



**First Baptist Taylor**

*building bridges to see the broken  
made whole in Christ*

*First Baptist Church  
Taylor, Texas*

Approved – November 8, 2015  
At Quarterly Business Meeting

*Personnel Policy*

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Taylor, TX 76574  
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# First Baptist Church Taylor, Texas

## I. INTRO TO PERSONNEL POLICY

This personnel policy is intended for the orientation of all staff. It includes general rules of conduct, policies, procedures and discipline rules that are subject to revision, additions, or deletions with the approval of the Personnel Team of First Baptist Church of Taylor, TX and *FBC*.

This document will affect all employees of *FBC* on and after the date this document or any revisions are approved. This handbook was developed to describe some of the expectations for our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the handbook as soon as possible, for it will answer many questions about employment with *FBC*. One objective of *FBC* is to provide a work environment that is conducive to both personal and professional growth. No employee handbook can anticipate every circumstance or question about policy. As *FBC* continues to grow, the need may arise, and *FBC* reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Upon hire employees will be given a copy of the handbook policy to read and will sign a statement indicating they have read and agree to abide by the policy.

Nothing in this book or in any verbal statement should be construed as creating any type of employment contract either expressed or implied.

You are employed with *FBC* at will, and nothing contained in this book is intended to promise or guarantee employment for any specific period of time. Any questions that you may have concerning employment should be referred to your immediate supervisor.

## II. WELCOME TO FIRST BAPTIST CHURCH

We are so glad you are here. Our philosophy in *the church* office is "Success in ministry is not measured by the number of people to whom we minister, but by the number of people we mobilize for ministry". You will quickly find that your time and talents are challenged, appreciated, and polished during your employment with *FBC Taylor*.

*The mission statement of FBC Taylor is as follows:*

*FBC of Taylor is a community of Christ followers empowered by the Holy Spirit to glorify God and to impact our world.*

*The vision statement of FBC Taylor is as follows:*

*We will become a diverse body who takes ownership in engaging its membership in vital ministries.*

# First Baptist Church Taylor, Texas

Some of our **core beliefs** of FBC Taylor are as follows:

- God is the creator
- The bible is God's word
- People are God's treasure
- Jesus is God and Savior
- The Holy Spirit is God and empowers us
- Salvation is by faith alone
- The church is God's plan
- The future is in God's hands

The **core values** of FBC Taylor are as follows:

Unity: Not uniformity, but we move together yet one person does not deter or distract our movement.

Missional: Engage people outside the walls of our building, where they live and as they are living their lives.

Open to All People: All backgrounds are welcome: ethnic, religious, and all social economic levels.

Biblical Foundation: The Bible is totally sufficient and completely authoritative for matters of life and faith.

### III. CHURCH HISTORY

In the fall of 1882, a group of nine people gathered under the leadership of Baptist missionary Rev. Grande and formed the First Baptist Church of Taylor. From the start of these nine people until today, FBC Taylor has maintained a positive presence in Taylor TX for over 100 years! Through two World Wars, the Great Depression, the assassination of a president, the birth of space exploration and the computer age and many other historical and cultural markers, the church has been a place of comfort and ministry to the community of Taylor, TX.

We have ministered to people of all backgrounds as the church has helped those in dire need as well as those in community leadership, including one of Texas' own governors, Dan Moody. As the church has lived through the ebb and flow of growth, a consistent theme of trusting God and loving others has marked FBC Taylor as a church with the community on its heart.

# First Baptist Church Taylor, Texas

## Table of Contents

I. INTRO TO PERSONNEL POLICY.....	2
II. WELCOME TO FIRST BAPTIST CHURCH.....	2
III. CHURCH HISTORY.....	3
1.0 INTRODUCTION TO PERSONNEL POLICY.....	8
2.0 DEFINITIONS.....	8
2.1 The Church.....	8
2.2 FBC.....	8
2.3 Senior Pastor.....	8
2.4 Staff.....	8
2.5 Ministerial Staff.....	8
2.6 In View of a Call.....	8
2.7 In Conference.....	9
2.8 Introductory Period.....	9
2.9 FLSA.....	9
2.10 MDO.....	9
3.0 EMPLOYMENT.....	9
3.1 Background Checks.....	9
3.1.1 Criminal Background Check.....	9
3.1.2 Financial Background Check.....	10
3.2 Equal Opportunity Employment.....	10
3.3 Employment at Will.....	11
3.4 Employee Relations.....	11
3.5 Hiring of Relatives.....	11
3.6 Immigration Law Compliance.....	12
3.7 Outside Employment.....	12
3.8 FLSA Employment Classifications.....	12
3.8.1 Exempt Employee.....	13
3.8.2 Non-exempt Employee.....	13
3.9 FBC Employee Classifications.....	13
3.9.1 Ordained, Full-time and Part-time ministers.....	13
3.9.2 Non-ordained, Full-time and Part-time ministers.....	13
3.9.3 Regular, Full-time Employees.....	14
3.9.4 Part-time Employees.....	14
3.9.5 Temporary Employees.....	14

# First Baptist Church Taylor, Texas

3.9.6	Introductory Employees .....	14
3.9.7	Staff Supply .....	14
<b>3.10</b>	<b>Staff Categories.....</b>	<b>15</b>
3.10.1	Ministerial Staff .....	15
3.10.2	Administrative Staff.....	16
3.10.3	Support Staff.....	16
3.10.4	Musicians .....	17
<b>3.11</b>	<b>Access to Personnel Files .....</b>	<b>17</b>
<b>3.12</b>	<b>Employee Data Changes.....</b>	<b>17</b>
<b>3.13</b>	<b>Performance Evaluations .....</b>	<b>18</b>
<b>4.0</b>	<b>COMPENSATION AND BENEFITS .....</b>	<b>19</b>
<b>4.1</b>	<b>Timekeeping .....</b>	<b>19</b>
<b>4.2</b>	<b>Overtime Pay .....</b>	<b>19</b>
<b>4.3</b>	<b>Compensatory Time.....</b>	<b>19</b>
<b>4.4</b>	<b>Payday .....</b>	<b>19</b>
<b>4.5</b>	<b>Compensation and Recommendation Process.....</b>	<b>19</b>
<b>4.6</b>	<b>Severance Pay .....</b>	<b>20</b>
<b>4.7</b>	<b>Pay Advance.....</b>	<b>20</b>
<b>4.8</b>	<b>Administrative Pay Corrections .....</b>	<b>20</b>
<b>4.9</b>	<b>Pay Deductions .....</b>	<b>20</b>
<b>4.10</b>	<b>Garnishments .....</b>	<b>20</b>
<b>4.11</b>	<b>Lost Paychecks .....</b>	<b>20</b>
<b>4.12</b>	<b>Work Made for Hire .....</b>	<b>21</b>
4.13.1	Resignation .....	21
4.13.2	Dismissal.....	21
4.13.3	Layoff .....	21
4.13.4	Termination .....	22
<b>4.14</b>	<b>Final Paycheck .....</b>	<b>22</b>
<b>4.15</b>	<b>Return of Property.....</b>	<b>22</b>
<b>4.16</b>	<b>Confidentiality of Salary and Wages .....</b>	<b>22</b>
<b>5.0</b>	<b>EMPLOYEE BENEFITS.....</b>	<b>22</b>
<b>5.1</b>	<b>Office Holidays .....</b>	<b>23</b>
<b>5.2</b>	<b>Retirement .....</b>	<b>23</b>
<b>5.3</b>	<b>Health Insurance .....</b>	<b>23</b>
<b>5.4</b>	<b>Personal Leave.....</b>	<b>23</b>

