

First Baptist Church of Queen City

Personnel Policies and Guidelines Handbook

AS OF 11-15-23

GENERAL EMPLOYMENT STANDARDS & EXPECTATIONS

Under Title VII of the Civil Rights Act of 1964, religious organizations are permitted to give employment preference to members of their own religion.

The church will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, every new employee must complete an I-9 Employment Verification form verifying identity and legal authority to work in the United States.

Church Staff

The following positions are considered FBCQC church staff: Senior Pastor, Associate Pastor of Worship, Youth Pastor, Director of Children's Ministry, Office Manager, Assistant Office Manager, and Custodian.

Health & Safety

The health and safety of employees and others on church property are of utmost concern. It is therefore, the policy of the church to strive constantly for the highest possible level of safety in all activities and operations, and to carry out our commitment of compliance with all appropriate health and safety standards applicable to our ministries and organization by enlisting the help of all employees to ensure that public areas and work areas are free of hazardous conditions.

The church will make every effort to provide working conditions that are healthy and safe. Employees are expected to be equally conscientious about work-place safety, including proper work methods, reporting potential hazards, and lessening observed hazards. Unsafe conditions in any work area or public area that might result in an accident should be reported immediately to the employee's supervisor.

In the interest of maintaining a healthy workplace, the church prohibits the use of tobacco and vaping products in all church buildings, vehicles and at all church sponsored events.

The church's safety policy and practices will be strictly enforced, including possible termination of employees found to be willfully negligent in the safe performance of their jobs.

If an employee is injured in connection with employment, regardless of the severity of the injury, the employee must immediately notify the supervisor, who will see to necessary medical attention and complete required reports. In the case of serious injury, employees are to receive prompt and qualified medical attention followed by the filing of necessary reports. Should an injury prevent an employee from returning to work for more than two days, his/her supervisor will see that the Office Manager and the Workers' Compensation carrier notify the employee of employment benefits under that condition.

Harassment

The church is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the church maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for the employee to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others. Sexual harassment of employees by supervisors, co-workers, or vendors is prohibited. Any employee who believes he/she is being, or has been harassed in any way, or has observed harassment in any way, must report the facts of the incident or incidents to his/her supervisor (or to the Personnel Committee chairman, if the supervisor is the one committing the harassment) immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated and documented in writing. Violation of this policy may result in disciplinary action, up to and including possible termination.

Alcohol, Drugs & Controlled Substances

The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances when on duty, on church property, or in church vehicles is prohibited. Violation of this policy may result in disciplinary action, up to and including possible termination.

