



EMPLOYEE POLICY MANUAL

*“Work willingly at whatever you do, as though you were working
for the Lord rather than for people”
Colossians 3:23, NLT*

Revised September 1, 2019
FBC Personnel Committee

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Employee Policy Manual Receipt

I, _____, (employee) acknowledge receipt of the FBC Employment Policy Manual in an electronic format and know how to access it. I understand that this policy manual describes important information about my employment with First Baptist Church. I further understand that I am responsible for reading, understanding, and complying with the contents of this Employee Policy Manual and that I should consult my supervisor regarding any questions about the content of this manual or any questions about my employment that are not answered in the handbook.

I have entered into my working relationship with First Baptist Church voluntarily and acknowledge that there is no specified length of service. Accordingly, either First Baptist Church or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. I understand that no representations made or information distributed by any representative of First Baptist Church shall be considered to alter the at-will status of my service.

I further understand that this Employee Policy Manual is neither a contract of employment nor a legal document, and nothing contained herein creates a contract between First Baptist Church and me. First Baptist Church may revise the information contained in this Employee Policy Manual to supersede, modify, or eliminate existing policies.

Finally, I understand that this Employee Policy Manual is First Baptist Church's property that must be returned to the ministry when I leave my service with First Baptist Church.

EMPLOYEE NAME (printed): _____

EMPLOYEE SIGNATURE (signature): _____

DATE (received): _____

(A signed copy of this page must be placed in the employee's personnel file)

EMPLOYEE POLICY MANUAL

First Baptist Church
Stephenville, Texas

Orientation Statement

Welcome to First Baptist Church! We are pleased that God has called you to serve Him together with us. The Bible has much to say about the employment relationship. "Work with enthusiasm, as though you were working for the Lord rather than for people." (Eph.7, NLT)

In keeping with these Biblical commands and to ensure that things may be "done decently and in order," we have designed this Employee Policy Manual to acquaint you with First Baptist Church and provide you with information about Church procedures, working conditions, employee benefits (where applicable), and some of the policies affecting your service.

Our First Baptist Church ministry team is comprised of both paid employees and unpaid volunteers. Whether a staff member is a full- or part-time paid employee, or a full- or part-time volunteer, it is essential that each member's testimony be above reproach. In this handbook, the term staff member is used to describe all of these various groups of individuals, whether paid or unpaid. The term 'employee' is used in those sections, such as employment benefits, that apply only to paid staff positions and does not include unpaid volunteers.

It is important that you read, understand and become familiar with the manual and comply with the established standards. Employees should discuss policy issues first with their direct Supervisor for clarification and, if applicable, with the Personnel Committee for additional clarification.

No employee policy manual can anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, First Baptist Church reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate.

Employees will be notified of such changes to the handbook as they occur. The only policy in this Employee Policy Manual that is not subject to change is our employment-at-will policy permitting you or First Baptist Church to end our relationship for any reason at any time.

Nature of Employment / Employment at Will

Employees that do not have a written employment contract with First Baptist Church for a specific term of employment are employed at the will of the Church for an indefinite period. Such employees are termed *at-will employees*. At-will employees are free to resign at any time with or without cause. Similarly, First Baptist Church may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. Policies set forth in this manual are not intended to create a contract, nor

are they construed to constitute contractual obligations of any kind between First Baptist Church and any of its employees.

This policy cannot be modified by any First Baptist Church representative for any employee and no agreement either oral or written can be made that changes the at-will employment relationship. No statements made in pre-hire interviews, discussions, or recruiting materials alter the at-will nature of employment or imply that discharge will only occur for cause.

This at-will employment policy may not be modified by any statements contained in this Employee Policy Manual or any other materials provided to applicants and employees in connection with their employment. Nothing contained in any of these materials, whether singly or combined, creates an expressed or implied contract of employment for a definite period or an expressed or implied contract concerning any terms or conditions of employment.

Statements of specific grounds for termination or discipline set forth in this Employee Policy Manual are examples only, not all-inclusive list, and are not intended to restrict First Baptist Church's right to terminate an employee at-will. Volunteers may be released from service by the appropriate minister at any time.

First Baptist Church reserves the right to vary from these procedures from time to time at the discretion of the First Baptist Church Personnel Committee. Additional policies and/or changes will be issued to employees as they are developed and are to be inserted into the manual.

Provisions of this Employee Policy Manual have been developed in cooperation with First Baptist Church by-laws and except for its policy of employment-at-will, may be amended, or cancelled at any time by the Personnel Committee. These provisions supersede all existing policies and practices at First Baptist Church.

If questions arise concerning any policy included in this manual, please bring them to the attention of your supervisor or the Personnel Committee Chair.

Employment Applications

First Baptist Church relies upon the accuracy of information contained in the employment application as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Equal Employment Opportunity

First Baptist Church believes that spiritual unity among all its employees is essential to the fulfillment of its mission. (1 Cor. 1:10; Eph. 4:1-4, 16). First Baptist Church further believes that all men are created equal in the image of God (Gen. 1:27; Acts 17:26) and therefore, are to be afforded equal opportunity in employment. (See also Eph. 6:9.)

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at First Baptist Church will be based on merit, qualifications, and abilities. First Baptist Church does not discriminate in employment opportunities or practices on the basis of race, color, sex (as determined at birth and not subject to change), national origin, age, disability, or any other characteristic protected by law, except when an otherwise protected characteristic is a bona fide occupational qualification and except as provided below.

As a religious entity, First Baptist Church is legally permitted to make employment decisions based upon religious criteria, including doctrinal and lifestyle issues.

The term “**Spiritual Doctrine of First Baptist Church**” based on the **Holy Bible**, shall include the mission, beliefs, moral teachings, standards and policies adopted by First Baptist Church, Stephenville, Texas and the standards of the Baptist faith as stated in the Baptist Faith and Message adopted by the Southern Baptist Convention in June 2000.

The employment policies, rules and regulations of First Baptist Church, Stephenville, Texas are subject to and shall be made in accordance with the Spiritual Doctrine of the Church. The Ministry Advisory Council (MAC) of First Baptist Church shall be the final decision authority on the interpretation of any matter related to the intent and purpose of the language of the Mission Statement and Spiritual Doctrines of First Baptist Church.

It is the practice of First Baptist Church to utilize only employees of like faith who subscribe without reservation to First Baptist Church’s Spiritual Doctrine and who are living out these doctrines and standards in all areas of their lives, both at and away from ministry functions.

Furthermore, First Baptist Church is legally permitted to make employment decisions concerning its ministerial employees based upon any criteria it deems appropriate, regardless of whether those criteria include otherwise legally protected characteristics. Ministerial employees are defined as employees whose employment responsibility is to impart ministry doctrine to the membership and/or the general public.

Nothing contained in this Equal Employment Opportunity Policy should be construed to limit First Baptist Church’s constitutionally and statutorily protected right to make employment decisions based on otherwise legally protected characteristics.

First Baptist Church will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any staff member with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor or the Senior Pastor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of service.

Disability Accommodation

First Baptist Church is committed to fully complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

First Baptist Church's hiring procedures provide persons with disabilities meaningful employment opportunities. Upon request, job applications will be made available in alternative, accessible formats, and assistance will be provided in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement and are given only after a conditional job offer has been made. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with relevant criteria, not disability of the individual.

Qualified individuals with disabilities are entitled to equality in pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, lines of progression and seniority lists.

First Baptist Church will not discriminate against any qualified employee or applicant because they are related to or associated with a person with a disability. First Baptist Church will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. First Baptist Church is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Employee Medical Examinations

To help ensure that certain employees are able to perform their duties safely, medical examinations may be required for certain positions where such information is needed to prevent a health and safety threat. After a conditional offer of employment has been made to an applicant entering a designated job category, a health professional of First Baptist Church's choice will perform a medical examination at the Church's expense. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Medical examinations required by and paid for by First Baptist Church are the property of First Baptist Church. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know. A staff member whose disease or illness directly threatens the health or safety of the staff member or others must inform his supervisor of his condition as soon as possible.

First Baptist Church will attempt to maintain the confidentiality of the diagnosis and medical records of employees with serious diseases and illnesses unless otherwise required by law. Information concerning a staff member's serious disease or illness will be treated as confidential and ordinarily will not be disclosed to other employees. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of service.

Employees who refuse to work with or perform services for a person known or suspected to have a serious disease or illness, without first discussing their concerns with a supervisor, will be subject to disciplinary action, up to and including termination of service.

Immigration Law Compliance

First Baptist Church is committed to employing only United States citizens and aliens who are authorized to work in the United States; in compliance with the Immigration Reform and Control Act of 1986 or other applicable statutes or regulations. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with First Baptist Church within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the First Baptist Personnel Committee. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Other Employment

Employees are cautioned to consider carefully the demands that additional work activity will create before requesting permission to seek or accept outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or additional hours.

