**PERSONNEL POLICY MANUAL**

**Simsboro, First Baptist Church**

**Simsboro, LA**

Approved 11/2019

FORWARD

The purpose of this manual is to ensure the fair and equitable treatment of all employees. This manual applies to both pastoral staff and support staff, by delineating the personnel policies of this church.

The Personnel Committee, having authority over all personnel matters: They may formulate new or amend existing written policies as necessary for the continued best interest of the church. Exceptions to these policies shall be reported to the Church Body for their information.

This committee reserves the right to not hire, refuse employment, or terminate those that do not adhere to Biblical principles aligning with the Southern Baptist Convention and Simsboro First Baptist Church.

Note: Since there is no singular pronoun that refers to both male and female, it should be understood that the use of masculine pronouns refers to position only.

**SECTION I. EMPLOYMENT POLICIES AND PROCEDURES**

**A. Employment Procedures**

1. **Pastoral Staff**
2. **Full time:** Positions relating to the primary ministries of the church that include but are not limited to the Pastor

* Full time employees are defined by work hours equal to, or greater than, 30 hours per work week

b. **Bi-vocational:** Persons employed to direct a ministry of the church for an unspecified number of hours each week that include, but are not limited to:

1. Minister of worship
2. Minister of youth
3. Minister of children

c. The personnel committee will review and/or amend the position description and make recommended changes to the church body.

d. The personnel committee will develop a selection criterion based upon the open position. (Job experience and educational requirements as well as pay benefits may be considered.)

e. The personnel committee selects a sub-committee from within the church to help recruit for vacant positions with the exception of pastor. (A search committee elected by the church body will recruit the Pastor position.)

* The sub-committee will review all applicants against selection criteria. (Additional information may be requested as the review process proceeds.)
* The sub-committee will recommend to the full personnel committee a priority list of applicants. (The full committee may amend this list.)

g. The personnel committee and pastor will interview the applicants and make a recommendation of one person to the church body. The vote must take place at a called meeting and requires a five-person quorum and 2/3 majority for approval of an applicant.

1. The prospective staff member will then spend a Sunday meeting with the church body. These meetings will include sharing a personal testimony in a worship service, and meeting with appropriate ministry teams.
2. The church will then vote on the prospective staff member on the next Sunday morning. The vote will require an 80% “yes” for the prospective staff member to be offered the job.
3. **Support Staff:**
4. This category includes:
5. Secretary
6. Custodian/Maintenance
7. Nursery Workers

* Full time employees are defined by work hours equal to, or greater than, 30 hours per work week

1. All support staff will be required to turn in a weekly time sheet to the Pastor or another person as directed by the pastor and personnel committee.
2. When a vacancy occurs, the personnel committee will review and possibly amend the position job description.
3. The personnel committee may select a sub-committee from within the church to help recruit for vacant positions. The personnel committee will review all applications for qualifications that are needed for the position and select the one that best suits the job.
4. A recommendation will then be made to the church body on the applicant most suited for the position.
5. The church will then vote on the prospective staff member. The vote will require an 80% “yes” for the prospective staff member to be offered the job.

**B. Termination Procedures:**

1. **Voluntary Termination**
2. Pastoral fulltime employees must provide a minimum of three (3) weeks written notice prior to effective date of resignation. All other paid staff members, full-time, part-time, or interim, are required to provide two (2) weeks written notice prior to the effective date of resignation.
3. Failure to provide proper notification of resignation could result in the loss of any accumulated benefits.
4. In the case of Pastoral staff resignation, the church body will be notified by public announcement as soon as possible.
5. **Involuntary Termination**
6. Any church employee may be terminated involuntarily for unsatisfactory job performance, failure to support church programs, failure to follow and respect pastoral leadership, failure to adhere to established personnel procedures, or behavior unbecoming a Christian.
7. The pastor with the approval of the personnel committee may terminate support staff.
8. Pastoral staff members may be terminated only by church body approval. The pastor and the personnel committee may initiate such action.
9. Pastoral staff terminated involuntarily may be given severance as determined by the personnel committee.

**SECTION II. GENERAL POLICIES**

**A. ATTENDANCE**

1. Regular attendance during all scheduled hours, reporting on time, and

continuing to work to the end of the work period are responsibilities

expected of all employees.

2. If, for any reason, an employee cannot report for work on time, he must contact the pastor as far in advance as possible so a record can be kept.

3. Unsatisfactory attendance, including reporting late or stopping work early on a habitual basis is cause for disciplinary action.

4. An employee who is absent without cause satisfactory to the Pastor and/or the personnel committee will have his pay reduced by the amount of time included in the absence, so a record can be kept.