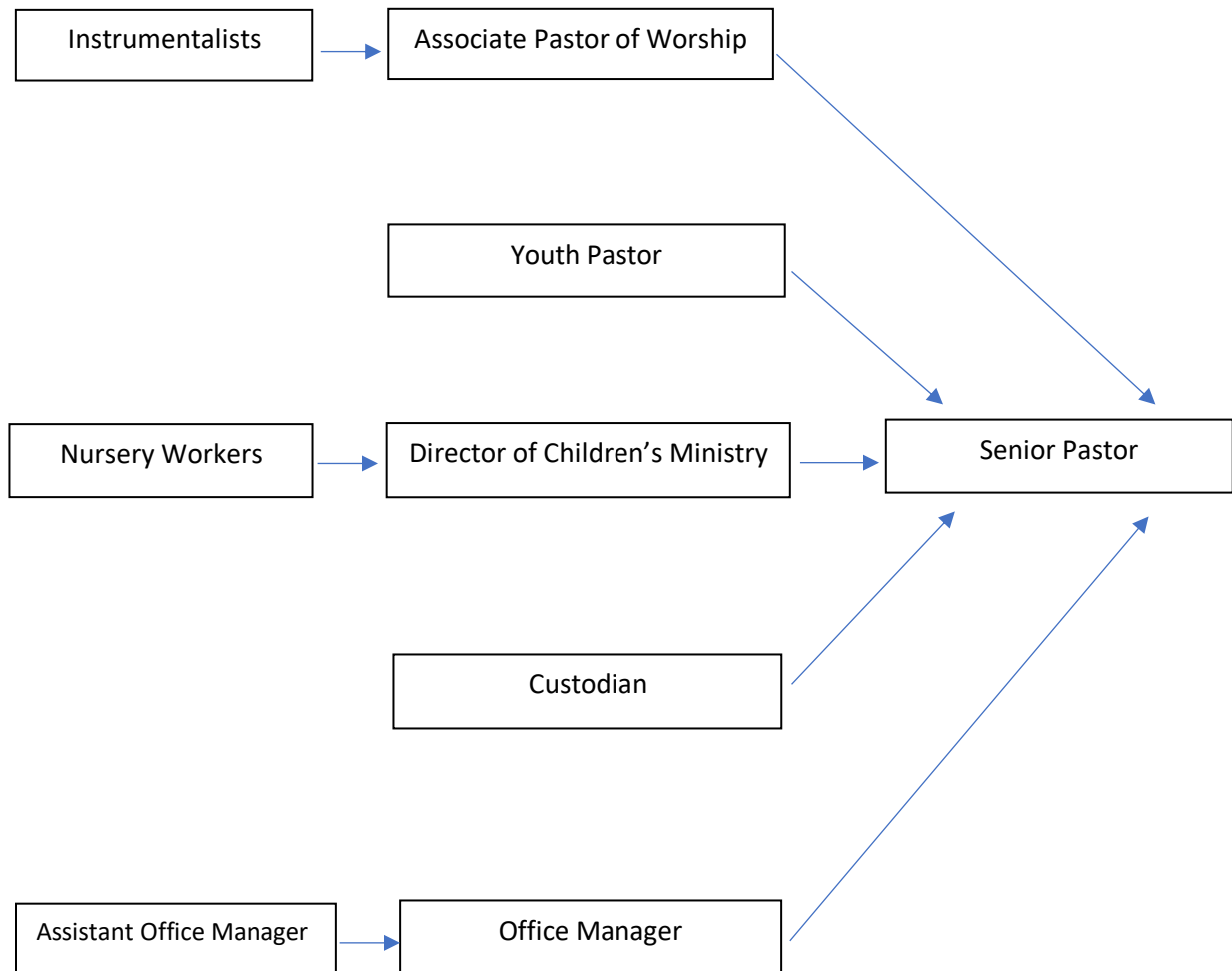
Personal Appearance

To provide a good first impression for those visiting the church or church office, employees are expected to present a positive image consistent with their work assignments. Employees having personal contact with visitors and church members should be particularly conscious of clothing and grooming that represent the image desired by and consistent with the doctrine of the church. Employees who are in doubt or have questions about the specific personal appearance standards in their work units should consult with their supervisors. Any employee who appears for work in a manner that does not conform to acceptable standards may be required to return home to correct the problem, and the period of absence will be treated as unpaid leave.

Outside Activities

All employees are prohibited from engaging in outside employment, private business, or other activities which might have an adverse effect on the church's ministry or create a conflict of interest with the church's mission. Employees involved in, or considering involvement in, outside employment about which there may be question are advised to inform the Senior Pastor or Personnel Committee Chairman and request clarification. Employees having knowledge of such involvement on the part of another employee shall report that involvement to the individuals mentioned above. Church employees are prohibited from using information about church members for any purpose not directly related to church responsibilities.

STAFF ORGANIZATIONAL CHART



RECRUITMENT

A search committee will be selected by the church for recruitment of all ministerial staff and the Director of Children's Ministries. This committee will work with the Pastor in recommending each prospective staff member, including his/her prospective salary and benefits, to the Personnel Committee and thereafter to the church for vote. The procedure for recruiting other church staff will be a joint effort between the Senior Pastor and the personnel committee. No two members of the same immediate family will be hired as full-time employees of First Baptist Church of Queen City.