If First Baptist Church, in its sole discretion, determines that an employee's outside work interferes with performance or the ability to meet the requirements of First Baptist Church as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with First Baptist Church. If outside work activity causes or contributes to job-related problems, it must be discontinued; and, if necessary, normal disciplinary procedures will be followed to deal with the specific problems.

Employees who have accepted outside employment may not use paid sick or personal absence time to work on the outside job.

Fraudulent use of sick or personal absences will result in disciplinary action, up to and including termination.

Classification of Employees

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the federal and/or state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws, including the provisions requiring overtime pay. Nonexempt employees are commonly referred to as “hourly” employees, whereas exempt employees are commonly referred to as “salaried” employees. Upon hire, an employee will be notified whether he is considered a nonexempt or an exempt employee. If the employee’s exemption status changes during the course of their employment, the employee will be notified of that change in writing.

The First Baptist Church Personnel Committee develops position descriptions to indicate specific job qualification and classification of job class.

In addition to the exempt classification, each employee will be classified into one of the following employment categories:

- Regular Full-Time*: An employee working at least 35 hours in a work week
- Regular Part-Time**: An employee working 20 to 39.9 hours in a work week
- Temporary Full-Time: An employee on FBC payroll working at least 35 hours in a work week on a short term project basis with beginning and end dates of employment
- Temporary Part-Time: An employee on FBC payroll working 1 to 39.9 hours in a work week on a project basis with beginning and end dates of employment
- Occasional: An employee scheduled to work fewer than 20 hours per week on an as needed basis and no more than 1,000 hours per calendar year

- ***Regular full-time employee**

Regular full time employees are those who are regularly scheduled to work more than thirty-five (35) hours a week and who are not in a temporary status. Regular full-time employees are eligible for First Baptist Church’s benefit package, such as vacation and sick leave and subject to the terms, conditions, and limitations of each benefit.

Most full-time employees are classified as ‘Non-Exempt’ depending on their salary and type of work they do. Non-exempt employees are covered by Fair Labor Standards Act (FLSA) rules.

Employees classified as ‘Exempt’ are excluded from minimum wage, overtime regulations and other rights and protections provided to non-exempt workers. Exempt employees are paid a salary rather than hourly wage, e.g., supervisory employees are considered exempt from FLSA.

- ****Regular part-time employee**

Regular part-time employees are those who are regularly scheduled to work 20 to 39.9 hours per week and who are not in a temporary status. Regular part-time employees receive all legally mandated benefits, but they are ineligible for all of First Baptist Church’s other benefits such as paid vacation time and sick leave.

- **Temporary full-time employee**

Temporary employees are those who are hired to work a fixed or limited period of time or who are hired to assist in the completion of a certain project, working at least 35 hours a week. Examples of temporary employees include **interns** and **interim employees**.

- **Temporary part-time employee**

Interns work as an educational opportunity, and internships may be available on a limited basis through specific ministry departments, working one (1) to 39.9 hours a week. Employment of a temporary employee beyond any initially stated period of time does not change the employee's temporary status. Temporary employees receive wage only benefits unless there is a written agreement between the employee and First Baptist Church.

- **Occasional employee**

An employee scheduled to work fewer than 20 hours per week on an as needed basis and less than 1,000 hours per calendar year.

The foregoing classifications and categories do not guarantee employment for any specified period of time, and nothing contained in this policy in any way alters the at-will status of First Baptist Church employees. Should an employee need clarification of a job classification, the Personnel Committee should be contacted to provide information.

Introductory/Orientation Period

It is the policy of First Baptist Church to give all new employees the opportunity to demonstrate their ministry spirit and their ability to perform their duties at a satisfactory level and to determine whether the new position meets their expectations.

First Baptist Church uses an initial introductory period to evaluate employees' ministry spirit, talents, abilities, work ethic, and overall performance. This initial introductory period applies to all new and rehired employees and will begin at the date of hire and end ninety (90) calendar days after the date of hire. Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

During the initial introductory period, employees are eligible for those benefits that are required by law. They may also be eligible for other First Baptist Church-provided benefits, subject to the terms and conditions of each benefits program. Employees should direct any questions concerning benefits to the Personnel Committee.

The Personnel Committee can remove an employee from their position for unsatisfactory performance during the 90-day introductory period.

Nothing contained in this policy shall be deemed to alter the at-will status of an employee's employment with First Baptist Church. Either the employee or First Baptist Church may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

Employee Recognition and Service Award

In order to recognize First Baptist Church employees for their hard work and dedicated continuous service, employment anniversaries will be awarded in five (5) year increments. The service award will not include a cash gift.

The following gift values and anniversary terms of service include:

- 5 years of service = \$100 gift card or item
- 10 years of service = \$200 gift card or item
- 15 years of service = \$300 gift card or item
- 20 years of service = \$400 gift card or item
- 25 years of service = \$500 gift card or item
- 30 years of service and any additional 5 year increment = \$600 gift card or item

*MAC may consider an additional gift at each 5 year increment for full-time ministers.

The cost of these items will be paid from the Budget Payroll Line Item for Employee Overtime and Salary Adjustments.

The direct Supervisor or Minister overseeing the employee is responsible for arranging all details of the employee recognition.

- If the employee is in attendance on a Sunday before or after their anniversary date, the Pastor or supervising Minister will provide the recognition and gift.
- Should the employee request no public presentation, a notice may be placed in the bulletin so that appropriate recognition of the employee to the church family can be made.
- Minister anniversary recognition will be provided by the pastor or his representative.
- The Personnel Committee will identify and recognize the employee by email or letter to congratulate him/her for continuous service.

Performance Evaluation

Supervisors and other employees are strongly encouraged to discuss the spiritual and professional development, job performance, and ministry goals on an informal, day-to-day basis. Additional formal performance evaluations may be conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Each employee will be given a formal performance evaluation by his/her supervisor at the end of the initial 90 days of employment and annually thereafter. A Personnel Committee member or person designated by the Personnel Committee will place results of the evaluations in the personnel files of the employee.

An employee may request an evaluation at any time by their supervisor or the Personnel Committee. The evaluation will be placed in the personnel file and the employee will receive a

copy. Evaluations are used when employees are reviewed for promotions and/or salary increases.

Progressive Disciplinary Action

Employees are expected to comply with First Baptist Church's standards of behavior and performance. Any deviation from these standards must be corrected. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory ministry service in the future.

NOTE: Standards of behavior and performance need to be clarified in the policy, and they should address whether the disciplinary action is necessary if the employee has violated the Spiritual Doctrine of the church in their lifestyle or otherwise.

Under normal circumstances, First Baptist Church will use a policy of progressive discipline to attempt to provide the offending employee with notice of the deficiency in his conduct and an opportunity to improve. This policy of progressive discipline is used at the sole discretion of First Baptist Church and in no way alters the at-will status of employees. First Baptist Church retains the right to terminate employment if it is necessary.

Disciplinary action may call for any of four steps including:

Step 1 - Verbal warning by supervisor. A simple mention normally corrects behavior – information not required to be placed in a personnel file.

Step 2 - Verbal and written warning by supervisor or Personnel Committee. A letter with concise explanation of the uncorrected offense explaining that further offenses in the next 12 months may lead to possible suspension with or without pay and possibly termination. This will be sent to the employee and placed in their personnel file.

Step 3 - Suspension with or without pay, a written letter with expanded offense related documents and explanation including if the offense(s) occurs again in next 12 months, termination may occur.

Step 4 - Termination of employment at the Personnel Committee's discretion. The employee will be terminated with a full explanation in writing.

Progressive discipline means that, with respect to many disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a written warning may follow a second offense; another offense may lead to a suspension; and, still another offense may then lead to termination.

During the course of an investigation of an allegation of employee misconduct, the employee may be relieved of his duties and placed on administrative leave with or without pay (to be determined by the Personnel Committee) pending the outcome of the investigation. Employees on administrative leave with pay remain subject to all employment rules and policies, and will continue to receive the pay and benefits to which they are otherwise entitled.

Employees who believe that they have been disciplined too severely or who question the reason for discipline may use the dispute resolution procedure and contact the First Baptist Church Personnel Committee.

Termination of Employment

Employment with First Baptist Church may be terminated because of the employee's resignation, discharge, or retirement; the expiration of an employment contract; or as result of a reduction in First Baptist Church's workforce. Discharge may be for any reason not prohibited by law. Since employment with First Baptist Church is based on mutual consent, both the employee and First Baptist Church have the right to terminate using the employment-at-will relationship, with or without cause, at any time.

First Baptist Church is committed to handling all issues related to the termination of employment in a Christ-like manner and trusts that its employees will do likewise. In cases where an employee is discharged for reasons other than misconduct, First Baptist Church will endeavor, in its sole discretion, to give the employee advance notice of the discharge or pay in lieu of notice.