# First Baptist Church Taylor, Texas

<b>5.5</b>	<b>Vacation .....</b>	<b>24</b>
	5.5.1 Ministerial Staff .....	24
	5.5.2 Administrative Staff.....	25
	5.5.3 Support Staff.....	25
	5.5.4 Musicians .....	25
<b>5.6</b>	<b>Disability .....</b>	<b>26</b>
<b>5.7</b>	<b>Workers Compensation .....</b>	<b>26</b>
<b>5.8</b>	<b>Relocation Benefits.....</b>	<b>26</b>
<b>5.9</b>	<b>Leaves of Absence.....</b>	<b>26</b>
	5.9.1 Bereavement Leave.....	26
	5.9.2 Maternity/Paternity Leave .....	27
	5.9.3 Unpaid Personal Leave .....	27
	5.9.4 Professional Development.....	27
	5.9.5 Sabbatical.....	28
<b>5.10</b>	<b>Jury Duty .....</b>	<b>29</b>
<b>5.11</b>	<b>Witness Duty .....</b>	<b>30</b>
<b>5.12</b>	<b>Auto Mileage.....</b>	<b>30</b>
<b>6.0</b>	<b><i>WORKPLACE CONDITIONS/POLICIES.....</i></b>	<b><i>30</i></b>
<b>6.1</b>	<b>Safety .....</b>	<b>30</b>
<b>6.2</b>	<b>Office Courtesy and Conduct.....</b>	<b>31</b>
<b>6.3</b>	<b>Personal &amp; Ethical Responsibilities.....</b>	<b>31</b>
<b>6.4</b>	<b>Employee Conduct.....</b>	<b>31</b>
<b>6.5</b>	<b>Drug and Alcohol Use.....</b>	<b>32</b>
<b>6.6</b>	<b>Security Inspections .....</b>	<b>32</b>
<b>6.7</b>	<b>Sexual and Other Unlawful Harassment.....</b>	<b>32</b>
<b>6.8</b>	<b>Workplace Violence .....</b>	<b>33</b>
<b>6.9</b>	<b>Attendance and Punctuality .....</b>	<b>33</b>
<b>6.10</b>	<b>Personal Appearance.....</b>	<b>34</b>
<b>6.11</b>	<b>Staff Meetings.....</b>	<b>34</b>
<b>6.12</b>	<b>Office Hours.....</b>	<b>34</b>
<b>6.13</b>	<b>Work Schedules .....</b>	<b>34</b>
<b>6.14</b>	<b>Emergency Closings.....</b>	<b>34</b>
<b>6.15</b>	<b>Progressive Discipline.....</b>	<b>35</b>
<b>6.16</b>	<b>Problem Resolution .....</b>	<b>35</b>
<b>6.17</b>	<b>Personally Owned Property.....</b>	<b>36</b>

# First Baptist Church Taylor, Texas

<b>6.18</b>	<b>Smoking.....</b>	<b>36</b>
<b>6.19</b>	<b>Phone Usage .....</b>	<b>36</b>
<b>6.20</b>	<b>Electronic Communication .....</b>	<b>37</b>
<b>6.21</b>	<b>Electronic Devices and Driving .....</b>	<b>37</b>
<b>6.22</b>	<b>Church Calendar and Building Use.....</b>	<b>37</b>
<b>6.23</b>	<b>Supplies .....</b>	<b>38</b>
<b>6.24</b>	<b>Usage of Equipment.....</b>	<b>38</b>
<b>6.25</b>	<b>Copyright Infringement.....</b>	<b>38</b>
<i>7.0</i>	<i>PERSONNEL MANUAL AMENDMENT .....</i>	<i>38</i>
<i>8.0</i>	<i>APPENDIX.....</i>	<i>38</i>

# First Baptist Church Taylor, Texas

## 1.0 INTRODUCTION TO PERSONNEL POLICY

This document is the complete version of the Personnel Policies of First Baptist Church of Taylor (*FBC*). The information in this document is meant to supplement Federal, State of Texas and local laws. In the case of any inadvertent or apparent conflict, the applicable Federal, State, local laws or *FBC* By-laws takes precedence.

All employees of First Baptist Church of Taylor (*FBC*), including the employees of the *Mother's Day Out Child-Care Center of FBC (MDO)* are covered by the personnel policies of *FBC*.

## 2.0 DEFINITIONS

For purposes of this document, the following definitions apply. *Italics* indicate a term defined in this section unless it is a foreign word or term.

### 2.1 The Church

*The Church* is the First Baptist Church of Taylor, Texas (*FBC*), a not-for-profit religious organization chartered by the State of Texas, and all its ministries.

### 2.2 FBC

*FBC* is an abbreviation for First Baptist Church of Taylor, Texas.

### 2.3 Senior Pastor

*The Pastor* is the Senior Pastor of *the Church* and employed as an independent Minister of the Gospel by *the Church* acting in conference. *The Church* acting in conference is the ultimate hiring and terminating authority for *the Pastor*. For purposes of employee benefits and tenure, *the Pastor* is a Ministerial Staff member and an exempt employee of *the Church*.

### 2.4 Staff

*Staff* includes employees of all categories stated in Section 3.9. All *Staff* are classified as employees according to the technical definitions of the Internal Revenue Code.

### 2.5 Ministerial Staff

*Ministerial Staff*, which includes the Senior Pastor of *the Church*, are described under Section 3.9.1 and 3.9.2. *The Church* acting in Conference is the ultimate hiring and terminating authority for all *Ministerial Staff* as indicated in *the Church's* By-laws. *Ministerial Staff* may also be referred to as "called" staff.

### 2.6 In View of a Call

*In View of a Call* refers to the process by which a prospective member of the *Ministerial Staff* is asked to visit *FBC* prior to church vote to determine if it is God's will for that person to accept a ministerial position.



# First Baptist Church Taylor, Texas

## 2.7 In Conference

*In Conference* refers to the members of *the Church* meeting in a regularly scheduled or special "called" church conference of the membership for the purpose of conducting business.

## 2.8 Introductory Period

All office support staff employees shall serve a period of 60 calendar days commencing with their first day of employment as an *introductory period*.

During the *introductory period* the employee is not eligible for any benefit, except for paid holidays that fall during the first 60 days of employment, however Full-time employees will earn benefits as stated in section 5.0 during the *introductory period*.

Upon completion of the *introductory period*, a performance review will be conducted. At that time, the *introductory period* may be extended up to an additional 60 days if the employee or *FBC* feels that additional time is necessary to evaluate the employee's compatibility, ability, or interest in the job.

The employee or *FBC* can terminate the employment relationship at any time during or after the *introductory period* with or without cause. Completion of the *introductory period* does not guarantee or in any way enhance further employment with *FBC*.

Following successful completion of the *introductory period*, the employee will become a "regular employee" and benefits are awarded retroactively for Full-time employees.

## 2.9 FLSA

*FLSA* is an abbreviation for the Fair Labor Standards Act of 1938 as amended defining minimum wage, overtime, child labor, equal pay and record keeping requirements for covered employees. All employees of *FBC* are covered by the *FLSA*, with the exception of employees that are considered "Clergy", they are not covered by the *FLSA* due to the "ministerial exception."

## 2.10 MDO

*MDO* is an abbreviation for the Mother's Day Out Child-Care Center of *FBC*.

## 3.0 EMPLOYMENT

### 3.1 Background Checks

#### 3.1.1 Criminal Background Check

A criminal background check will be required for all prospective *Staff* before being hired. The results will be seen by the Search Team Chairperson for the position and by *the Pastor*. In the event there is not a Search Team, then the results of the check may be viewed by the Personnel Team Leader, and appropriate supervisor and/or *the Pastor*. In

# First Baptist Church Taylor, Texas

the event of questionable results, the entire Search Team and/or Personnel Team will view the results as deemed necessary.

Periodic criminal background checks will be required on all current personnel every 3-5 years. The *Senior Pastor's* periodic criminal background check will be reviewed by the Personnel Team Leader and Deacon Chairman.