Background Checks and Adherence to Church Safety Policies

All First Baptist Church of Queen City employees will be subject to a criminal background check. Although a record of criminal offense may not disqualify the person for employment, a lack of acknowledgment of those offenses in employment application may be grounds for denial of employment or dismissal. Because of the nature of the extensive presence and involvement of children in the activities of First Baptist Church of Queen City, the church will not knowingly employ anyone with a record of sexual offense or abuse of children. All FBCQC employees will adhere to the Church Safety Policies.

Job Descriptions

Employees are generally given job descriptions before they start to work. While a job description is not intended to be an all-inclusive statement of duties and responsibilities, it does set forth the basic expectations, essential function, and important information about each job. Job descriptions should be read and discussed with the supervisor. The Personnel Committee reserves the right to revise and update job descriptions from time to time, as deemed necessary and appropriate.

WORKING SCHEDULE

Full-time staff members work a minimum of 35 hours per week. Monday through Thursday office hours are typically 8:00 AM to 4:00 PM with one hour for lunch. The office is closed on Fridays and Saturdays. It is understood that the unique responsibilities of many positions will require adaptation of that schedule, and that a significant portion of many staff members' responsibilities will fall outside of weekday office hours.

Vacation

Any employee in a full-time staff position, the custodial position or the assistant office manager position will receive 5 days of paid vacation after the employee has completed six months of employment. After the employee has completed one full year of service (from his/her start date), the employee is eligible to receive 10 days of vacation. All vacation days thereafter will be calculated according to start date rather than the calendar year.

For the part-time positions of Assistant Office Manager and Custodian, the following number of vacation days are allowed during employment:

1 year after start date through current years of service	10 days each year
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For the Associate Pastor of Worship, the Youth Pastor, the Director of Children's Ministry, and the Office Manager, the following number of vacation days per year are allowed during employment:

1 year after start date through 4 years of service	10 days; maximum of 3 Sundays
5 years after start date through 11 years of service	15 days; maximum of 4 Sundays
12 years after start date through 19 years of service	20 days; maximum of 6 Sundays
20 years after start date and thereafter	25 days; maximum of 6 Sundays

For the Senior Pastor, the following number of vacation days are allowed each year during employment with First Baptist Church of Queen City:

1 year after start date through 2 years of service	10 days; maximum of 3 Sundays
3 years after start date through 7 years of service	15 days; maximum of 4 Sundays
8 years after start date through 14 years of service	20 days; maximum of 5 Sundays
15 years after start date and thereafter	25 days; maximum of 6 Sundays

All vacation time will be requested through the Senior Pastor and scheduled through the Office Manager. Vacation time may not be carried over from one year of service to the next year of service. When a church staff member resigns, he/she shall be paid for unused vacation days according to departure date. If he/she leaves before completing 6 months of the current year of service, he/she will be paid for half the number of vacation days (as charted above) less vacation days already used. For staff members departing 6 months or after in the current year of service, he/she shall be paid for all unused vacation days. [Example: a church staff member with a hire date of June 30, 2005, has 20 vacation days for the year, and four have been used. He/she resigns in November; six vacation days will be paid ($\frac{1}{2}$ of $20 = 10$. $10 - 4 = 6$.)] No vacation pay will be granted upon termination under one year.

Holidays

The following holidays are recognized as paid holidays for the church staff:

New Year's Day	2 days
Easter	1 day
Memorial Day	1 day
Independence Day	1 day
Labor Day	1 day
Thanksgiving Day	2 days
Christmas Day	2 days

In the event the holiday occurs on the weekend, the Senior Pastor will designate the actual weekday(s) that will be used to observe that holiday.

In addition, each church staff member will be allowed one day off with pay for his/her birthday as approved by the Senior Pastor and scheduled through the Office Manager.

Professional Training

Participation in conferences or conventions for professional training purposes shall be as follows:

Senior Pastor	Not to exceed 10 days including travel (no more than 2 Sundays)
Associate Pastor of Worship	Not to exceed 10 days including travel (no more than 2 Sundays)
Youth Pastor	Not to exceed 10 days including travel (no more than 2 Sundays)
Director of Children's Ministry	Not to exceed 5 days including travel (no more than 1 Sunday)
Office Manager	Not to exceed 5 days including travel (no more than 1 Sunday)

All conference and convention time must be approved through the Senior Pastor and scheduled in advance with the Office Manager. Any exceptions to the number of days listed above must be approved by the Personnel Committee.

Conferences/Conventions/Revivals/Camps/Mission Trips (Not for Training Purposes)

The Senior Pastor, Associate Pastor of Worship, Youth Pastor, and Director of Children's Ministry shall be allowed no more than 10 days per year (no more than 2 Sundays) to provide leadership in camps and/or revivals (for entities other than FBCQC) or to participate in mission trips (for FBCQC or other entity). Leave time for these purposes must be requested through the Senior Pastor and scheduled in advance with the Office Manager. Any exceptions concerning the number of days must be approved by the Personnel Committee.

Sick Leave

After the first 6 months of employment, a staff member may be granted time off with pay when he/she is unable to work because of temporary illness, family illness, or an emergency situation. For employees who have not yet attained 6 months of service, the personnel committee would need to be consulted concerning sick leave pay. A maximum of five sick leave days per calendar year will be allowed with the exception being that, if unused, up to 5 days of sick leave may be rolled forward for one calendar year. (For example, if no days are used in the current year, the employee would have 10 sick leave days available in the following year.) Should an employee still need more sick leave time after all sick leave days and vacation leave days have been used, the Personnel Committee will make a determination. No compensation will be given for unused sick leave days upon termination.

Bereavement Leave

In the event of the death of an immediate family member of the church staff (spouse, child, parent, sibling), 5 days of bereavement leave will be provided. The Personnel Committee shall be consulted should questions arise.

Jury Duty

Church staff members are encouraged to serve on jury duty when selected. Employees are paid for time on jury and are allowed to keep the juror's stipend. Employees are expected, however, to report to work when "struck" from a jury or when their juror responsibilities are over for the day if there is a practical amount of time remaining in the normal workday.

Childcare

Staff members are responsible for their own childcare, and the children/grandchildren of staff members should not be at the church office during working hours except for short periods of time. In the event of a childcare scheduling conflict where a staff member is unable to get childcare, the personnel committee should be consulted and a determination made by them as to whether the staff member may work at home or be required to use a vacation day. It is the expectation of the personnel committee that these situations should rarely occur.

Substitutes for Employees When Leave is Taken

The Senior Pastor, Associate Pastor of Worship, and Youth Minister (or a designee approved by the Senior Pastor) shall be the substitutes for each other in the event of an absence of any of these employees and shall not receive additional compensation for acting as a substitute. For the Office Manager, there shall be no substitute except in the event of an extended absence (five or more days). A volunteer designee approved by the church shall be familiar with the payroll software and shall be able to issue paychecks should there be an extended absence of the Office Manager. If the absence of the church custodian would result in the church not being cleaned and ready for any church service, the church shall contract with a substitute custodian on a temporary basis to be paid at an hourly rate set by the Personnel Committee.

BENEFITS

Benefits shall be provided to church staff members according to their full-time or part-time designations.

Insurance

Certain types of insurance will be provided for all full-time staff members.

- Health insurance: Health insurance coverage is provided for each full-time First Baptist Church of Queen City employee. Health insurance coverage is available for the dependents of employees, but the premium must be paid by the employee.
- Term Life insurance: The church provides basic term life insurance for full-time employees.
- Worker's compensation: Coverage is provided at no expense to employees.
- Dental and Vision Insurance: This coverage is available through the church, but the premium must be paid by the employee.

“Before Tax” Allowances

According to IRS code, Section 107, ministerial staff employees may defer **before taxes** a portion of their salary for a designated housing allowance if certain conditions are met. Each minister is responsible for alerting the church that the designation of the minister's housing allowance for the coming year must be on the current year's final business meeting agenda and duly recorded in the minutes of the meeting. The minister is also responsible for the submission of required documentation supporting the housing allowance. Determining eligibility and providing supporting documentation for any other ministerial tax-sheltered allowance is the responsibility of the ministerial staff employee.

Cell Phone Reimbursement

All church staff shall receive \$40 monthly for cell phone usage reimbursement.

Christmas Bonus

The Personnel Committee is authorized, at its discretion, to recommend to the church for approval a Christmas Bonus for each church staff member.

COMPENSATION

Pay Periods

Paid nursery staff and paid instrumentalists are compensated monthly with a usual pay date at the end of the month. Two-week pay periods apply for the two hourly staff positions and end on Tuesdays with the pay date being the following day. Two-week pay periods apply for salaried personnel, also, but end on Wednesdays with a same-day Wednesday pay date.

Overtime Pay

Because of the nature of their responsibilities, salaried staff members in the categories of Senior Pastor, Associate Pastor of Worship, Youth Pastor, Director of Children's Ministries, and Office Manager are exempt from overtime pay. Non-salaried staff, the Custodian and the Assistant Office Manager, are eligible to receive overtime compensation at the rate of one and one half (1½) times their regular rate of pay for hours worked in excess of forty hours each work week in accordance with applicable State and Federal fair-employment laws and regulations. However, these employees shall not work overtime unless requested by the employee's supervisor.

Performance Evaluations

Each member of the church staff shall be evaluated on his/her job performance at least annually by the Personnel Committee. The purpose of the evaluation is (1) to improve communication and relationships between supervisor and employee; (2) to promote growth and development in the employee; and (3) to provide an accepted forum on the part of the employee and church for a candid discussion of job performance.

Procedure:

- The evaluation process shall be completed annually by the Personnel Committee.
- A Personnel Committee member may be assigned by the committee chairperson to complete an evaluation of a particular staff member. However, the Personnel Committee shall collectively review all church staff evaluations and provide their input, along with seeking input from the Senior Pastor, before evaluation conferences with the individual church staff members are conducted.
- The standard by which the staff member will be evaluated is his/her job description, and, if applicable, annual goals and action plans.

- Each staff member shall have opportunity to freely express feelings about the working environment and relationship with the Personnel Committee as part of the evaluation or at any time.
- Performance evaluations will be discussed with each staff member by the Personnel Committee member who completed the evaluation, and the evaluation form will be signed by both parties.
- Each employee shall receive a copy of his/her performance evaluation, and a sealed, dated copy will be kept in his/her personnel file.

TERMINATION

All church employees shall adhere to the standards of employment and performance as set forth in Job Descriptions and/or this Personnel Policies and Guidelines Handbook.

Resignation

Two weeks' notice for voluntary termination on the part of the staff member shall be required. The resignation shall be in writing and delivered to the Personnel Committee Chairperson.

Employment & Discharge

Employment is with the mutual consent of the employee and the Church. Consequently, both the employee and the Church have the right to terminate the employment relationship at any time, with or without cause or advance notice. This “employment at will” relationship will remain in effect throughout employment with First Baptist Church of Queen City. Termination of the Senior Pastor, Associate Pastor of Worship, Youth Pastor, and Director of Children’s Ministry is outlined in the church by-laws. The termination of the Office Manager, Assistant Office Manager, or Custodian will be determined by the Personnel Committee.

CHURCH PROPERTY

The Church will make available to staff members property that is necessary for the performance of their duties. That property is to be used and maintained in a manner appropriate to its purpose. At the conclusion of the employment of the staff member, all church property—keys, security cards, credit cards, computers, office telephones, office supplies and furniture, etc.—must be returned or accounted for before a final paycheck will be issued. An inventory of technology equipment will be conducted prior to assignment.

Computers & Internet Usage

No unlicensed or unauthorized software or applications shall be downloaded or installed onto a church-owned device. Unauthorized installation of software or applications may result in immediate job termination. If software or applications are to be added to any church-owned computer, approval by the Senior Pastor must be obtained.