Resigning employees are requested to give written notice of their intent to resign to their Supervisor and Personnel Committee as far in advance as possible. Supervisory and managerial employees should give at least four (4) weeks' notice. Clerical and administrative employees should give at least two (2) weeks' notice. All other employees should give at least seven (7) days' notice to the ministry to facilitate the search for a replacement employee. Employees who fail to give written notice in accordance with these time periods may be ineligible for reemployment.

Employees who are absent from work for three (3) consecutive days without being excused or giving proper notice will be considered as having voluntarily quit.

The Personnel Committee at First Baptist Church will make every attempt to schedule an Exit Interview at the time of employment termination. The Exit Interview will afford an opportunity to discuss such issues as employee benefits, repayment of outstanding debts to First Baptist Church, or return of First Baptist Church-owned property. The departing employee may voice suggestions, complaints, or questions at that time. The departing employee will be asked to sign a written authorization for the release of information requested for an employment reference.

Employees will receive their final pay in accordance with applicable state law. All accrued, vested benefits that are due and payable at termination will be paid. If the employee is entitled to the continuation of certain benefits, the employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Employee Responsibilities

All employees of First Baptist Church and especially its Ministers are expected to uphold doctrines and standards of the Church as written in the Bible, the Baptist Faith and Message, and FBC Stephenville Mission Statement.

Employees must be loyal to the ministry leadership of First Baptist Church in word and deed. To ensure orderly operations and provide the best possible work environment, First Baptist Church expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

Accountability: As Christians involved in a ministry, as well as employees of the Church, everyone should realize that they are accountable to not only their immediate supervisors and the pastor, but they are ultimately accountable to God for giving proper effort, attention, and energy to their jobs.

Punctuality: Report to work as scheduled and be at the proper place, ready to work, at the assigned starting time.

Production Time: Realizing that during an eight-hour day there will be certain personal interruptions and other situations that cut down productive work time, it is suggested that each employee maximize their true productive time each day.

Locks: Locks on the office door will be changed any time an employee leaves the ministry, regardless of the reason. This is not a reflection of any ex-employee's character but is a standard procedure.

Keys: Keys to the building, equipment, etc., will be given to employees requiring keys. No family member of any employee should have possession of any ministry keys. No employee is to pass his or her keys to another employee without proper authority to do so. All keys are property of the church and must be returned before final compensation will be paid.

Dress: Employees should always wear proper attire. Basically, clothing must meet four criteria: safety, appropriateness, modesty, and neatness. The pastor is to address any problems with dress not meeting these four criteria.

Housekeeping: All work areas will be cleaned weekly by the custodial staff. However, each employee is responsible for keeping his or her own work area and desk neat and clean. The kitchen should be kept clean; no dirty dishes are to be left in the sink. Wiping up coffee spills, throwing away tea bags, etc. is a necessary part of everyone's job. Cleanup will be part of ending the workday so that work areas are clean each morning.

Internet sites and other media: The use of media (audio and visual material) must be consistent with the philosophy and values set forth by the church and be consistent with the Spiritual Doctrine of the Church.

Personal Telephone Calls: All personal calls except during breaks or lunch should be limited to absolute necessities or emergencies. Calls should be kept short. No personal long distance calls should be charged to the church.

Unauthorized Time Away From Work Station: Absence from work area due to work requirements should not be extended beyond the time necessary to accomplish the errand.

Work Safety: Each employee is encouraged to keep work areas clean, neat, and safe. Desk drawers should be kept closed, hallways and steps cleared, and other possible safety hazards eliminated.

Employee Behavior

All employees are expected to conduct themselves in a Christ-like manner befitting the philosophy of this ministry and the Spiritual Doctrine of the Church. Immoral behavior or conviction for a felony will be cause for dismissal.

Although it is impossible to list all forms of behavior that are expected and prohibited of First Baptist Church employees, the following lists provide examples of expected and prohibited behaviors.

- Treat all members, visitors, and coworkers in a courteous and loving manner
- Perform assigned tasks efficiently and in accordance with instructions
- Refrain from behavior or conduct that is offensive or undesirable, or which is contrary to First Baptist Church's best interests or in violation of the Spiritual Doctrine of the Church.
- Report to the ministry leadership suspicious, unethical, or illegal conduct by coworkers, members, or suppliers
- Report to the ministry leadership suspected or actual violation of First Baptist Church's policies
- Report to the ministry leadership any threatening or potentially violent behavior by coworkers, members, or visitors
- Cooperate with all First Baptist Church investigations
- Excessive visiting away from employee's work area is not in keeping with proper time/work stewardship
- Talking that would interrupt other employee's work should be curtailed
- Give proper advance notice whenever unable to work or report to work on time
- Maintain cleanliness and order in the workplace
- Comply with all First Baptist Church's Spiritual Doctrine, policies and standards of conduct

The following are examples of conduct that is prohibited. Employees engaging in such conduct or similar conduct, as determined by the ministry leadership, will be subject to disciplinary action up to and including termination of service:

- Stealing, destroying, defacing, or misusing First Baptist Church's property

- Falsifying or altering any First Baptist Church record or report, such as an employment application, medical reports, timekeeping records, financial records, travel reimbursement voucher, personnel record, membership record, counseling record, or invoice
- Engaging in any form of homosexuality, fornication, adultery, transvestitism, bestiality, deviant gender identity or any other deviant sexual behavior as determined by the ministry leadership
- Possessing, distributing, selling, transferring or using illegal drugs
- Using tobacco on church premises whether inside or outside the building
- Using profanity, vulgarity, or abusive language
- Engaging in or threatening acts of workplace violence, including but not limited to:
 - Illegally possessing firearms, other weapons, explosives or other dangerous materials on First Baptist Church's property
 - Fighting or assaulting a coworker or any other person
 - Threatening or intimidating a coworker or any other person
 - Engaging in any form of sexual or other harassment
- Disclosing confidential information of First Baptist Church
- Misusing First Baptist Church's communications systems, including electronic mail, computers, Internet access, and telephones
- Refusing to follow ministry leadership or a supervisor's instructions concerning a ministry-related matter or being insubordinate or disrespectful
- Abusive or inconsiderate treatment of anyone
- Failing to follow safety or health rules
- Sleeping on the job without authorization
- Engaging in gambling
- Playing pranks or engaging in horseplay
- Wearing inappropriate clothing or jewelry, or displaying inappropriate tattoos, or otherwise having an inappropriate personal appearance
- Engaging in boisterous or disruptive activity in the workplace
- Engaging in negligent or improper conduct leading to damage of ministry-owned or other property
- Engaging in excessive absenteeism or any absence without notice
- Engaging in unauthorized absence from work station during the workday
- Violating employment policies
- Unsatisfactorily performing job responsibilities

Employees who deviate from these and other similar forms of expected behavior are subject to discipline, up to and including termination. Nothing contained in this policy in any way alters the employment-at-will relationship between employees and First Baptist Church.

Conflicts of Interest

First Baptist Church expects that each staff member will use good judgment, high Biblical and ethical standards, and honesty in all business dealings with and on behalf of First Baptist Church. Employees have a responsibility to avoid any conflict of interest or appearance of conflict of interest.

Dispute Resolution

First Baptist Church recognizes that disagreements are inevitable in the life of every ministry. The important thing is not the fact that disagreements exist, but the manner in which employees express and resolve them. First Baptist Church believes that the process for dealing with conflict given by Christ to believers (recorded in Matthew 18:15-20) also applies to managing interpersonal conflict relating to ministry service. First Baptist Church will attempt to promptly resolve all disputes that are appropriate for handling under this policy. The Ministry Advisory Council shall have final authority for administering this policy but may enlist aid from the Personnel Committee.

Procedures for Addressing Interpersonal Conflict

Confrontation/Negotiation

Criticism, murmuring, gossip, disloyalty, subversion or disobedience of ministry directives, non-truthfulness and the encouragement of disobedience or disloyalty to the directives of First Baptist Church, and its leadership, is Biblically forbidden if engaged in by any person who is a part of the ministry.

“If another believer sins against you, go privately and point out the offense. If the other person listens and confesses it, you have won that person back.” (Matthew 18:15, NLT)

Whenever a conflict arises between two or more individuals in the workplace, they are encouraged to meet directly to discuss the issue(s).

If both individuals' hearts are right in the matter, the great majority of disagreements will be resolved at this level.

If an employee feels the need to discuss interpersonal conflict with another employee or committee volunteer, he/she should contact the Personnel Committee to help resolve this conflict.

“But if you are unsuccessful, take one or two others with you and go back again, so that everything you say may be confirmed by two or three witnesses.” (Matthew 18:16, NLT)

Information concerning the interpersonal conflict should be kept confidential. The employees and supervisor involved may only discuss it with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.

Biblical submission to the authority placed over the employee removes some of the control from the original parties. The supervisor's primary focus shall still be to help resolve the staff member's dissatisfaction.

If the direct confrontation and negotiation does not resolve the conflict, the offended employee shall initiate a meeting with the Senior Pastor to discuss the problems and suggest solutions.