## 3.1.2 Financial Background Check

A financial background check will be required for any *Staff* issued a credit card or is in charge of handling the finances of *the Church*. The results will be seen by the Search Team Chairperson for the position and by *the Pastor*. In the event there is not a Search Team, then the results of the check may be viewed by the Personnel Team Leader, and appropriate supervisor and/or *the Pastor*. In the event of questionable results, the entire Search Team and/or Personnel Team will view the results as deemed necessary.

Periodic financial background checks will be required on all current personnel required to have a financial background check every 3-5 years. *The Pastor's* periodic financial background check will be reviewed by the Personnel Team Leader and Deacon Chairman.

If someone is denied a position based on their background/credit results, *the Church* must do the following:

1. Provide the applicant with a copy of the report
2. Inform the applicant that you plan on taking adverse action based on the reporting results and give them a reasonable amount of time to dispute the report.

## 3.2 Equal Opportunity Employment

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at *FBC* will be based on merit, qualifications, and abilities. *FBC* does not discriminate in employment opportunities or practices based on race, color, ancestry, sex, national origin, marital status, disability, veteran's status or age. As a religious, non-profit organization, *FBC* is exempt from the general duty to be nondiscriminatory on the basis of religion in employment and reserves the right to prefer employees or prospective employees on the basis of religion. This prerequisite for employment is based upon federal guidelines provided in Title VII of the US Civil Rights Act of 1964. All employees must have a denominational background and philosophy of ministry similar to *FBC* and support our mission, vision and values. *The Church* will reasonably accommodate qualified individuals with known disabilities to the extent that the accommodation does not create an undue hardship. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or Personnel Team. Employees can raise concerns and

# First Baptist Church Taylor, Texas

make reports without fear of reprisal. Anyone found engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### **3.3 Employment at Will**

Nothing in these policies shall be deemed a contract or length of time for employment. All employees are and shall remain "at will" employees for all purposes under applicable law. Neither the employee nor *FBC* is bound to continue the employment relationship if either chooses, at its will, to end the relationship for any reason, at any time. It should be noted that no individual within *the Church*, regardless of capacity or position, has the authority to alter or modify this "at will" employment relationship either orally, or by implied agreement or in writing.

### **3.4 Employee Relations**

*FBC* strives to ensure that the work conditions, wages, and benefits it offers to its employees are competitive compared to those offered by other churches in this area. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisor or a member of the Personnel Team.

*Staff* members shall be loyal to support the programs and policies of *the Church* and shall serve cooperatively with each other. Any *Staff* member fostering disharmony in any manner or who is unable to refrain from public criticism of *the Church*, *the Pastor*, or any other employees after such problems are called to their attention shall cause his or her employment to be terminated.

Members of *Staff* and their immediate family will remember the spiritual nature of all church work and conduct themselves accordingly. It is very important that the strictest confidence be maintained in all matters of church business and other information that comes to the knowledge of *the Church*. Such confidential information includes, but is not limited to, the following examples: compensation data, member lists and donor records.

*Staff* should maintain mutual respect toward one another, be cordial to them, pray for them, and be loyal to one another as the very nature of church work requires close association and cooperation among *Staff* members. It is, therefore, most important to the individual and to *the Church* that misunderstandings be resolved quickly and in a Christian spirit. In order to work together as effectively as possible, each *Staff* member should remember his or her accountability to his or her supervisor and through frequent communication, seek understanding and guidance.

### **3.5 Hiring of Relatives**

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

# First Baptist Church Taylor, Texas

Although *FBC* has no prohibition against hiring relatives of existing employees, it does prohibit an employee from being supervised, directly by a relative unless prior approval is granted by the Personnel Team. In the event of actual or potential problems, *FBC* will take prompt action. This can include reassignment, or, if necessary, termination of employment for one or both of the individuals involved. Employment of a *Ministerial Staff's* family member in any paid position must be approved in advance by the Personnel Team. The Personnel Team at their discretion may inform *the Church* of this relationship.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Additionally, a relative of a staff member shall not serve as a member of the Finance Team or Personnel Team or as a member of any Team in which there could be a perceived conflict of interest with the *Staff* member's position

## **3.6 Immigration Law Compliance**

*FBC* is committed to employing only United States citizens and legal aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, 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 *FBC* within the past three years, or if their previous I-9 is no longer retained or valid.

## **3.7 Outside Employment**

Employees may hold outside jobs as long as they meet the performance standards of their job with *FBC*. All employees will be judged by the same performance standards and will be subject to *FBC's* scheduling demands, regardless of any existing outside work requirements.

If *FBC* determines that employee's outside work interferes with performance or the ability to meet the requirements of *FBC*, as they are modified from time to time, the employee may be asked to make appropriate changes or terminate the outside employment if he or she wishes to remain with *FBC*.

## **3.8 FLSA Employment Classifications**

It is the intent of *FBC* to clarify the definitions of employment classifications so that employees understand their employment status. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and *FBC*.

# First Baptist Church Taylor, Texas

Each employee is designated as either *exempt* or *nonexempt* from federal and state wage and hour laws.

## 3.8.1 Exempt Employee

Exempt employees are those employees exempt from the overtime and maximum hour sections of the *FLSA* because they meet the specific requirements of the executive, administrative, or professional requirements of the law. The exempt classification may include ministers called by a vote of the congregation to serve in leadership positions, or any other employee as qualified by their job description. Note that Clergy are not covered by the *FLSA* due to the "ministerial exception." All other employees are considered non-exempt under the *FLSA*.

## 3.8.2 Non-exempt Employee

All *Staff* members whose positions are not specifically mentioned in the section above as exempt from the overtime and maximums sections of the *FLSA* are non-exempt employees. All non-exempt employees are entitled to a minimum wage and overtime pay at a rate not less than one and one half times their regular rate of pay after 40 hours of work in a work week. *FLSA* requires that the hours a non-exempt employee volunteers to work in an area related to the employee's job must be considered in determining the employee's regular pay and its relation to minimum wage and overtime pay reporting. Therefore, non-exempt employees may not volunteer to work without pay in their normal job (i.e. a kitchen employee cannot volunteer to work without pay in the kitchen preparing food for an appreciation banquet; however, that person may publicize, take up or sell tickets for the banquet).

## 3.9 FBC Employee Classifications

### 3.9.1 Ordained, Full-time and Part-time ministers

Are those designated by *FBC* who are given responsibilities as servant leaders of *the Church*. They are considered employees of *the Church* for federal tax purposes however, for Social Security and Medicare purposes, they are considered self-employed persons. A housing allowance can be designated and must be defined in advance. They are eligible for *FBC's* benefits, subject to the terms, conditions and limitations of each benefit program. Self-directed benefits for insurance, income taxes and retirement can be designated by completing a salary reduction agreement.

### 3.9.2 Non-ordained, Full-time and Part-time ministers

Are those designated by *FBC* who are given responsibilities as servant leaders of *the Church*. They are eligible for *FBC's* benefits, subject to the terms, conditions and limitations of each benefit program. Self-directed benefits for insurance and retirement can be designated by completing a salary reduction agreement.

# First Baptist Church Taylor, Texas

## 3.9.3 Regular, Full-time Employees

Are those not in a temporary or *introductory period* status, and who are regularly scheduled to work a minimum of 35 hours a week. Generally, they are eligible for *FBC's* benefit program, subject to the terms, conditions, and limitations of each benefit program. Self-directed benefits for insurance and retirement can be designated by completing a salary reduction agreement.

## 3.9.4 Part-time Employees

Are those not in a temporary or *introductory period* status, and who are regularly scheduled less than 35 hours per week. The employment status does not change for those part time employees who occasionally work in excess of 35 hours per week. Self-directed benefits for insurance and retirement can be designated by completing a salary reduction agreement.

## 3.9.5 Temporary Employees

Are those employees who are hired as interim replacements or interns to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Employees in this category are ineligible for any benefits offered by *FBC* and must pass a criminal background check prior to being presented to *the Church* for approval. Temporary employees will be supervised by the *Staff* member he or she will report to while performing their work.