5. Absences for personal business must be approved by the Pastor.

**B. GARNISHMENTS**

Garnishments are usually an indication of financial mismanagement and are a reflection on the employee. Supervisors are urged to counsel with the affected employee in an effort to assist him in correcting such financial disorder.

**C. GRIEVANCES**

Questions an employee might have about his job, wages, hours, or anything

connected with his work can be frankly discussed with the pastor. If the pastor is unable to satisfactorily answer the employee’s question, the employee should be encouraged to meet with the Chairman of the Personnel Committee. If the grievance is still unresolved, the matter should be brought before the full Personnel Committee for disposition.

**D. JOB DESCRIPTIONS**

A complete job description for each type job authorized by the church shall be kept on file in the church office. A church member may request a copy of any job description on file at any time.

**E. NON-DISCRMINATION**

1. The church will give equal treatment to all applicants seeking employment and to all employees, however Simsboro First Baptist Church has the right to discriminate based on religious grounds if its basic principles of faith are undermined. Simsboro First Baptist Church may also give preferential treatment to an individual of a specific religious background.

2. The decisions for hiring an applicant, rates of pay, work assignments, promotion, the lay-off and/or recall of an employee will be based on his skill, physical fitness, and length of service, attendance, productivity, and quality of work.

**F. RELEASE OF INFORMATION**

**1. Information on Former Employees.**

Only the Pastor or a Staff person designated by the Personnel Committee may give information and/or answer requests for information on all former employees. No other personnel shall give information unless authorized in writing by one of the above-named persons. Only dates of employment and verification of salary should be given in any event.

**2. Information on Present Employees.**

All inquiries concerning present employees should be referred to the Pastor or the Personnel Committee for disposition. In any event, only dates of employment, verification of salary, and documented information of the employee’s work will be given. The intent of the church is to comply with Federal, State and local laws regarding privacy information on employees.

**G. REPORTING CHANGES IN PERSONAL STATUS**

An employee must notify his Supervisor whenever there is a change in his personal status, including the following: address, telephone number, marital status, name change through marriage or otherwise, number of dependents to be claimed for payroll tax withholding purposes, insurance beneficiary and military obligation.

**H. SAFETY AND HEALTH**

1. Employees are expected to keep their work place clean and neat for the safety and health of all.

2. Job related accidents are covered by Workmen’s Compensation Insurance and, therefore, must be reported to the church office regardless of severity.

1. The use of tobacco products are not be permitted on the church grounds. Use of alcohol and illegal drugs will not be tolerated under any circumstance.

**I. STAFF MEETINGS**

The Pastor may call staff meetings at his discretion and may require Pastoral and/or Support Staff to attend.

**J. SUPERVISORY RESPONSIBILITIES**

The pastor will supervise all church staff members, both Pastoral and Support staff. Any concerns of the pastor in the supervision of staff will be directed to the personnel committee.

**K. WORK HOURS**

**1. Support Staff**

Normal office hours of the church are 8:00 a.m. until 3:00 p.m Monday – Thursday and 8:00 a.m. until 12:00 p.m. on Friday. The secretary & custodian work schedule will be determined by the pastor and the personnel committee with the approval of the church.

**2. Pastoral Staff**

a. Full Time Pastoral Staff members have regular eight (8) hour workday. Hours are flexible, and as administrative personnel, they work whenever and however the need arises. Sundays require various hours, and a minister should spend whatever time is required to get his/her job done. Full time called staff members will be allowed two (2) days off per week (not to include Sunday). Only one day will be taken between Monday and Friday and must be scheduled on a permanent basis with exceptions being scheduled 1 week in advance.

1. Bi-vocational Pastoral Staff members will be expected to fulfill the obligations of their job descriptions.
2. Days off not taken may not be accumulated.

**L. PROBATIONARY PERIOD OF EMPLOYMENT**

All new employees are subject to a three (3) month probationary period. This period is a trial period for both the employee and the church to determine the suitability of continued employment. The three-month probationary period may be extended by the personnel committee. An employee may be dismissed by the personnel committee at any time during the probationary period.

**M. INTERIM STAFF**

The Personnel Committee is responsible for securing all Interim positions. The Personnel Committee will recommend to the church for approval of the candidate to serve in the Interim position. The Interim position will be in existence up to 6 months. The Search Committee will present the recommended candidate to the church in order to elect a full-time replacement for the position. If there is no candidate within the 6-month time frame, the current interim has the option of continuing filling the position or stepping down.