Personal Relationships in the Workplace

The service of individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and staff member morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

Where a conflict or the potential for conflict arises because of a relationship between employees even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from service. Individuals in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation. Should an employee have questions in this area, he or she should contact the Senior Pastor and/or Personnel Committee.

Except with the express approval of the Senior Pastor or Ministry Advisory Council, no full-time staff member may maintain a dating relationship with an individual to whom he/she directly ministers. Because ministry employees often maintain a position of trust and influence, and because staff counseling positions involve ethical considerations of confidentiality and fiduciary responsibility, dating an individual to whom one directly ministers is strictly prohibited. Under no circumstances may a full-time staff member maintain a dating relationship with a minor.

Non-Disclosure/Confidentiality Policy

The protection of confidential business and personal information is vital to the interests and success of First Baptist Church. Such confidential information includes, but is not limited to, information pertaining to pastoral counselling, personnel matters, Personnel Committee decisions. Issues discussed at work should not be discussed with anyone outside of the office or in public places where conversations may be overheard. Failure to abide by this requirement may result in disciplinary action up to and including termination.

Personnel Files

First Baptist Church maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, and other employment records.

Personnel files are the property of First Baptist Church, and access to the information they contain is restricted. Only Personnel Committee members or Personnel Subcommittee member(s) who have a legitimate, employment-related reason to review information in a personnel file are allowed to do so.

Employees and their Supervisor have a duty to keep their employee records up to date and should notify their Supervisor and/or Personnel Committee in writing of any changes, including name, address, telephone number, marital status, number of dependents, and persons to be notified in case of emergency.

Current employees may inspect their own personnel records and may copy, but not remove, documents in the file. Employees who wish to review their own file should contact the Senior

Pastor. Within a reasonable time after their request, employees will be allowed to review their personnel file in the First Baptist Church Office in the presence of an individual appointed by Personnel Committee or its designee.

Employment Reference Checks

It is the policy of First Baptist Church to check the employment and personal references of an applicant selected to fill a position in order to ensure that individuals who join First Baptist Church are spiritually, professionally, and personally qualified for the position to which they have applied.

It is the policy of First Baptist Church to respond in writing only to those reference check inquiries that are submitted in writing. No specific employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Work Schedules

The normal work schedule for all full-time non-exempt employees is eight (8) hours per day, five (5) days a week using the time-clock to monitor the schedule. Supervisors will advise employees of the beginning and ending times of their shifts. Although First Baptist Church will attempt to give employees as stable of schedules as possible, the needs of the Church and the people to whom it ministers sometimes require variations in employee scheduling.

The Church office will be open to the public weekdays from 8:30 a.m. to 4:30 p.m. unless otherwise specified for closure by the pastor, or designated supervisor, to minimize interruptions to the office staff. Support staff personnel are expected to utilize these hours to complete most of their 40-hour work week. Support staff and custodial staff are expected to minimize overtime by fully utilizing the regular work week to accomplish their task.

Work schedules for custodial staff are determined by the Facilities Manager. Part-time employees are determined by their supervisor and normally do not exceed 24 hours a week. Scheduling may vary based on events and ministry needs of First Baptist Church.

Employees are required to work the hours they are scheduled unless they are given advance permission by the appropriate supervisor to deviate from the schedule.

Break and Meal Periods

Full-time nonexempt employees are provided with two (2) 15-minute break periods each eight (8) hour workday. To the extent possible, breaks should be taken in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted break time.

All full-time regular employees are provided with one meal period of one (1) hour each workday. Supervisors will schedule meal periods to accommodate ministry requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Overtime

Overtime is defined as all hours worked in excess of forty (40) hours in one week or as otherwise defined by state law. Nonexempt employees are prohibited from working overtime without prior approval from their supervisor. It is First Baptist Church's desire not to require overtime work of its employees. However, when ministry requirements or other needs cannot be met during regular working hours, nonexempt employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory overtime assignments will be provided.

Overtime compensation (time-and-a-half) is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

The practice of granting hour-for-hour compensatory time, often referred to as "comp" time, for overtime hours worked is prohibited.

Failure to work scheduled overtime or working overtime without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

Emergency Closings

In cases where an emergency closing is authorized, employees of First Baptist Church will be paid as a normal workday. If the closing is not authorized, employees who fail to report for work will not be paid for the time off.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

Nonexempt employees are responsible for ensuring that their time worked is accurately recorded. Federal and state laws require First Baptist Church to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end each shift, the beginning and ending time of each unpaid meal period, and any departure from work for personal reasons. As previously stated, overtime work must always be approved before it is performed.

Nonexempt employees must sign their time records to certify the accuracy of all time recorded. The supervisor will review the time record and, if accurate, will initial the time record and submit it for payroll processing. If the time record is inaccurate, the supervisor will make the appropriate correction to the time record, and both the employee and the supervisor must initial the changes before submitting it for payroll process.

Altering or falsifying time records, tampering with time recording equipment, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Pay Periods

All employees are paid semi-monthly on the 15th and last days of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will be paid no later than the first day of work following the regularly scheduled payday.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to First Baptist Church. Employees will receive an itemized statement of wages when First Baptist Church makes direct deposits.

Administrative Pay Corrections

First Baptist Church takes all reasonable steps to ensure that employees receive the correct amount of pay each pay period on designated paydays.

In the unlikely event that there is an error in the amount or timing of pay, the employee should promptly bring the discrepancy to the attention of their Supervisor or designated Finance Assistant employee so that corrections can be made as quickly as possible.

Pay Deductions

The law requires that First Baptist Church make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. First Baptist Church must also deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." First Baptist Church matches the amount of Social Security taxes paid by each employee. Please direct questions concerning any pay issue to your Supervisor.

Ministry Travel Expenses

Employees may be required to travel away from the local area to perform ministry business. First Baptist Church will reimburse employees for reasonable ministry travel expenses incurred while on ministry business. All ministry travel must be approved in advance by the Senior Pastor.

Employees whose travel plans have been approved should coordinate with the Senior Pastor or his designee to ensure that all travel arrangements are made in the most cost effective manner possible. First Baptist Church will pay directly, will advance, or will reimburse actual costs of travel, meals, lodging, and other expenses directly related to accomplishing ministry business, if the staff member used the most cost effective manner possible.

Expenses that will generally be reimbursed include the following:

- Airfare at the lowest available fare
- Car rental fees at the lowest available rate
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel
- Taxi fares, only when there is no less expensive alternative
- Mileage costs for use of personal cars, only when less expensive transportation is not available
- Cost of standard accommodations in mid-priced hotels, motels, or similar lodgings
- Cost of meals, no more lavish than would be eaten at the employee's own expense
- Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare
- Charges for telephone calls, fax, and similar services required for ministry business purposes

Whenever possible, First Baptist Church will pay directly or advance the major expenses of travel such as airfare and lodging to ensure that employees are not required to pay major expenses out-of-pocket subject to reimbursement.

Employees who are involved in an accident while traveling on ministry business must promptly report the incident to the Senior Pastor. Vehicles owned, leased, or rented by First Baptist Church may not be used for personal use without prior approval.

With prior approval, a spouse or family member may accompany an employee on ministry travel when the presence of such a family member would further or would not interfere with the ministry purposes for the travel. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within five (5) days to their Supervisor. Reports should be accompanied by receipts for all individual expenses.

Employees should contact the Senior Pastor or his designee for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, shall be grounds for disciplinary action, up to and including termination of employment.

Workers' Compensation Insurance

First Baptist Church provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither First Baptist Church nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by First Baptist Church.

Continuation of Benefits (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under First Baptist Church's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at First Baptist Church's group rates plus an administration fee. First Baptist Church provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under First Baptist Church's health insurance plan. The notice contains important information about the employee's rights and obligations. The Personnel Committee or designee is responsible to administer COBRA.

Sexual and Other Forms of Harassment

First Baptist Church seeks to promote a productive work environment in which all employees reach their full spiritual and professional potential in ministry service. First Baptist Church will not tolerate verbal or physical conduct by any staff member or other person that harasses, disrupts or interferes with another's work performance or that creates an intimidating, offensive or hostile work environment.

No form of harassment will be tolerated, including harassment because of an employee's race, national origin, disability, pregnancy, age or sex. Special attention should be paid to sexual harassment. No employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Behavior that amounts to sexual harassment shall result in disciplinary action, up to and including dismissal from service.

Employees are prohibited from threatening or insinuating, either explicitly or implicitly, that a staff member's willingness or refusal to submit to sexual advances will affect the staff member's terms or conditions of service.