## 3.9.6 Introductory Employees

Are those employees whose performance is being evaluated (usual period of up to 60 days) to determine whether further employment in a specific position or with *FBC* is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification by their supervisor. The employment at will policy stated in section 3.3 is fully in effect during any *introductory period*. Employees in this category are ineligible for any benefits offered by *FBC*.

NOTE: Benefits are contingent on your employee classification. If your employment classification changes to regular, Full-time, the effective date for benefits is when the *introductory period* began, applying any waiting periods already established.

## 3.9.7 Staff Supply

Are those persons who are asked to stand-in for a position during worship service(s). These types of people are not employees, but a contractor that must complete form W-9 and will be issued a form 1099-MISC if compensated for more than \$600 in a calendar year.

# First Baptist Church Taylor, Texas

The contractor positions are as follows:

Pulpit Supply  
Worship Leader Supply  
Musician Supply

*The Church* will use the standard rate with a range as recommended by the Williamson Baptist Association. The current rates are available in *the Church* office with the Office Manager or Personnel Team.

The *Pastor* and/or *Worship Leader* will determine the specific amount within the range for each person based upon experience and skills.

## 3.10 Staff Categories

*Staff of FBC* shall be divided into the following categories for the purpose of these personnel policies and procedures.

Ministerial Staff  
Administrative Staff  
Support Staff  
Musicians

*Staff* job descriptions and titles are reviewed and updated by the Search Team for the position and/or the Supervisor for the position with approval by the Personnel Team. The *Senior Pastor's* job description will be reviewed and updated by the Personnel Team.

### 3.10.1 Ministerial Staff

This category consists of the commissioned, licensed, and/or ordained and non-ordained Full-time and Part-time ministers of *the Church*. All ministerial positions are hired "*in view of a call.*" The Personnel Team with the approval of *the Church* may add or modify positions in this category.

These positions may include, but are not limited to:

Senior Pastor  
Student Pastor  
Worship Pastor  
Education Pastor  
Children & Family Director

### Ministerial Staff Selection Process

The Personnel Team is not directly involved in selection of *the Ministerial Staff*. A Search Team shall be formed for the selection of all Ministerial Staff pursuant to the *FBC* By-laws.

### Compensation Package

The compensation package for *Ministerial Staff* shall be allocated conforming to IRS regulations.

# First Baptist Church Taylor, Texas

## 3.10.2 Administrative Staff

This category consists of non-ministerial employees who serve in a key administrative or managerial position of *the Church*. These positions are responsible for the oversight of a ministry or key business operation of *the Church* where supervision of support staff may be required. The Personnel Team with the approval of *the Church* may add or modify positions in this category.

These positions may include, but are not limited to:  
Office Manager  
MDO Director

### Administrative Staff Selection Process

The Personnel Team will oversee the hiring of Administrative Staff and will make a recommendation to *the Church* for approval by vote. The Personnel Team, in consultation with the *Pastor* of considered position and in accordance with *the Church* policies and procedures, will have the authority to terminate administrative staff.

### Compensation Package

The compensation package for *Administrative Staff* shall be allocated conforming to IRS regulations.

## 3.10.3 Support Staff

This category consists of all additional employees of the Church not included under Ministerial, Administrative and/or Musician categories. Other positions may be added to this category by the *Pastor* or designated ministerial staff member in cooperation with the Personnel Team.

These positions may include, but are not limited to:  
Office Assistant  
Ministry Assistant

Childcare Coordinator  
Childcare Worker  
Childcare Aide  
MDO Teacher  
MDO Aide

### Support Staff Selection Process

The Personnel Team, in consultation with the *Pastor* and/or Supervisor of considered position and in accordance with *the Church* policies, procedures, and budget guidelines, will have the authority to employ and terminate support staff.



# First Baptist Church Taylor, Texas

## Compensation Package

The compensation package for *Support Staff* shall be allocated conforming to IRS regulations.

### 3.10.4 Musicians

This category consists of musicians that play various instruments. Other positions may be added to this category by the *Pastor* or designated ministerial staff member in cooperation with the Personnel Team.

These positions may include, but are not limited to:

Drummer  
Guitarist  
Organist  
Pianist  
Violinist

## Musician Staff Selection Process

The Personnel Team, in consultation with the *Pastor* and/or Supervisor of considered position and in accordance with *the Church* policies, procedures, and budget guidelines, will have the authority to employ and terminate musician staff.

## Compensation Package

The compensation package for *Musicians* shall be allocated conforming to IRS regulations.

### **3.11 Access to Personnel Files**

To ensure continuity of personnel matters *FBC* maintains a file on each employee. The file includes such information as the employee's job description, resume, records of training, documentation of performance appraisals, salary increases, and other employment records.

Personnel files are the property of *FBC* and will be kept in *the church* office.

Access to these files is restricted to the employee's Supervisor and Personnel Team members. Current employees who wish to review their own file should contact their supervisor. With reasonable advance notice, employees may review and copy their own files in *the Church* office and in the presence of *the* Office Manager or designee who is appointed by *FBC* to maintain the files.

### **3.12 Employee Data Changes**

It is the responsibility of each employee to promptly notify *FBC* of any changes in their data. Personal mailing addresses, contact numbers, and names of dependents, emergency contacts, educational accomplishments, and other such status reports should be accurate and current at all times. If any data has changed, notify the Office Manager.

# First Baptist Church Taylor, Texas

## 3.13 Performance Evaluations

Formal performance evaluations are conducted annually to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, and encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These evaluations also form the basis for staff development and training for the next year.

The performance evaluation schedule for each staff category and/or position in the staff category, as needed, is listed below:

### Ministerial Staff

All Ministerial Staff shall have their performance evaluated with a written performance appraisal by their supervisor. The results will be discussed with the employee and submitted to the Personnel Team. Appraisals will be placed in the employee's file.

### Administrative Staff

All Administrative Staff shall have their performance evaluated with a written performance appraisal by their supervisor. The results will be discussed with the employee and submitted to the Personnel Team. Appraisals will be placed in the employee's file.

### Support Staff

All Support Staff shall have their performance evaluated with a written performance appraisal by their supervisor as needed. The results will be discussed with the employee and submitted to the Personnel Team as needed. Appraisals will be placed in the employee's file.

### Musicians

All Musicians shall have their performance evaluated with a written performance appraisal by their supervisor. The results will be discussed with the employee and submitted to the Personnel Team as needed. Appraisals will be placed in the employee's file.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle.

The *Senior Pastor* annual evaluation will be conducted by the Personnel Team. Employee performance evaluations do not guarantee a salary/wage increase nor do they alter, modify, or amend the "at will" employment relationship between the employee and *FBC*. Depending upon the availability of funds, merit-based pay adjustments are awarded by *FBC* in an effort to recognize truly superior employee performance.

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis as part of the normal communication process.

# First Baptist Church Taylor, Texas

## 4.0 COMPENSATION AND BENEFITS

### 4.1 Timekeeping

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require *FBC* 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.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

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

### 4.2 Overtime Pay

Pay received by non-exempt employees for hours worked in excess of a forty-hour work week is overtime pay. Immediate supervisors should schedule staff member's work weeks to eliminate overtime pay. The immediate supervisor must approve all overtime pay in advance.

### 4.3 Compensatory Time

The practice of allowing and tracking compensatory time for all employees is prohibited.

### 4.4 Payday

All employees will be paid bi-weekly with one week in arrears. (26 pay periods)

Payday is the date payroll checks are distributed.

In the event that a regularly scheduled payday falls on an office holiday or weekend, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

All employees may have pay directly deposited into their bank accounts if they provide advance written authorization to *FBC*. Employees that choose to enroll in direct deposit will receive an itemized statement of wages.

