknowledgment**

Acknowledgment

I, \_\_\_\_\_, an employee of First Baptist Church of Beebe, Arkansas, have read and fully understand the policies and benefits that are outlined in this Personnel Policies and Procedures handbook.

\_\_\_\_\_  
Date Employee Signature

Disclaimer

**The policies described in this Handbook are not conditions of employment, and the language is not intended to create a contract between the church and its employees. Because of the possibility of differences in interpretation of the clauses in this manual, the final interpretation will be determined by the Pastor and personnel committee.**

**ALL STAFF MEMBERS ARE EMPLOYED “AT-WILL” WHICH MEANS THAT EACH EMPLOYEE, AS WELL AS THE CHURCH, HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME.**

**I have read the Personnel Policies and Procedures Handbook and this page, and understand that employment is “at-will” as defined above.**

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Pastor Signature Date

\_\_\_\_\_  
Chairman Personnel Committee Date