Employees are also prohibited from engaging in other sexually harassing or offensive conduct in the workplace, including but not limited to:

- Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions
- Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references
- Demeaning, insulting, intimidating, or sexually suggestive comments about an individual
- The display in the workplace of demeaning, insulting, intimidating or sexually suggestive objects, pictures, or photographs
- Demeaning, insulting, intimidating, or sexually suggestive written, recorded or electronically transmitted messages

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, sex, national origin, disability, pregnancy or age is also prohibited.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, and that is personally offensive, and that debilitates morale, and that, therefore, interferes with work effectiveness. Sexual harassment includes gender-based harassment of a person of the same sex as the harasser.

An employee who experiences or witnesses harassment of any form in the workplace must report it immediately to the Senior Pastor. If the Senior Pastor is the alleged harassing party, a staff member must report the harassment in writing to the Deacon Chairman or the Chairman of the Ministry Advisory Council. Any supervisor or ministry leadership level staff member who witnesses sexual harassment or learns of an allegation of sexual harassment and does not report it to the Senior Pastor (or if the Senior Pastor is the alleged harasser, to the Deacon Chairman or the Chairman of the Ministry Advisory Council), is subject to disciplinary action, up to and including termination of service.

All allegations of sexual harassment will be promptly investigated in an impartial and confidential manner as possible. A timely resolution of each complaint will be communicated to the parties involved.

First Baptist Church will permit no employment-based retaliation against anyone who brings a bona fide complaint of sexual harassment or who provides true information as a witness in the investigation of a complaint of sexual harassment. However, an individual who makes a false complaint or provides false information to an investigator will be subject to disciplinary action, up to and including termination of service.

Any employee found to have violated this policy is subject to disciplinary action, up to and including termination.

Attendance and Punctuality

First Baptist Church requires employees to report to work punctually and to work all scheduled hours and any required overtime. Absenteeism and tardiness disrupt the workflow and place a burden on other employees and on First Baptist Church. Employees should notify their supervisor as far in advance as possible whenever they are unable to report to work, know they

will be late, or must leave early. The notice should include the reason for the absence and an indication of when the employee can be expected to report to work. Failure to notify First Baptist Church of any absence may lead to disciplinary action.

Poor attendance and excessive tardiness will not be tolerated. Either may lead to disciplinary action, up to and including termination of employment.

First Baptist church recognizes that those employed as ministers will perform their duties until the work is completed. While the ministers of the church are expected to be in the office and have regular office hours, there is greater flexibility afforded them so that they can minister effectively outside the confines of the church property. As such, ministers are expected to accomplish their ministry duties' 1) until the work is done, 2) in a timely manner, 3) under the authority of the Senior Pastor's discretion, 4) in an energetic and regular manner as unto the Lord.

Personal Appearance

Apparel shall exemplify Godly principles of modesty. Each employee's dress, grooming and personal cleanliness standards reflect not only on the Christian testimony of the staff member, but also on the testimony of First Baptist Church. Employees are expected to present a professional, Christian image during service hours and when representing First Baptist Church. Both male and female employees are expected to be tasteful in the styling of their clothing and hair. Extremes in styling or color are unacceptable. If there is any question regarding what is considered appropriate dress for the occasion, the individual is encouraged to speak to the ministry leadership.

Ministry staff should never acquire inappropriate or offensive tattoos or other permanent bodily markings inconsistent with a good Christian testimony. Tattoos acquired prior to the employee's conversion to Christ which might be deemed inappropriate must be covered to the extent possible and to the satisfaction of the ministry leadership by clothing or other means.

Offensive body odor and poor personal hygiene are not professionally acceptable.

The ministry reserves the right to modify this policy from time to time, in its sole discretion. Compliance with these policies must be accomplished to the full satisfaction of the ministry leadership. The ministry also reserves the right to require any staff member whose personal appearance is considered inappropriate or immoderate to correct the matter immediately to the full satisfaction of the ministry leadership.

Return of Church Property

Employees are responsible for the care and upkeep of all of First Baptist Church's property, materials or written information that has been issued to them or that is in their possession or control.

Employees must return all First Baptist Church property immediately upon request or upon termination of service. Where permitted by applicable laws, First Baptist Church may withhold

from the employee's check or final paycheck the cost of any items that are not returned when required. First Baptist Church may also take all action deemed appropriate to recover or protect its property.

Security

It is the policy of First Baptist Church to make reasonable efforts to provide for the security of First Baptist Church's property, employees and authorized visitors.

First Baptist Church employees, members and visitors are prohibited from illegally possessing firearms, other weapons, explosives or other dangerous materials on its church property or at its functions. Employees are prohibited from carrying illegal firearms, other weapons, explosives or other dangerous materials in ministry-provided vehicles or in personal vehicles while on ministry business. However, firearms that are carried by church employees or ministers may be carried on church property if the carrier is properly licensed under the law of the State of Texas.

Employees may be searched or questioned and are subject to surveillance whenever First Baptist Church believes this is necessary to maintain security. All personal property brought onto First Baptist Church property, such as vehicles, packages, briefcases, backpacks, purses, bags and wallets are subject to inspection and search. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto First Baptist Church's premises.

Desks, lockers, filing cabinets and other storage areas or devices may be provided for the convenience of employees, but remain the sole property of First Baptist Church. Employees have no expectation of privacy in any employer-provided desk, locker, filing cabinet or other storage area or device, computer records or email. Accordingly, they, as well as any articles found within them, may be searched and inspected by any properly authorized agent or representative of First Baptist Church at any time, either with or without prior notice. First Baptist Church may remove all ministry property and other items that are in violation of the ministry's rules and policies found in these storage areas and devices.

Employees are expected to exercise reasonable care for their own personal protection and personal property while on First Baptist Church's premises. First Baptist Church assumes no responsibility for loss, damage or theft of personal property.

Keys to the building, equipment, etc., will be given to employees requiring keys. No family member of any employee should have possession of any ministry keys. No employee is to pass his or her keys to another employee without proper authority to do so. All keys are property of the church and must be returned before final compensation will be paid.

Safety

To assist in providing a safe and healthy work environment for our employees and the people to whom we minister, employees are expected to exercise caution in all work activities. Employees must immediately report any unsafe condition to their supervisor. Employees who cause hazardous or dangerous situations, who fail to report, or, where appropriate, fail to remedy such

unsafe conditions, may be subject to disciplinary action, up to and including termination of service.

In the case of accidents resulting in injury, regardless of how insignificant the injury may appear, employees must immediately notify the Senior Pastor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures where applicable.

Use of Ministry Equipment and Vehicles

God has entrusted First Baptist Church with resources such as equipment and vehicles to use to perform His work. Every ministry staff member must recognize he/she is a steward of these resources. As stewards, it is imperative that employees exercise due care to use and maintain all ministry resources in the manner intended.

Employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines for each piece of equipment used in carrying out their ministry tasks. Employees must promptly inform their supervisor if any equipment, machines, tools, or vehicles appear to be, damaged, defective, or in need of repair.

Employees operating ministry vehicles must comply with all applicable laws and regulations, and comply with the latest version of the transportation policies. Employees who are involved in an accident while operating a ministry vehicle must promptly report the incident to the Senior Pastor or designee. Vehicles owned, leased, or rented by First Baptist Church may not be used for personal use without prior approval. If questions arise about use of ministry equipment, employees should contact the appropriate committee or ministry team.

The improper, careless, destructive, unsafe, or illegal use or operation of equipment or vehicles subjects the staff member to disciplinary action, up to and including termination of service.

Visitors in the Workplace

First Baptist Church expects that unknown visitors will come to the church looking for physical, emotional and spiritual needs to be met. Regardless of their appearance or dress, all visitors should be courteously treated in a Christ-like manner. Unknown and unexpected visitors should be directed to the Senior Pastor or designee, who will ensure that all visitors are presented the gospel of Jesus Christ, and that the visitors' legitimate needs are met.

First Baptist Church recognizes that the call to ministry service is a call to the entire family and that the ministry is a gathering place for members and friends of the church. Employees should ensure, however, that visits by family members, friends, and members do not unduly interfere with performance of ministry duties.

Solicitation and Distribution

First Baptist Church encourages its employees to "exhort one another" by sharing resources such as Christian books, tapes, sermons and articles with each other that would promote spiritual

growth. First Baptist Church further encourages its employees to support ministry fundraising efforts and allow solicitation of funds for ministry fundraisers. Employees engaging in these activities should ensure that they do not unduly interfere with the staff member's performance of ministry duties.

Employees may not solicit donations or sales to non-First Baptist Church-related causes on the ministry premises without the prior approval of the Senior Pastor. Furthermore, employees may not distribute secular literature or other media or solicit funds or sales for non-First Baptist Church-related causes approved by the Senior Pastor during working time. Working time does not include lunch periods, breaks, or any other periods in which staff members are not on duty. However, church property may not be used for non-church activity such as network marketing, civic clubs, political candidates or organizations, school-related activities or the like without the approval of the senior pastor or his designee.

The posting of written solicitations on First Baptist Church's bulletin boards is restricted. These bulletin boards display important announcements and memoranda concerning ministry and employment information and should be regularly reviewed by all employees. If employees have a message of interest to the entire staff, they may submit it to the Senior Pastor or designee for approval before posting.

Ministry Communications

Communication services and equipment provided by First Baptist Church, including the messages transmitted and stored by them, are the sole property of First Baptist Church. Accordingly, First Baptist Church may access and monitor staff member communications and files as it considers appropriate. Staff members do not have any expectation of privacy in any communications or files made using or stored upon First Baptist Church's communication services and equipment, regardless of whether the communications or files are designated or intended as private by the sender or the recipient. First Baptist Church may monitor at any time any staff member's use of any ministry communication service or equipment.

Communication services and equipment include, but are not limited to: mail, electronic mail (email), courier services, facsimiles, telephone systems, personal computers, computer networks, computer files, computer software, online services, internet connections, intranets, telex systems, video equipment and tapes, tape recorders and recordings, pagers, cellular telephones, voice mail systems, answering machines and bulletin board.

Employees should ensure that no personal correspondence appears to be an official communication of First Baptist Church since employees may be perceived as representatives of First Baptist Church and, therefore, damage the reputation of or create liability for First Baptist Church. All outgoing messages, whether by mail, facsimile, email Internet transmission, or any other means, should be accurate, appropriate, and ministry-related. Employees may not use First Baptist Church's stationery or postage for personal letters.

Most communication services and equipment have toll charges or other usage-related expenses. Employees must be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each ministry communication. Employees should

consult their supervisor if there is a question about the proper mode of communication. Employees are not permitted to use First Baptist Church's telephone system for personal long-distance and toll calls. Employees should practice discretion when making local personal calls and may be required to reimburse First Baptist Church for any charges resulting from their personal use of the telephone.

First Baptist Church's communications property and equipment may not be removed from the premises without prior authorization from the Senior Pastor or Facilities Committee.

First Baptist Church purchases and licenses the use of various computer software for ministry purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, First Baptist Church does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement.

First Baptist Church prohibits the illegal duplication of software and its related documentation. Employees are not permitted to install any program, business or personal, onto ministry equipment without prior ministry approval.

Employees should not share the passwords with other employees. Employees may not monitor, retrieve, or review any communication or file to which they are not a party, unless they have prior authorization.

Only employees specifically authorized by First Baptist Church may access online services and the internet. Employees' online use should be limited to ministry-related activities, except as allowed below.

Employees should not duplicate or download from the internet or email any software or other materials that are copyrighted, patented, trademarked or otherwise identified as intellectual property without the express written permission of the owner of the material. When appropriate internet materials or email files are downloaded, they should be scanned using First Baptist Church's antivirus software. All compressed files are to be scanned before and after decompression.

Employees are not permitted to send broadcast email messages to all users or large groups of users unless specifically authorized to do so.

First Baptist Church's policies that prohibit offensive, intimidating, harassing, or disruptive materials in the workplace apply with equal force to material communicated through or stored on First Baptist Church's communication services and equipment.

Incidental personal use by employees of First Baptist Church's communications services and equipment is allowed as long as the use does not interfere with the staff member's work or First Baptist Church's operations, does not violate any of First Baptist Church's policies, and does not result in any additional expense to First Baptist Church. Each staff member will be required to

reimburse First Baptist Church for any expenses incurred for the staff member's incident personal use of the ministry's communications services.

Abuse of First Baptist Church communication services and equipment provided by the ministry in violation of law or ministry policies will result in disciplinary action, up to and including termination of service. Employees may also be held personally liable for any violations of this policy. Employees should notify their immediate supervisor, the Senior Pastor, or any member of ministry leadership upon learning of violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Sending or posting confidential material, trade secrets or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person, or refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities
- Using the internet for political causes or activities or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

Workplace Violence Protection

First Baptist Church is committed to preventing workplace violence and to maintaining a safe ministry environment. Given the increasing violence of society in general, First Baptist Church has adopted the following guidelines to deal with intimidation, harassment and threats and incidents of violence that may occur on its premises.

Employees are prohibited from fighting, "horseplay," or other conduct that may be dangerous to others. Illegal firearms and weapons, explosives or other dangerous materials are prohibited from ministry premises.

Conduct that threatens, intimidates, or coerces another staff member, visitor, member or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age or any characteristic protected by federal, state, or local law.

Employees who observe or learn of threats or incidents of violence or who observe or learn of suspicious individuals or activities must report such information to their immediate supervisor or another supervisory employee as soon as possible. This includes threats by employees, as well as threats by visitors, members of First Baptist Church, or members of the public. The report must be as specific and detailed as possible. When necessary to protect life, health, or property, or when otherwise appropriate, employees should call the police before reporting the threat or incident to a supervisory staff member.

Employees should not place themselves in peril in attempting to intervene in a suspicious or a potentially violent situation.

First Baptist Church will promptly and thoroughly investigate all reports of threats or incidents of violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, First Baptist Church may place employees on administrative leave, either with or without pay, pending investigation.

Any staff member determined to be responsible for a threat or incident of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of service.

Drug and Alcohol Screens/Testing

In addition to being sinful behavior in violation of First Baptist Church's Standard of Conduct, drug use poses serious safety and health risks. Employees must immediately report any observations of unusual behavior or other indications that another staff member is under the influence of drugs or alcohol exceeding a moderate level.

Employees may be asked to take a test at any time to determine the presence of, unless such tests are prohibited by law. Employees asked to take the test will be asked to sign a consent form authorizing the test and First Baptist Church's use of the test results for purposes of administering its discipline policy. Employees refusing consent for these purposes or testing positive for illegal drugs or for excessive alcohol are subject to disciplinary action, up to and including termination of employment.

The drug and alcohol test will be paid for by First Baptist Church. The records of the examination will be the property of First Baptist Church and will be treated as confidential and held in a separate medical file. If required by law, the records will be made available to the employee, the employee's designees, public agencies, and relevant insurance companies.

Employees must report to the Senior Pastor or designee their use of over-the-counter or prescription medication that may impair their ability to perform their job safely and effectively.

Employees who drive a commercial motor vehicle as part of their ministry duties are also subject to First Baptist Church's drug screens/testing of commercial motor vehicle drivers. Employees who fail to comply with this policy are subject to disciplinary action, up to and including termination of employment.

The Informed Consent and Release of Liability Form shown below is the document each employee of First Baptist Church will be required to sign prior to commencing employment.

INFORMED CONSENT AND RELEASE OF LIABILITY

I UNDERSTAND that according to First Baptist Church policy and procedures, I am required, when requested to do so, to submit bodily fluid samples (blood, urine, saliva) for analysis.

I UNDERSTAND that the purpose of the drug test is to determine or rule out the presence of certain non-prescribed or prohibited dangerous controlled substances in my body and indicate the levels found. A positive test for one or more such drugs will disqualify me for employment or continued employment. I understand that analysis of the urine will be conducted by qualified laboratory personnel and any urine sample which tests positive will be retained for one year and be available as evidence by the testing laboratory.

I UNDERSTAND that the purpose of the saliva or blood testing is to determine or rule out the presence of excessive alcohol in my body exceeding the lawful level for driving a vehicle in Texas and indicate the levels found. I understand that these alcohol tests will be conducted by qualified personnel knowledgeable of the regulations and testing procedures for these types of tests.

I CONSENT freely and voluntarily to this request for the necessary samples. I hereby and herewith hold harmless and release First Baptist Church from any liability whatsoever arising from this request to furnish these samples; from their testing; from the use of the results of the test as provided in this document and any decisions made concerning my application for employment or continued employment based on the results of these tests.

I UNDERSTAND that except as noted herein, the results of testing are confidential medical records and shall be revealed by the testing laboratory only to appointed First Baptist Church physicians, my personal physician and FBC Personnel Committee who are charged with enforcing this policy and under the exceptions set forth in this document.

I UNDERSTAND a documented chain of specimen custody exists to ensure the identity and integrity of my samples throughout the collection and testing process. I understand that the samples, test results, and/or technicians performing these tests will be available for unemployment hearings, mediation hearings, arbitration hearings, Local, State or Federal investigations and any hearings as a result of such investigation and/or any other court matters.

Applicant/Employee Being Tested

Witness

Date: _____

Cellular Telephone Usage

First Baptist Church provides cellular telephones to some employees as a ministry tool to assist them in communicating with other employees, church members (if applicable), and others with whom they interact as part of their ministry. Cellular telephone use is primarily intended for ministry-related calls. However, occasional, brief personal use is permitted within a reasonable limit.

Employees who have access to a cellular telephone while operating a motor vehicle should remember that their primary responsibility is driving safely and obeying the rules of the road. Employees are prohibited from using cellular telephones to conduct ministry business while driving and should safely pull off the road and come to a complete stop before dialing or talking on the phone.

As a representative of First Baptist Church, cellular telephone users are reminded that the regular etiquette used when speaking from office telephones or in meetings applies to conversations conducted over a cellular telephone.

Leave of Absence

Vacation Policy for Full-Time Employees Hired Prior to May 1, 2013

For **ministerial staff**, one (1) vacation day is earned for each month of continuous employment that has been completed, totaling ten (10) days annually (two weeks including weekends) during the first year of employment. After that, vacation is based on the minister's years of continuous employment, according to the following schedule:

- 1st anniversary through completion of 5th year - 2 weeks annually
- 5th anniversary through completion of 10th - 3 weeks annually
- 10th anniversary forward - 4 weeks annually

Ministers may take only one Sunday per week of vacation.

For **full-time support staff**, one (1) vacation day is earned for each month of continuous employment that has been completed, totaling two (2) weeks annually (including weekends) during the first year of employment. After that, vacation is based on the staff person's years of completed continuous employment, according to the following schedule:

- 1st anniversary through completion of 5th year - 2 weeks annually
- 5th anniversary through completion of 15th year - 3 weeks annually
- 15th anniversary forward - 4 weeks annually

Vacation Policy for Part-Time Support Employees Hired Prior to May 1, 2013

For **part-time support staff**, one-half vacation day is earned for each month of continuous employment that has been completed, totaling five (5) days (or 7 including weekend) during the first year of employment. After that, vacation is based on the part-time staff person's years of completed continuous employment, according to the following schedule:

- 1st anniversary through completion of 5th year – 1 week annually
- 5th anniversary through completion of 15th year – 2 weeks annually
- 15th anniversary forward – 3 weeks annually

Vacation for musicians will be on the same basis as part-time support staff, with the exception that a "week" will consist of Sunday services and Wednesday services/rehearsals.

Any vacation earned must be taken during the calendar year in which it is earned, or it will be lost. Vacations should be planned early in the year. Specific dates may be chosen based on seniority by a date established by the Senior Pastor. After that date, any date not selected may be used by any staff member(s). It is the responsibility of supervisors and the Senior Pastor to ensure staff coverage and resolution of conflicts with the church calendar. The Personnel Committee may make exceptions to the vacation policy.

For employees hired after May 1, 2013, a paid time off policy replaces vacation time

Paid Time Off (PTO) for Full-Time Employees

Paid time off provides full-time employees with the flexibility to use time off to meet personal needs, while also recognizing the individual responsibility to manage paid time off responsibly. Employees will accumulate PTO each pay period that they work, and it is up to each employee how to use that time – vacation, illness, pregnancy, caring for children, school activities, caring for parents or family, personal business, and emergencies. It is required that staff members provide their supervisor with reasonable advanced notice and obtain approval prior to using PTO when possible. Newly hired full-time employees are eligible for PTO after completion of a 90-day probationary period.

For ministerial and full-time support staff, one (1) day is earned for each month of continuous employment, following the 90-day probationary period, for the first year of employment (2 weeks annually including weekend). After that, paid time off is based on the years of continuous employment according to the following schedule:

- First anniversary through completion of the 5th year of continuous service - 2 weeks annually
- Fifth anniversary through completion of the 15th year of continuous service - 3 weeks annually
- Fifteenth anniversary forward - 4 weeks annually

Note:

Three weeks of paid time off = 1.5 days accrued per month plus weekends.

Four weeks of paid time off = 2 days accrued per month plus weekends.

Ministerial service prior to employment at First Baptist Church, Stephenville, may be recognized in calculating accrual rate for paid time off. ???

Employees may use PTO only after it has accrued. PTO may be used in minimum increments of one-half day, unless prior arrangements are made with the Supervisor. Employees must ask their supervisors for time off with as much advance notice as possible. Requests will be reviewed based upon a number of factors, including ministry needs and staffing requirements. Although First Baptist Church will make every effort to accommodate employees' desires for paid time off, the Senior Pastor (or in his absence the Education minister) will determine, whether to grant the requested time off.

In extraordinary circumstances and in its sole discretion, First Baptist Church may allow employees to use paid time off as an advance against unaccrued time. In such a case, this advance will be documented in the employee's file. If employee leaves employment with First Baptist Church before accruing the advanced time, he/she may be required to reimburse First Baptist Church for the unearned portion of the advanced paid time off.

Because PTO is intended for spiritual renewal, physical rest and relaxation, and family time, it is the policy of First Baptist Church to require employees to use available paid time off in the year it is accrued. In the event that accrued time off is not used by the end of the calendar year, employees will forfeit the unused time off.

- Exempt (salaried) employees must report absences from work of a day or more to his/her Supervisor.
- Non-exempt (hourly) employees must report absences to his/her Supervisor from regularly scheduled work of one (1) hour or more on a Time Sheet. The Time Sheet transmits to Payroll and should reflect any PTO taken in the week.

If a First Baptist Church-observed holiday falls within an approved PTO period, the holiday will not be counted as PTO. Employees will be paid for holidays observed by FBC as holiday pay at their regular rate of pay.

Unused PTO will not be paid to employees while they are employed or upon termination of employment.

Sick Leave

First Baptist Church provides paid sick leave benefits to regular full-time employees for periods of temporary absence due to illnesses or injuries. Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence.

Ministerial and full-time support staff accrue sick leave, following completion of a ninety (90)-day probationary period, at the rate of one (1) day per month of continuous employment. Sick leave will be prorated by month not to exceed ten (10) days per year. In the event that any portion of the ten days are not used in a year, those days may be accumulated along with additional days in the following year up to a maximum of twenty (20) days.

Paid sick leave can be used in minimum increments of one-half day. An employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the medical condition and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Before returning to work from a sick leave absence of ten (10) calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation, or First Baptist Church-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

When sick leave benefits are exhausted, an employee may use PTO for paid leave. Upon exhaustion of all paid leave, a staff member may use leave of absence without pay for a time specified by his or her direct supervisor.

Personal Leave of Absence Without Pay

First Baptist Church may, in its discretion, provide leaves of absence without pay to employees who wish to take time off from work duties to fulfill personal obligations. Leave without pay may be taken by any First Baptist Church employee with permission of their immediate supervisor. Benefit accruals, such as sick leave, paid time off or holiday benefits, will be suspended during the leave and will resume upon return to active employment. All PTO must be exhausted before taking unpaid personal leave.

Eligible employees may request personal leave only after having completed 90 calendar days of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, First Baptist Church cannot guarantee reinstatement in all cases.

Sabbatical Leave for Ministers

Purpose: The purpose of this program is to give long-term professional ministers an opportunity to rest and expand their knowledge and experience in order to bring new ideas and challenges to the congregation at First Baptist Church. The sabbatical leave is not intended to be an extended vacation, sick leave or an employment search. The program is designed primarily to be a time for spiritual enrichment of the ministers or to have different experiences that may enhance their professional skills, personal lives and their ministries at First Baptist Church.

Criteria: After seven (7) years of service at First Baptist Church, Stephenville, a minister is eligible for a sabbatical leave. For each additional seven (7) years of service, a minister is eligible for an additional sabbatical. A proposal for sabbatical leave may be submitted any time prior to the sabbatical, but applicants are strongly encouraged to submit a proposal that complies with the terms below at least six (6) months in advance of the actual sabbatical.

An applicant for a sabbatical must submit a proposal, in writing, for approval by the Senior Pastor (or in the case of the Senior Pastor's sabbatical leave, the deacon chairman) that includes the following:

- Purpose of the leave
- Tasks or functions to be completed while on leave
- Dates when the minister would not be available to fulfill their role at First Baptist Church
- All costs associated with the leave
- Intended benefits of the leave for the individual requesting sabbatical, and to the Church

Upon returning from sabbatical, the minister must submit a written report to the Senior Pastor stating, at a minimum, (1) what transpired on the sabbatical (*i.e.*, what the minister did), (2) the benefits of the sabbatical both personally and the anticipated benefit to First Baptist Church, and (3) detailed methods for implementing the benefits received.

The general length of leave may be up to four (4) weeks. More time may be granted should the needs of the leave and the reasons in the proposal warrant additional time, by recommendation of the Senior Pastor and approval of the Church. In any calendar year in which a sabbatical leave is taken, a minister shall not be absent from their responsibilities at First Baptist Church for a period of time greater than four (4) weeks for sabbatical plus earned vacation time without

prior approval from the Senior Pastor and the Church. The Sabbatical leave may not be taken over Easter or Christmas preparations or celebrations.

Ministers receive full salary and benefits while on sabbatical leave. First Baptist Church shall be responsible for expenses accrued for the sabbatical that are directly related to the purposes of the sabbatical. The Church will pay up to \$500 per year of service to a maximum of \$5,000 in direct-billed expenses for the leave. Family arrangements would be the responsibility of the minister. The minister on sabbatical shall make reasonable efforts to keep First Baptist Church staff informed of expenses that are accruing. The sabbatical leave has no cash value.