Excessive or inappropriate usage of Internet access will not be tolerated. Usage that is deemed disruptive to job performance or accessing websites deemed to be of an inappropriate or illegal nature may subject the staff member to disciplinary action up to and including termination.

All communication through and contents of church-owned computers is church property. First Baptist Church of Queen City may monitor computer usage and any information stored on church-owned computers at any time.

Telephones

Church telephones are provided for church-related purposes. Employees must minimize the number and length of personal calls during church working hours.

Credit Cards

A First Baptist Church of Queen City credit card may be used by staff members under the following conditions:

- All purchases made with the card are for ministry-related expenses only. The card is not to be used at any time for the purchase of personal or non-ministry related items.
- All purchases will be supported with the appropriate documentation, i.e. receipts, invoices, etc. Otherwise, staff members may be responsible for the cost of these purchases.
- Monthly statements for card activity will be coded with appropriate budget lines, attached to purchase documentation and submitted to the Office Manager for payment immediately upon receipt of the statement each month. Credit card bills should not be paid without a coded and documented statement.

MISCELLANEOUS RESPONSIBILITIES OF EMPLOYEES

Employees making authorized work-related purchases with their own funds may be reimbursed for those expenses when documented with a receipt. Employees may also request “petty cash” with which to make authorized purchases provided that a receipt for the purchase is returned with any unspent cash.

Employees should check regularly with the church calendar for information and direction. Employees should keep the Office Manager informed of their whereabouts, especially when they leave the church property.

Each employee is responsible to maintain his/her own office in an efficient and attractive manner. Employees are responsible for the security and protective care of church equipment. Employees also are responsible for the cleanup of their own work and activities in other parts of the church facilities. If the use of a church bus or van is part of an employee’s work activities, the employee shall facilitate the cleaning of the vehicle after each use. This may include communicating with the vehicle driver to direct the clean-up, but the ultimate responsibility for clean-up belongs to the employee.

Employees park at their own risk, and the church will not be responsible for theft or damage to any vehicles parked on or near church property. Also, the church will not be responsible for personal property left in vehicles or in offices that is either lost, damaged, stolen, or destroyed.

Visits of a personal nature are generally not encouraged during working hours. Employees will be expected to exercise good judgment in their handling of unforeseen visits.

Church personnel on duty should make every effort to be aware of strangers on the church premises. Anyone who notices an unfamiliar or unauthorized person on church premises should contact the Office Manager.

Each church employee will sign an acknowledgment form that he/she has reviewed personnel policies, and this form will be placed in his/her personnel file.

First Baptist Church of Queen City
Personnel Policies and Guidelines Handbook
Acknowledgement Form

I, _____, hereby acknowledge that I have reviewed and
(Printed Name)

understand all the personnel policies relating to my position as stated in the Personnel Policies and Guidelines Handbook. Furthermore, I agree to comply with these policies and guidelines as set forth in this handbook.

Employee Signature

Date

FBCQC Staff Self-Evaluation for _____

1. With regard to your ministry position, are you where God wants you to be?
2. Explain any challenges you encountered that affected your work or performance in this evaluation period.
3. What critical skills/strengths/relationships have you built (or improved) and applied during this evaluation period?
4. What critical skills/strengths/relationships would you like to develop for the next evaluation period?
5. Is your current workload reasonable? What adjustments in workload would you suggest?
6. What changes, if any, are needed to help you reach your personal ministry goals?
7. How can the other staff members better help you to accomplish your goals/tasks in the future?
8. Explain any processes/procedures/tasks that you would like to discuss with the Personnel Committee that would enhance the success of your work. Address other comments you have.

Rate your overall performance:

____ Needs Improvement
____ Meets Expectations
____ Exceeds Expectations

Personnel Committee Rating:

____ Needs Improvement
____ Meets Expectations
____ Exceeds Expectations

Date: _____

Signature: _____