### 4.5 Compensation and Recommendation Process

The Personnel Team will conduct the *Senior Pastor's* evaluation, along with reviewing employee evaluations for all other Ministerial Staff, all Administrative Staff, and select Support Staff positions as needed. No salary or benefit

# First Baptist Church Taylor, Texas

adjustment will be made for any position without the Personnel Team in consultation with the *Senior Pastor*. All salary and benefit adjustments are subject to the budgetary procedure on an annual basis.

Staff may receive bonuses marking their anniversary of employment. The amounts and availability of the bonuses are determined by the personnel team.

## **4.6 Severance Pay**

When a Full-time *Staff* member is terminated for reasons other than just cause, a minimum two weeks' severance pay can be offered at the discretion of the Personnel Team with the Finance Team's approval.

## **4.7 Pay Advance**

*FBC* does not provide pay advances on unearned wages to employees.

## **4.8 Administrative Pay Corrections**

*FBC* takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of Office Manager so that corrections can be made as quickly as possible.

## **4.9 Pay Deductions**

The law requires that *FBC* make certain deductions from every employee's compensation. Among these are applicable federal, state and local income taxes. As an employer *FBC* also must deduct Social Security and Medicare taxes under the Federal Insurance Contributions Act (FICA) on each applicable employee's earnings up to a specified limit for Social Security that is called the Social Security wage cap.

*FBC* offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay to cover cost of participation in these programs.

## **4.10 Garnishments**

As required by law, *the Church* is required to honor legal garnishments of employees' wages. *The Church* will notify the applicable employee of any garnishment notice received by *the Church*.

## **4.11 Lost Paychecks**

Employees must report checks lost or otherwise missing to their Supervisor immediately in order to initiate a stop-payment order. The Office Manager will determine when a replacement check can be issued. The employee will be responsible for reimbursing *the Church* for the stop-payment fee charged by the bank.

# First Baptist Church Taylor, Texas

## 4.12 Work Made for Hire

All work prepared by an employee within the scope of his or her employment will be owned by *FBC*. Examples of such work would be: sermons, books written, music arrangements and software developed on *the Church* premises during normal working hours. Section 201 of the Copyright Act specifies that "the employer is considered the author" of a "work made for hire," and "owns all the rights comprised in the copyright" unless the employer and the employee "have expressly agreed otherwise in a written instrument signed by them." Therefore, in the absence of such an executed instrument, *FBC* owns all works prepared by an employee in the scope of his or her employment. Employees are encouraged to do all personal writing and composing at home and not at work. Employees may not write or compose personal items during normal office hours nor use *the Church* owned equipment, supplies, or personnel.

## 4.13 Employment Terminations

Termination of employment is an inevitable part of activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated.

Being a tax exempt 501(c)(3) organization, *FBC* is exempt from paying federal and state unemployment taxes, and furthermore, has elected not to voluntarily participate in these programs. Therefore, all *FBC* employees will not be eligible to draw unemployment benefits from these programs should their employment with *FBC* be terminated.

### 4.13.1 Resignation

Voluntary employment termination initiated by an employee. Two weeks' advance notice is expected in writing. Full-time staff members, who resign their employment with two weeks' advance notice, shall be compensated for previously posted yet unused vacation. No compensation for unused Personal Leave will be paid.

### 4.13.2 Dismissal

Involuntary employment termination initiated by the organization for just cause. In the event of dismissal, no compensation for unused vacation or Personal Leave will be paid, unless specifically outlined in these policies or *the Church's* By-laws.

### 4.13.3 Layoff

Involuntary employment termination initiated by the organization for non-disciplinary reasons. *The Church* will give as much advance notice as reasonably possible.

# First Baptist Church Taylor, Texas

## 4.13.4 Termination

Since employment with *FBC* is based on mutual consent, both the employee and *FBC* have the right to terminate employment at will, with or without cause, at any time.

The termination process for the *Senior Pastor* is outlined in the *FBC* By-laws. The same process will be followed for all other *Ministerial Staff*.

## 4.14 Final Paycheck

The final paycheck for voluntary terminated (resignation) employees will be available under the normal payroll pay cycle. The final paycheck for involuntary terminated employees will be prepared in advance and will be issued to the employee, under most circumstances, after the exit interview has been successfully completed.

## 4.15 Return of Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all *FBC* property immediately upon request or upon termination of employment.

## 4.16 Confidentiality of Salary and Wages

Employees' salary and wages are extremely confidential and are not publicly disclosed. Any Church member, however, excluding employees and their immediate families, may have access to an employee's salary and wage information by contacting the Office Manager to set up a mutually, agreeable time to meet in the church office to view the information requested.

An employee should not seek to ascertain information about a fellow employee's compensation. If such information is inadvertently relayed to an employee, he or she is not to discuss it further.

When compensation information needs to be shared for more general distribution (for example, during the annual budget development and approval process), payroll and other compensation data should be provided as a total value for the employee population and not by individual employees.

## 5.0 EMPLOYEE BENEFITS

The benefits listed in this section are available to ordained and non-ordained full time and part time ministers and regular full time employees, unless otherwise noted, subject to the terms, conditions and limitations of each benefit program unless otherwise stated.

All time-off requests shall be approved by the employee's supervisor and may be subject to the final approval by the *Pastor* or designated representative as requested or needed.

# First Baptist Church Taylor, Texas

## 5.1 Office Holidays

*FBC* will grant holiday time-off with pay to all Ministerial Staff, Administrative Staff and other church office employees, for the following office holidays as listed below:

- New Year's Day
- Good Friday
- Memorial Day (observed)
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day

The Personnel Team in consultation with the *Pastor* shall determine adjustments to the holiday schedule. If a holiday falls when the office is closed or on a weekend, the *Pastor* shall determine the holiday date. The *Pastor* may wish to alter dates and stagger work schedules in order to maintain operational requirements. Paid holidays are not accrued and must be taken closest to the holiday as possible.

## 5.2 Retirement

Retirement is not currently offered as a benefit by *FBC*.

## 5.3 Health Insurance

Health insurance is not currently offered as a benefit by *FBC*.

## 5.4 Personal Leave

This paid benefit is received for time away from the work place for periods of temporary absence due to health related or personal reasons.

Eligible *Staff* may use Personal Leave for any reason that *Staff* member deems necessary. Absences in excess of accumulated Personal Leave shall be treated as vacation or leave without pay. Each eligible employee earns ten (10) Personal Leave days per calendar year. Employees receive all ten days on the first day of the calendar year. Employees hired after the first day of the year shall receive Personal Leave on a prorated basis up to 10 days.

Personal Leave benefits will be allowed to accumulate until the eligible employee has accrued a maximum of fifteen (15) Personal Leave days. Any additional Personal Leave days earned cannot be carried over.

Personal Leave benefits will be calculated on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Unused Personal

# First Baptist Church Taylor, Texas

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

## 5.5 Vacation

Eligible employees receive all vacation on the first day of the calendar year. Employees hired after the first day of the year shall receive vacation on a prorated basis. Vacation pay is awarded retroactively after the completion of any applicable introductory period. Vacation pay may not be taken before actual entitlement or forfeited for additional salary. Vacation pay accrues based upon the previous year's employment and has no value until posted at the beginning of the calendar year following accrual. Vacation must be used during the year it is received, except as stated below. During the first year of employment, a prorated amount of vacation is earned at each pay period. Staff members may not use vacation during the first six months of employment, except at the discretion of the Pastor. Any vacation earned during the first year of employment which was not used before January 1 can carry over for one year, after which time it is lost.

Vacation is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment categories are eligible to earn and use vacation as described in this policy:

### 5.5.1 Ministerial Staff

Ministerial Staff vacation shall be based on terms of employment or total years in Full-time ministry as outlined below. For Full-time, both ordained and non-ordained ministers, previous full time ministry experience may be counted toward years of eligible service with a prior written agreement with the Personnel Team.

1. Two weeks (ten working days) for less than ten years of ministerial service
2. Three weeks (15 working days) for ten or more years, but less than twenty years of ministerial service
3. Four weeks (20 working days) for 20 or more years of ministerial service

Ministerial staff may not take more than three weeks of paid vacation during their first year of employment at FBC.