The following is a non-exhaustive list of the types of sabbaticals that would be acceptable:

- Rest and revitalization of the inner life of faith
- Part-time teaching at the college level combined with either teaching or travel
- Research at a school of higher education
- Returning to school as a student
- Extended mission trip
- Travel and study combination or visit to several ministries
- Creative writing or research in field of service

Non-Vacation Days Off for Revivals and Professional Development

Ministers will be allowed to take up to two (2) weeks off (non-vacation) annually to lead revivals, attend conferences or conventions, or enroll in continuing education specifically related to their ministry and benefiting both the minister and the Church. Although they will continue to receive pay during this time, expenses are not included unless previously budgeted for a specific activity. Any such time off must be approved by the Senior Pastor to ensure appropriateness of the time off and avoidance of any conflict with scheduled church events/activities. The Senior Pastor, or his designee, will report all approved time off to the Personnel Committee. Any non-vacation time off to be taken by the Senior Pastor must be approved by the Personnel Committee and Deacon Body. Any exceptions to this policy are at the sole discretion of the Personnel Committee.

Holidays

First Baptist Church will grant paid holiday time off to regular full-time employees on the holidays listed below:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Friday after Thanksgiving
- Christmas Day (December 25)
- Martin Luther King Day
- Good Friday

The Senior Pastor has discretion to close the offices on the day immediately preceding, and/or following Christmas, provided all preparations for Christmas celebrations are completed.

To be eligible for holiday pay, an employee must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday, unless the employee is on a paid absence such as vacation, sick leave or PTO. If a recognized holiday falls during an eligible employee's paid absence, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Jury Absence

Either First Baptist Church or the employee may request an excuse from jury duty if, in First Baptist Church's judgment, the employee's absence would create serious operational difficulties.

First Baptist Church will continue to provide regular benefits for the full term of the jury duty absence if the employee brings proof of jury summons. Vacation, sick leave, PTO and holiday benefits will continue to accrue during jury duty leave and no adjustment in pay will be made. If dismissed from the court before 2:00 p.m., the employee will immediately return to work.

Military Leave

All employees of First Baptist Church are entitled to leave under the Uniformed Services Employment and Reemployment Rights Act of 1994 (48 U.S.C.A. §4301 et seq.), National Defense Authorization Act 2008 and the National Defense Authorization Act of 2010, and any other applicable Federal or State laws (collectively "Military Leave Acts") regarding leave of service in the military ("Military Leave"). For example, employees who must be absent for covered active or inactive military training duty (e.g. Reserves or National Guard summer camps, annual cruises, weekend drills, and attendance at military schools) will be granted, upon timely request, a leave of absence without pay when provided by law. An employee may use Paid Time Off (PTO) for annual military training duty obligations upon written request through his supervisor and FBC Personnel Committee.

Request for Military Leave should be made sufficiently in advance of the projected beginning of the leave to enable First Baptist Church to adjust the work schedule accordingly. First Baptist Church may require that a request for leave be supported by a certification issued at such time and in such manner as the Secretary of Defense may by regulation prescribe.

Military Leave will be granted for the period provided by law. Reinstatement from Military Leave shall be granted in accordance with state and federal law. The FBC Personnel Committee will provide the employee with a reinstatement letter.

Retirement

Ministers

The Church pays 10% of the ministers' salary and housing into the Southern Baptist Annuity Board Retirement Plan. Ministers are encouraged to tax-defer additional money into their retirement accounts.

Other Staff

The Church does not currently provide a retirement plan for other staff members. However, full-time staff members are encouraged to participate individually, through the Church, in the Southern Baptist Annuity Board Retirement Plan.

When a full-time employee has worked for First Baptist Church for fifteen (15) years, he/she is entitled to enter the Church retirement program provided to ministers and the Church will contribute (10% of salary) to their retirement fund for the remainder of employment.

Committee Policy

Except as otherwise provided in the Bylaws or policies of First Baptist Church, all ministerial and support staff members are ineligible to serve on committees elected by the Church. Staff members may participate on committees related to their service in the Church, in an advisory capacity, but will not be a voting member. However, the Senior Pastor is granted membership and voting rights on specific committees by the Church bylaws.

Child Abuse Prevention

Purpose

- To help First Baptist Church provide a caring, safe, and secure environment for children in all phases of ministry life
- To help First Baptist Church reduce its legal risk and liability exposure

Biblical Foundation

First Baptist Church seeks to express God's love of children and provide for their personal wholeness. This caring community seeks to prevent child abuse of any form to our children and youth and to minister to victims of abuse and their families. The Bible is foundational to our understanding upon which all policies, procedures, and ministries must stand.

"One day some parents brought their children to Jesus so he could touch and bless them. But the disciples scolded the parents for bothering him. When Jesus saw what was happening, he was angry with his disciples. He said to them, 'Let the children come to me. Don't stop them! For the Kingdom of God belongs to those who are like these children. I tell you the truth, anyone who doesn't receive the Kingdom of God like a child will never enter it'". (Mark 10:13-16, NLT)

Our goal in response to these Biblical mandates is to maintain a safe, secure, and loving place where children may grow: a place where caregivers, teachers, and leaders (both paid and volunteer) minister appropriately to their needs.

“And anyone who welcomes a little child like this on my behalf is welcoming me. But if you cause one of these little ones who trust in me to fall into sin, it would be better for you to have a large millstone tied around your neck and be drowned in the depths of the sea. What sorrow awaits the world, because it tempts people to sin. Temptations are inevitable, but what sorrow awaits the person who does the tempting.” (Matthew 18:5-7, NLT)

Child Abuse Policy

First Baptist Church desires to be a safe place for all children and adults who attend any activity. Individuals they know and trust sometimes victimize children. The ministry is not immune to such abuse, either by its members or by those in leadership positions. Incidents of child abuse or neglect cut across racial, social, economic, and religious boundaries. Although no organization or individual can assure complete protection, this Child Abuse Prevention Policies reflects First Baptist Church’s commitment to help protect children from harm. This manual applies to all volunteer and compensated workers of First Baptist Church.

First Baptist Church will not tolerate child abuse or neglect. Employees and volunteers are committed to children’s safety take steps toward prevention of child abuse.

For the safety and protection of our children and workers, all people who participate in ministry-sponsored activities with children are required to comply with the guidelines provided in this manual and no person who has not been properly vetted and a background check completed shall be allowed access to children to provide for their care. Additionally, no person whose lifestyle does not comply with the Spiritual Doctrine of the Church shall be allowed access to children to provide for their care.

First Baptist Church shall assign a Minister of the Church to be responsible for administering its child abuse policy.

In an effort to create the safest possible environment within First Baptist Church, several abuse prevention measures will be used.

These measures include screening of paid and volunteer workers for past child abuse convictions or expungements, provision for regular training on child abuse issues to paid and volunteer employees, use of the two adult rule, standards for appropriate classroom discipline and open classrooms. All volunteer and compensated workers must complete a standard application and disclosure form. References will be checked. The privacy and confidentiality of all involved shall continue to be of primary concern. State child protection training and certificate, given every two years, is also required.

Guidelines for Paid Preschool Ministry Employees

Responsibilities:

- Attend Bible Study or service at least twice a month.
- Arrive when supervisor designates as the appropriate time for each event.
- Clock in and immediately begin job responsibilities designated by supervisor.
- Supplies for each classroom should be checked and filled prior to children arriving.
- Be prepared for your lesson: every worker may be asked to teach lessons.
- Greet children and families as they come in.

In the Classroom:

- In all situations, the children's safety comes first.
- Make sure to check the child's check-in sticker to be aware of any medical/allergy alerts.
- Phones should not be used for personal use while clocked in.
- No yelling. Raising your voice to children is unacceptable. If an issue arises, ask for help.
- If a child cries for more than 15 minutes the Director should be notified.
- Have fun with the kids and let them know they are loved.

Cleaning:

- Toys in a child's mouth should be immediately placed in a "Dirty Toys" bucket or away until it can be disinfected.
- Every room should be vacuumed, tables sanitized, and toys sprayed prior to leaving for the day.
- Complete cleaning check list for each classroom.

Dress Code:

- Name badge should always be worn while clocked in. The only exception may be for the infant/toddler rooms while holding them, name stickers may be used.
- Apparel should exemplify Godly principles of modesty. Dress, grooming and personal cleanliness standards reflect not only the staff member, but also First Baptist Church.
- Clothes should meet four criteria: safety, appropriateness, modesty, and neatness.

Absences:

- It is expected for employees to work on Sunday's and Wednesdays.
- Wednesdays may be missed due to class or church related event, but it may be up to the discretion of the Preschool Ministry Director.
- It is important to be consistent and to not be absent often as to build strong relationships with the children and serve the families of First Baptist Church.

Please check one:

_____ I accept these guidelines and want to be considered for a permanent position.

_____ I want to be considered as a substitute.

Employee Signature

Date

Supervisor Signature