**N. SUPPLY STAFF**

It shall be the responsibility of the Pastor and each Staff member to secure supply staff for authorized leave from a worship service, with pay coming from the appropriate budget line item. An Interim Staff member shall consult the Personnel Committee before securing a Supply.

**O. SAME SEX MARRIAGE & SAME SEX CIVIL UNIONS**

Due to our belief in the biblical teaching about marriage, Ministers of Simsboro, First Baptist Church will not perform any same-sex marriages or civil unions whether on or off church property. Doing so will be grounds for termination.

**SECTION III. SALARY ADMINISTRATION AND REVIEW POLICIES**

**A. PERSONNEL FILE**

A Personnel File, containing such information as employment data, call and vote of the church, performance evaluations, etc., shall be currently maintained by the Pastor. The contents of the Personnel File are to be considered confidential and treated accordingly. This file is considered property of First Baptist Church and will not be removed from First Baptist Church. A copy will be made to comply with a subpoena.

**B. PAY PLAN**

1. Pastoral Staff and Support Staff will be paid semi-monthly. Pay periods will be on the 15th and the 29th day of each month.
2. The initial employment pay-benefits will be recommended to the budget/finance committee by the personnel committee. The budget/finance committee will approve and/or amend the recommendation based upon the finances of the church and will include these in presentation to the church for final approval.
3. Raises/benefits of all employees will be recommended to the budget/finance committee by personnel committee.
4. The personnel committee will review raises/benefits annually in time to be included in the January 1 budget.
5. The church will participate in the Social Security program for all employees. Qualified ministers relate to Social Security on an individual basis as self-employed persons.

6. Vacation paychecks will be given the Wednesday prior to the employee’s vacation period, provided that it is requested. Vacation pay will represent an amount of pay equal to the pay an employee receives for his normally scheduled workweek or day.

**C. ADVANCE PAY**

There will be no advance pay to any employee at any time other than for vacation pay as outlined in Section V.

**SECTION IV. BENEFIT ADMINISTRATION**

**A. STAFF ANNIVERSARIES**

Employees will be recognized on a yearly basis during the month of their employment anniversary. Employee will be presented with a $50 gift card and recognized during a Sunday morning service. Special recognition will be made every five years as follows:

1st year’s anniversary to be recognized in church bulletin

5th year’s anniversary to be recognized by memento/plaque

10th year’s anniversary to be recognized by memento, gift certificate, & reception

15th year’s anniversary to be recognized by 1 extra semi-monthly paycheck & a reception

20th year’s anniversary to be recognized by a full month’s paycheck & a reception

25th year’s anniversary to be recognized by a full month’s paycheck, reception, and plaque/memento

30th year’s anniversary to be recognized by a full month’s paycheck, reception, and plaque/memento

**B. HEALTH INSURANCE**

Health insurance will be available to all full-time pastoral staff and family if he desires. Insurance will be through Guidestone Financial Services of the Southern Baptist Convention or a policy equal or lesser in cost. This insurance will be available under a salary reduction agreement with the church; no payment will be made to any employee. Full time ministers will be eligible for coverage on the first day of employment. Simsboro First Baptist Church of Simsboro, LA does not offer health insurance to any other employees of the church.

**C. LIFE INSURANCE**

Life insurance will be available to all full-time pastoral staff and family if he desires. Insurance will be through Guidestone Financial Services of the Southern Baptist Convention or a policy equal or lesser in cost. This insurance will be available under a salary reduction agreement with the church; no payment will be made to any employee.

**D. LONG-TERM DISABILITY**

Long-term disability will be available to all full-time pastoral staff and family if he desires. Insurance will be through Guidestone Financial Services of the Southern Baptist Convention or a policy equal or lesser in cost. This insurance will be available under a salary reduction agreement with the church; no payment will be made to any employee.

**E. RETIREMENT (ANNUITY) BENEFITS**

The church will provide all employees an opportunity to participate in a retirement account through the Southern Baptist Convention. This benefit will be available under a salary reduction agreement with the church; no payment will be made to any employee.

**F.**  **DEPARTURE GIFTS**

When a staff member voluntarily discontinues employment at Simsboro First Baptist, the Personnel Committee has the option to present him an appropriate departure gift.

**G. REIMBURSEMENT OF MINISTRY EXPENSES**

Simsboro First Baptist Church shall reimburse any employee for ministry related expenses that they incur. The employee shall be reimbursed with proper documentation for, but not limited to, automobile mileage, books, fees, etc. All reimbursement items are subject to budgetary constraints and IRS regulations. Reimbursements shall not be paid if submitted more than 30 days after they are incurred.