Note: Part-time ministerial staff receive ½ that of Full-time ministerial staff.

Vacation must be approved by the Pastor or Personnel Team. Ministerial Staff is only allowed to take one Sunday of vacation for each week of vacation given in a calendar. For example, a minister who has three weeks of vacation per year may only miss three Sundays per year. If a minister will be absent for more than two consecutive Sundays, the leave must be approved by the Pastor or Personnel Team.



# First Baptist Church Taylor, Texas

## 5.5.2 Administrative Staff

Full-time and Part-time Administrative Staff vacation shall be based on years of employment with *FBC* as outlined below:

1. **Two weeks** (ten working days) for **less than ten years** with *FBC*
2. **Three weeks** (15 working days) for **ten or more years**, but less than 20 years with *FBC*
3. **Four weeks** (20 working days) for **20 or more years** with *FBC*

Part-time administrative staff will receive vacation days based on the percentage of a full time week that they are scheduled to work. Example, if they work 25% of a full time employee, then they receive 25% of the allotted benefit of a full time employee.

Vacation shall be scheduled with the immediate Supervisor and may be subject to the approval by *the Pastor*.

## 5.5.3 Support Staff

Full-time Support Staff and Part-time Office Support Staff vacation shall be based on years of employment with *FBC* as outlined below:

1. **Two weeks** (ten working days) for **less than ten years** with *FBC*
2. **Three weeks** (15 working days) for **ten or more years**, but less than 20 years with *FBC*
3. **Four weeks** (20 working days) for **20 or more years** with *FBC*

Part-time office support staff will receive vacation days based on the percentage of a full time week that they are scheduled to work. Example, if they work 25% of a full time employee, then they receive 25% of the allotted benefit of a full time employee.

Vacation shall be scheduled with the immediate Supervisor and may be subject to the approval by *the Pastor*.

## 5.5.4 Musicians

Musicians will be paid per session. For example: rehearsal, 8:30am worship service, and 11:00am worship service equals three sessions.

Musicians are entitled to have two Sunday mornings away at the rate of pay for that Sunday depending on how many worship service sessions that Sunday. All time away (paid or unpaid) needs to be scheduled with the immediate supervisor and may be subject to approval by *the Pastor*. Preferably the request for time away needs to be completed at least two weeks in advance. Additional time may be granted in consultation with supervisor and personnel team.

# First Baptist Church Taylor, Texas

## 5.6 Disability

This benefit is received when an eligible *Staff* member becomes disabled for an extended period of time for a non-work related injury. Once disability is established (minimum of 30 consecutive days) the absence shall be charged against all accrued Personal Leave and Vacation until such is exhausted. Thereafter, *the Church* shall continue the normal full wages or salary and benefits for the *Staff* member for such additional time as shall be necessary to extend the total covered period, not to exceed 180 days, or until disability insurance coverage becomes available.

## 5.7 Workers Compensation

*FBC* provides comprehensive worker's compensation insurance to all employees, regardless of employee classification.

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.

*FBC* will not be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in off-duty recreational, social, or athletic activity sponsored by *FBC*.

## 5.8 Relocation Benefits

When *FBC* asks employees to relocate to a new area, certain relocation benefits may be provided at the discretion of the Personnel Team with Finance Team approval. Relocation benefits are available to *Ministerial Staff* only, who must relocate in order to reside within 25 miles of *the Church*.

Employees must request relocation assistance for specific items in advance of the date the expenses are incurred. *FBC* will reimburse expenses only if the employee has received advance approval, incurs reasonable expenses, and submits satisfactory proof of the expense within 30 calendar days of the date the expense was incurred.

## 5.9 Leaves of Absence

### 5.9.1 Bereavement Leave

Eligible employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Verification of death may be requested.

*FBC* defines "immediate family member" as the employee's spouse, child, grandparent (in-law), parent (in-law), or siblings (in-law).

Up to three days of paid bereavement leave will be provided to eligible employees. In the event of extenuating circumstances additional paid bereavement leave may be awarded at the discretion of the *Pastor* and

# First Baptist Church Taylor, Texas

Personnel Team. Time away may be extended by Vacation upon approval by the supervisor and/or *the Pastor*. Leave with pay may be granted for attendance at a funeral of other relatives or friends at the discretion of *the Pastor* or his immediate supervisor.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation.

## 5.9.2 Maternity/Paternity Leave

All Full-time employees who have successfully completed 12 calendar months of employment will be allowed up to six weeks paid absence from work due to pregnancy related causes, as well as the recovery period after delivery, unless otherwise agreed at time of hire. When admitted to the hospital for pregnancy-related medical disability, maternity leave benefits apply. In the absence of a continuing, pregnancy related medical disability; a maternity leave of absence may be extended only with taking Personal Leave with prior approval of the employee's supervisor. Personal Leave or Vacation may be used for compensation during maternity leave. The remainder of maternity leave shall be determined by the recommendation of the employee's doctor without pay.

Eligible employees who have successfully completed 12 calendar months of employment will be allowed up to two weeks paid absence from work due to circumstances associated with pregnancy and/or childbirth and/or adoption, other than medical disability, such as bonding and childcare.

## 5.9.3 Unpaid Personal Leave

Eligible employees may request a leave of absence for up to 30 days without pay in order to fulfill personal obligations.

Employees may request personal leave only after having completed 90 calendar days of service. As soon as employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor. The *Pastor* or his designee and the Personnel Team must approve this request.

Benefit accruals, such as Vacation and Personal Leave will be suspended during the leave and will resume upon return to active employment.

When the unpaid 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 position for which the employee is qualified. However, *FBC* cannot guarantee reinstatement in all cases.

## 5.9.4 Professional Development

*Ministerial Staff* and Regular Full-time staff shall be allowed five days of professional development annually to attend, or serve as guest

# First Baptist Church Taylor, Texas

minister/clinician at revivals, conferences and/or educational meetings with Part-time ministerial staff being allowed a maximum of three days. Professional development is in addition to annual vacation time. Professional development does not include attendance at Baptist General Convention of Texas or the Southern Baptist Convention. Additional professional development can be granted by the Personnel Team.

In compliance with the State of Texas regulations as a licensed childcare facility; all *MDO* Staff must complete 24 clock hours of training annually as outlined in the Child Care Minimum Standards per the Texas Department of Family and Protective Services. For specific information regarding the training please refer to:

[www.dfps.state.tx.us/documents/Child\\_Care/Child\\_Care\\_Standards\\_and\\_Regulations/746\\_Centers.pdf](http://www.dfps.state.tx.us/documents/Child_Care/Child_Care_Standards_and_Regulations/746_Centers.pdf)

If any employee fails to attend a professional development training session, the employee may be responsible for reimbursing *the Church* for the registration fee of the training session and any and all other related expenses.

## 5.9.5 Sabbatical

The *Senior Pastor* may be granted leave with pay and benefits in addition to other time off intended for rest, relaxation, reflection, and renewal (spiritual, mental, emotional, and physical). *FBC's* policy regarding Sabbatical is provided below:

A sabbatical is a consecutive extended period of time spent away from the place of service for the purpose of personal and spiritual refreshment, refocusing vision, exposure to new ministry perspectives, and sharpening the skills of the *Senior Pastor* as related to the needs of the congregation. Only the *Senior Pastor* may take a Sabbatical.

### GENERAL GUIDELINES:

*A notification for a sabbatical will be presented to the Personnel Team stating:*

1. The extent of the sabbatical
  2. The location
  3. Goals for the sabbatical
  4. A description of tasks involved
  5. Justification showing the relevance of the sabbatical to the needs of the pastor and the congregation
- Accrual of a Sabbatical will be one week for every year of service. This is awarded on anniversary of start date.
  - Length of a sabbatical shall not exceed six weeks and must be a minimum of three weeks, with a maximum accrual of a six-week sabbatical.
  - During any sabbatical year vacations are allowed, however vacation must be taken either one month before or one month after the

# First Baptist Church Taylor, Texas

sabbatical period. The vacation and sabbatical cannot be taken in conjunction with one another.

- After completion of the sabbatical the pastor will submit a report to the Personnel Team highlighting the accomplishments of the pre-determined goals.
- Sabbatical time will not be given in conjunction with resignation or termination.
- Sabbaticals cannot be taken within four months of resignation.
- Sabbatical accrual weeks will be noted by the Personnel Team at the anniversary of the pastor's start date or during annual reviews.
- Sabbatical must be three calendar years apart from the previous sabbatical period.
- Revivals conducted for other Churches may not be led by pastor during sabbatical years.
- Sabbatical may not be used until after four years of service.
- During sabbatical the following items will be implemented:
  - Church is responsible for supply pastor.
  - Pastor will draw regular salary including travel expenses, which are to be approved in advance by the Personnel and Finance Teams.
  - Pastor is responsible for living expenses while on sabbatical.

## 5.10 Jury Duty

All members of the *Staff* are encouraged to comply with normal citizenship responsibilities by serving jury duty when required. Employees in the following eligible employment categories may request up to two weeks' of paid jury duty leave over any one calendar year period:

Ordained and Non-Ordained full and Part-time Ministers  
Regular Full-time employees

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would have otherwise have worked on the day of absence.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available time off (vacation) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may arrange to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

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

Vacation and Personal Leave will continue to accrue during unpaid jury duty leave.

# First Baptist Church Taylor, Texas

## **5.11 Witness Duty**

*FBC* encourages employees to appear in court for witness duty when subpoenaed.

If employees have been subpoenaed or otherwise requested to testify as witnesses by *FBC*, they will receive paid time off for the entire period of witness duty.

Eligible employees will be granted a maximum of eight hours of paid time off to appear in court as a witness at the request of a party other than *FBC*. Employees will be paid at their base rate and are free to use any remaining paid leave benefits (such as vacation) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. Employees are expected to report for work whenever the court schedule permits.

## **5.12 Auto Mileage**

*FBC* follows the Internal Revenue Service's requirements for auto mileage reimbursement and will administrate all reimbursements through *FBC*'s Accountable Reimbursement Plan. Plan requirements specify the standard mileage rate, the types of activities that are reimbursable and documentation requirements.

## **6.0 WORKPLACE CONDITIONS/POLICIES**

### **6.1 Safety**

*FBC* provides information to employees about workplace safety and health issued through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, and other written communication.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, cause hazardous situations, cause dangerous situations, fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Employees are required to report in writing to their immediate supervisor any unsafe condition or accident observed on the appropriate form (Appendix A).

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Office Manager. Such reports are necessary to comply with law and initiate insurance and worker's compensation benefit procedures.

# First Baptist Church Taylor, Texas

## 6.2 Office Courtesy and Conduct

*The Church* Office will operate on an "Open House" basis at all times. Visits by members and visitors may be expected at all times. Visitors expect a neat and orderly work area, with interest and attention being shown to the work at hand. Friendliness and cordiality in a businesslike manner will provide visitors with a positive impression toward the *Staff* and *the Church* as a whole.

All visitors should enter *FBC* at *the Church* office. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their personal visitors.

If an unauthorized individual is observed on *FBC's* premises, employees should immediately notify their supervisor, or if necessary, direct the individual to *the Church* office or contact the proper authorities.

## 6.3 Personal & Ethical Responsibilities

All employees must conduct their personal affairs in such a fashion that their individual responsibility and *the Church's* ministry and reputation are not jeopardized, and ethical and/or moral questions do not arise with respect to their association or work with *FBC*. Employees are expected to use good judgment and common sense by avoiding acts that could violate sound business ethics or cause harm to *the Church* and/or fellow *Staff* members. Compliance with these standards is the responsibility of every employee, regardless of church membership.

## 6.4 Employee Conduct

To ensure orderly operations and provide the best possible work environment, *FBC* expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Smoking on campus
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of property
- Insubordination or other disrespectful conduct
- Sexual or other unlawful or unwelcome harassment

# First Baptist Church Taylor, Texas

- Possession of dangerous or unauthorized materials, such as explosives or firearms, on campus
- Excessive absenteeism or any absence without notice
- Violation of policies
- Unsatisfactory performance or conduct

Employment with *FBC* is at the mutual consent of *FBC* and the employee, and either party may terminate the relationship at any time, with or without cause, and with or without advance notice.

## **6.5 Drug and Alcohol Use**

It is *FBC's* desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition and to perform their jobs in a satisfactory manner.

While on *FBC's* premises and while conducting business-related activities off *FBC's* premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in substance abuse assistance or referrals to appropriate resources in the community. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor without fear of reprisal.

## **6.6 Security Inspections**

*FBC* wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, *FBC* prohibits the possession, transfer, sale, or use of such materials on its premises.

Desks and other storage devices may be provided for the convenience of employees but remains the sole property of *FBC*. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of *FBC* at any time, either with or without permission.

## **6.7 Sexual and Other Unlawful Harassment**

*FBC* is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.



# First Baptist Church Taylor, Texas

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter by following the process below:

- Any supervisor who becomes aware of possible sexual or other unlawful harassment should promptly advise the Personnel Team who will handle the matter in a timely and confidential manner.
- Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## **6.8 Workplace Violence**

To ensure employees and *Church* members' safety on the Church grounds, *FBC* takes violence in the workplace very seriously. Employees are prohibited from carrying, displaying or using firearms or weapons of any kind on the premises of *FBC*. Violence and threats of violence include, but are not limited to:

- Any act which is physically assaultive
- Any substantial threat to harm or endanger the safety of others
- Behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression
- Any substantial threat to destroy property
- Possession of any weapon or dangerous instrument on *Church* property (e.g. any type of firearms, certain knives, brass or metal knuckles, etc.)
- A climate of fear or intimidation will not be tolerated at *FBC*
- Threatening or intimidating behaviors; acts of verbal or physical aggression and violence may be subject to severe discipline or immediate termination. Civil and criminal penalties may be pursued as appropriate.

It is the responsibility of every employee of *the Church* to take any threat or violent act seriously, to consult with appropriate individuals and to take action as recommended by these guidelines. Perceived or actual threats to personal safety must be immediately reported to *the Pastor* and/or Supervisor and Personnel Team.

## **6.9 Attendance and Punctuality**

To maintain a safe and productive work environment, *FBC* expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on *FBC*. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their Supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action.

# First Baptist Church Taylor, Texas

## 6.10 Personal Appearance

All *Staff* members are expected to dress with care and dignity for the normal work place. A business-like appearance appropriate for the position and demonstrating good taste is expected.

All *Staff* must adhere to the following personal appearance guidelines:

Employees are not allowed to wear tank tops, halter tops, strapless tops, or blouses that show midriff or cleavage. Clothing should not be too tight, too short, or advertise products or places of business. Uniforms may be required as stipulated by supervisor.

## 6.11 Staff Meetings

All supervisors including *the Pastor* shall call and manage regular staff meetings as needed.

## 6.12 Office Hours

Are those hours that *the Church* office is normally attended and open. The *Pastor* shall determine these hours. The Supervisor will determine and communicate the expected work schedule as outlined in section 6.13.

*The normal Church office hours are as follows:*

Monday-Thursday: 8:00-3:00pm

Friday-Sunday: Closed

## 6.13 Work Schedules

The work schedule for *Ministerial Staff* will vary according to work tasks, but shall include Sunday mornings and evenings and Wednesday evenings. Since *Ministerial Staff* work several hours on Sundays and Wednesday nights and during other non-office hour times for meetings and other *Church* activities, they are given a day off during the week to compensate. The scheduling of the day off during the week must be approved by *the Pastor* to ensure adequate coverage in *the Church* office. If a recognized holiday falls on the minister's scheduled day off then they will be allowed to move their day off to another day during that week. When the office is closed for times other than recognized holidays *Ministerial Staff* are still expected to be available to fulfill duties.

The normal work schedule for all *Staff* is negotiated and agreed upon between the employee and their supervisor. All Full-time employees shall receive one hour for lunch.

## 6.14 Emergency Closings

At times, emergencies such as severe weather, fires or power failures can disrupt normal operations and in some cases, require closing *the Church*. *The Church* and *MDO* program follow the Taylor ISD decisions related to inclement weather closings.

# First Baptist Church Taylor, Texas

The *Staff* will make every effort to effectively communicate any closings to the Church as necessary. When *the Church* is officially closed due to emergency conditions, the time off from scheduled work will be treated as paid for all exempt employees.

## **6.15 Progressive Discipline**

The purpose of this policy is to state *FBC's* position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with *FBC* is based on mutual consent and both the employee and *FBC* have the right to terminate employment at will, with or without cause or advance notice, *FBC* may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps—verbal warning, written warning, suspension with or without pay, or termination of employment—depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

*FBC* recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and *the Church*.

## **6.16 Problem Resolution**

*FBC* is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from *FBC* supervisors and management.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem—resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with *FBC* in a reasonable, business-like manner, or for using the problem—resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Submit in writing the grievance to the immediate Supervisor and request appointment to discuss the issue(s).
2. If resolution does not occur, request an appointment to meet with Supervisor and his/her supervisor for a joint resolution meeting.

# First Baptist Church Taylor, Texas

3. If resolution does not occur, request an appointment to meet with *the Pastor* (unless this was done in Step 1 or 2 already). *The Pastor* will decide whether or not to hear the grievance one-on-one or with all parties. If *the Pastor* was already involved in Step 1 or 2, request an appointment to meet with the Personnel Team. The Personnel Team will decide whether or not to hear the grievance one-on-one, or with all parties or with any combination of the two.
4. If resolution does not occur after meeting with *the Pastor* as described in Step 3, request an appointment with the Personnel Team.
5. All parties are expected to work cooperatively with the Personnel Team's decision for resolution. If resolution is not reached, the Personnel Team will follow *the Church* approved policies related to resignations and dismissals.

Note: This procedure is for all employee/staff and resolution must be agreed upon by both sides. If either side does not believe resolution has occurred, either person shall be allowed to continue working through all steps of the process as described above.

## **6.17 Personally Owned Property**

Personally owned property brought within *the Church* facilities remains the responsibility of the property owner to maintain appropriate insurance for the property should it be lost, stolen or destroyed while located on the premises of *the Church*. Employees must not bring large sums of money, jewelry, or other valuables to work. *The Church* can assume no responsibility nor will *the Church's* insurance company reimburse for any lost, damaged, stolen or destroyed personally owned property while located within *the Church* facilities. Personally owned property being maintained within *the Church* facilities that is valued in excess of \$250 must be clearly marked to identify it as personally owned.

## **6.18 Smoking**

In keeping with *FBC's* intent to provide a safe and healthy work environment, smoking and tobacco products are prohibited throughout the workplace with no designated outdoor area provided on the campus.

## **6.19 Phone Usage**

*Church* telephones are for *Church* business. Local personal calls should be kept to a minimum. All long distance calls charged to *the Church* shall be for *Church* business. Lengthy telephone calls, even on *Church* business, are discouraged. To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner.

Employees are to limit personal calls on both *the Church* phone system and personal cell phone. Employees are to use their break to take care of personal business.

# First Baptist Church Taylor, Texas

All *MDO* Staff are not to use their cell phone in any matter (this includes texting and social media) on the playground, in the classroom in front of children, parents or visitors. This action is strictly prohibited; however it is acceptable to have your cell phone on silent mode, as long as you do not use the phone during class. If you need to take an emergency phone call you must find someone to supervise your class and step away to take the call. All *MDO* Staff may use the phone in the kitchen during break. Incoming messages will be delivered to you. Emergencies and parent phone calls are an exception.

## **6.20 Electronic Communication**

All electronic communications (email, texting, Twitter, Facebook, and any other forms,) are appropriate for communicating concerns in regards to logistics, coordination of events or other simple factual information or points of encouragement. Items of a personal nature or questions involving motives or dealing with conflicts, disputes, and disagreements are not to be communicated through electronic media but rather in person, preferably face-to-face. Failure to do so could subject the employee to a violation of cooperation.

## **6.21 Electronic Devices and Driving**

The use of electronic devices, either handheld or hands-free, while driving is not permitted.

Employees are to turn off their electronic devices, which includes, but is not limited to cell phones, GPS on cell phone, tablets, laptops, etc. when getting into a vehicle and turn on when they are done driving. Employees are to switch to vibrate or silent mode, if they cannot turn their device off.

Employees are not allowed to answer calls while driving. Incoming calls must be directed to voicemail. Employees are to record a voicemail greeting indicating they are unavailable to answer calls while driving and they will return calls or messages as soon as they are able.

Employees are not allowed to read or respond to text messages and/or emails while driving.

Employees are required to pull over to a safe location and park the vehicle if a call must be made or received while on the road.

When an employee is driving with a passenger, ask the passenger to operate the device or let the passenger drive so that the employee can operate the device safely.

## **6.22 Church Calendar and Building Use**

*The Pastor* shall designate staff member(s) to coordinate all *Church* programs, projects, activities and building use. *Staff* members having the responsibility for programs scheduled on the annual *Church* calendar will be expected to carry out such programs as planned. Any deviation from dates or type of program will need the approval of *the Pastor*.

# First Baptist Church Taylor, Texas

## 6.23 Supplies

Employees are furnished with supplies necessary for their work. Church supplies, including postage, shall not be used for personal business. No surplus commodities, materials or equipment are to be removed from *the Church* premises without approval by the *Pastor* or his designated representative.

## 6.24 Usage of Equipment

Equipment essential in accomplishing job duties is often expensive and difficult to replace. When using the Church property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees should notify their supervisor if any equipment or machine appears to be damaged, defective, or in need of being repaired. The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action.

## 6.25 Copyright Infringement

*Church* leadership will not tolerate any forms of copyright infringements. *Church* owned copy machines; computers, duplicators, sound recording devices or any other forms of duplicating or reproducing equipment may not be used to copy or reproduce any forms of copyright materials for ministry or personal use.

## 7.0 PERSONNEL MANUAL AMENDMENT

This section documents the procedure for making amendments to this manual, where amendments are defined as "the process of formally altering or adding to this manual."

Overall, the policies listed in the main body of this document require amendment by *Church* vote. Staff categories, titles, job descriptions, duties and the like may be amended with the approval of the *Pastor* and/or immediate supervisor and Personnel Team.

For all amendments not requiring a *Church* vote, the Personnel Team must report these amendments at the next business meeting.

## 8.0 APPENDIX

These appendixes are considered supplemental information only to the main body of these policies. Appendixes may be amended by the Personnel Team in conjunction with the *Pastor* without a vote by *the Church* body.

### APPENDIX SUMMARY

Appendix A ..... Safety Form  
Appendix B ..... Acknowledgement of Receipt of Personnel Policies



# First Baptist Church Taylor, Texas

## Appendix B: Acknowledgement of Receipt of Personnel Policies Handbook

The employee handbook contains important information about First Baptist Church, and I understand that I should consult my supervisor regarding any questions not answered in the handbook. I have entered into my employment relationship with First Baptist Church voluntarily, and understand that there is no specified length of employment. Accordingly, either First Baptist Church or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the employee handbook may occur, except the First Baptist Church policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I understand that the employee handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with First Baptist Church following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of First Baptist Church employee handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the First Baptist Church representative listed below by the date specified. I understand that this form will be retained in my file.

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Signature of Employee

Date

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Employee's Name - Printed

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Company Representative

Date