**SECTION V. LEAVE POLICIES**

**A. VACATION DAYS:**

1. Full Time Employees
   1. 0-9 years of service will receive 2 weeks' vacation.

b. 10-14 years of service will receive 3 weeks' vacation.

c. 15 years and beyond will receive 4 weeks' vacation.

1. Part Time Employees
   1. 0-9 years of service will receive six (6) days’ vacation

b. 10-14 years of service will receive eight (8) days’ vacation

c. 15 years and beyond will receive ten (10) days’ vacation

A day is defined as a service. For example, Sunday morning is a day, Sunday night is a day, Wednesday night is a day. So missing Sunday morning, night, and Wednesday night will be 3 days missed.

\*\* Any full-time employees requesting leave for greater than two weeks of consecutive time, or part time employees missing greater than two consecutive church days where work responsibility will have to be delegated to a substitute, must have approval from the personnel committee at least 4 weeks prior to the first expected absence date.

1. **SICK DAYS:**

Five days for full time staff members and two days for part time staff members will be allowed for sickness of employee or immediate family members. Pastor must be notified as soon as possible of sick absences and employee must find a substitute to fulfill work duties for missed time.

1. **HOLIDAYS:**

Ten (10) holidays per year as follows:

New Years Eve and New Years Day

Memorial Day

Good Friday

July 4

Labor Day

Thanksgiving Day and the following Friday

Christmas Eve and Christmas Day

\*When holiday falls on Saturday or Sunday, adjustments will be made.

1. **LEAVE OF ABSENCE:**

A leave of absence without pay may be granted upon approval of the personnel committee and approval of the church. Extenuating circumstances may be considered for a paid leave of absence.

1. **BEREAVEMENT LEAVE:**

Three (3) days of bereavement leave for the death of an immediate family member. The Pastor may grant additional time.

1. **JURY DUTY:**

Employee will receive full pay in addition to jury fees.

**G. SPECIAL ABSENCES:**

The pastor will receive up to two weeks of paid absences for approved revivals, conferences, and mission trips in addition to vacation time.

Bi-vocational called staff will receive paid absences for approved preaching events, mission trips, or conferences, and 5 job-related absences in addition to vacation time. For job related absences, see paragraph I. Any additional absences will fall under vacation time or non-paid days. Any Simsboro First Baptist Church related function will be counted as a regular paid day.

**H. MILITARY LEAVE:**

Any full-time employee who is required to serve on active duty for military service

through a reserve or National Guard component shall be reimbursed the difference between his regular salary and his military pay, not to exceed fifteen (15) days during military service. In the event the employee’s military pay exceeds his regular salary, reimbursements by the church will not be made. A copy of the orders for service must be submitted to the employee’s supervisor prior to the service period. A copy of the military pay voucher must be submitted to the financial Secretary upon completion of the service period.

1. **SPECIAL PROVITIONS:**

Any adjustments to leave policies can be made by the personnel committee to accommodate for special occurrences.

**SECTION VI. REVIEW POLICY**

**A. SUPPORT STAFF**

The Pastor shall have the responsibility of meeting at least quarterly with the employee for performance and development review. These meetings shall be documented, and the personnel committee shall review these documents as necessary.

**B. PASTORAL STAFF**

The Pastor shall have the responsibility of meeting at least quarterly with the employee for performance and development review. These meetings shall be documented, and the personnel committee shall review these documents as necessary.

**SECTION VII. DISCIPLINARY ACTION POLICIES**

**A. SUPPORT STAFF**

The Pastor shall have the responsibility of counseling, warning, and/or suspending (with or without pay) the employee. The Personnel Committee will rule upon any further disciplinary action.

**B. PASTORAL STAFF**

The Pastor shall have the responsibility of counseling and/or warning a Pastoral Staff member when necessary. The Personnel Committee shall be consulted before suspending a Staff member (with or without pay). The Personnel Committee shall have the responsibility of counseling and/or warning the Pastor (with or without pay).

**C. DOCUMENTATION**

Complete and proper documentation of disciplinary action shall become a part of the employee’s personnel file. All records shall be kept in a secure location. All employees will have access to their own records. However, these records are the property of the church and shall not be removed.

Additionally, any disciplinary action resulting in the suspension or firing of a staff member must have one member of personnel committee present.

**Acknowledgement of Receiving the Personnel Manual For**

**Simsboro First Baptist Church, Simsboro, LA**

This is to acknowledge that I have received a copy of the Personnel Manual for Simsboro First Baptist Church, Simsboro, LA. I understand that I am expected to read this manual and if I have questions I should address these to my supervisor.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: