



Green Acres

BAPTIST CHURCH

Personnel Policies & Guidelines

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Green Acres Baptist Church Personnel Policies

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Green Acres Baptist Church

Personnel Policies

GENERAL EMPLOYMENT STANDARDS & EXPECTATIONS

▪ **Equal Employment Opportunity**

Green Acres Baptist Church is committed to equal employment opportunity for all qualified persons, without regard to race, color, citizenship, national origin, gender, disability, or age, to the extent required by law. This applies to all employment practices, including hiring, orientation, promotions, training, disciplinary action, termination, and benefits.

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

▪ **Health & Safety**

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

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

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

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

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

- **Harassment**

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

- **Alcohol, Drugs & Controlled Substances**

The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances when on duty, on church property, or in church vehicles is prohibited. Violation of this policy may result in disciplinary action, up to and including possible termination. The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances when off duty may result in reprimand or dismissal after investigation and report to the Personnel Committee by the Senior Associate Pastor.

- **Personal Appearance**

Employees are expected to present a positive image consistent with their work assignment. Employees having personal contact with visitors and church members should be particularly conscious of clothing and grooming that represents the image desired by and consistent with the doctrine of the church.

Employees who are in doubt, or have questions about the specific personal appearance standards in their work unit, should consult with their supervisor. Any employee who appears for work in a manner that does not conform to acceptable standards may be required to return home to correct the problem, and the period of absence will be treated as unpaid leave.

- **Outside Activities**

All employees are prohibited from engaging in outside employment, private business, or other activities which might have an adverse effect on the church's ministry or create a conflict of interest with the church's mission. Employees involved in, or considering involvement in, outside employment about which there may be question are advised to inform the Senior Associate Pastor, Stewardship Director or Personnel Committee Chairman and request clarification. Employees having knowledge of such involvement on the part of another employee shall report that involvement to any of the three individuals mentioned above.

Church employees are prohibited from using information about church members for any purpose not directly related to church responsibilities.

STAFF ORGANIZATION

In order to provide definition and organization for a large, skilled and highly diversified group of employees, the staff of Green Acres Baptist Church is classified by category. Those categories reflect the general nature of the responsibilities of the staff members of which each category is comprised and are designed to reinforce the fact that we believe that each member of the staff is vital to the effectiveness of the entire Staff and the Church as a whole.

Categories:

- **Pastor**

The Pastor, who has the ultimate responsibility for the leadership and welfare of the church.

- **Leadership Staff**

Staff positions with responsibility for the leadership of the MAJOR MINISTRY AREAS of the church, currently including Worship & Broadcast, Education & Core Group, Administration, and Missions.

- **Coordinating Staff**

Staff positions with primary responsibility for the coordination of a PRIMARY COMPONENT of one or more of the Major Ministry Areas of the church.

- **Specialty Staff**

Staff positions with responsibility for a SPECIFIC SEGMENT of a Primary Component of one or more of the Major Ministry Areas of the church.

- **Administrative Professionals**

Staff positions that provide the day-to-day support for the ministry responsibilities of any of the ministry areas or positions in the preceding categories

- **Primary Staff-Full Time**

Staff positions with full-time responsibility for the preparation and efficiency of the physical resources necessary for the effectiveness of all Green Acres Baptist Church ministries.

- **Primary Staff-Part Time**

Staff positions whose responsibilities involve working less than 30 hours a week providing the coordination or direct ministry in a variety of ministry areas.

RECRUITMENT

All staff members may be recruited by the supervising staff member for that position, with the exception of the Pastor, Leadership and Coordinating staff members who have ministerial responsibilities. A special committee will be selected by the church for recruitment of all Leadership and Coordinating ministerial staff members. This committee will work with the Pastor and/or Senior Associate Pastor in recommending each prospective staff member to the Personnel Committee and thereafter to the church for vote. An offer of employment will be extended to the candidate if a majority of the voting church members are in favor of such a call. The procedure for calling a Pastor is dealt with in the by-laws of the church.

No two members of the same immediate family will be hired as full-time employees of Green Acres Baptist Church

- **Background Checks**

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

- **Job Descriptions**

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

WORKING SCHEDULE

Full-time staff members work a minimum of 40 hours per week. Weekday Office hours are typically 8:30 AM (8:00 AM for Administrative Professionals) to 5:00 PM, with one hour for lunch, although it is understood that the unique responsibilities of many positions will require adaptation of that schedule, and that a significant portion of many staff members responsibilities will fall outside of weekday office hours.

- **Days Off**

The Pastor, Leadership, Coordinating and Specialty staff whose responsibilities require consistent (8 hours or more) work outside of weekday office hours (i.e. evenings, Saturdays and Sundays) are permitted to take one weekday off per week. Those days off will be coordinated through the Senior Associate Pastor.

- **Vacation**

All full-time staff members are provided with two weeks (12 working days) after one year of service, one week of which may be taken after 6 months of employment. An additional one week will be allowed after five years of service. Four weeks will be allowed after fifteen years of service. (Years of service will include total years in full time ministry until a staff member is to receive three weeks vacation. The years to qualify for four weeks must be actual years in full time ministry at Green Acres Baptist Church.) All vacation time will be requested and scheduled through the office of the Senior Associate Pastor.

All part-time staff members are provided with vacation in proportion to full-time (40 hour per week) staff on the basis of their scheduled work hours (i.e. 20 hours per week = ½ the vacation, 10 hours per week = ¼ the vacation, etc.)

Vacation days for all staff members are calculated on a calendar year, January through December. Vacation time may not be carried over from one year to the next without prior permission of the Stewardship Director or Senior Associate Pastor.

The number of vacation days for new employees will be earned at a rate commensurate with the number of weeks of vacation for which they are eligible (1 day/month for 2 weeks, 1 ½ days/month for 3 weeks, etc.). New employees may begin using their earned vacation days after six months of employment.

NOTE: No vacation pay will be granted upon termination under one year.

- **Holidays**

The following holidays will be observed annually: New Year's Day; Friday before Easter; Memorial Day; Independence Day; Labor Day; Thanksgiving (two days); Christmas (three days). In the event the holiday occurs on Saturday, the prior Friday will be considered the holiday. If the holiday falls on Sunday, the following Monday will be considered the holiday. All part-time staff members are provided with holiday pay in proportion to full-time (40 hour per week) staff on the basis of their scheduled work hours (i.e. 20 hours per week = ½ the vacation, 10 hours per week = ¼ the vacation, etc.)

- **Conference & Convention leave**

Two weeks (10 working days and 2 Sundays) will be allowed for the Pastor, Leadership, Coordinating and, upon request and approval by the Senior Associate Pastor, Specialty Staff members to provide leadership in conferences and/or revivals for which they will receive remuneration.

Participation in conferences or conventions for which no remuneration is received is not to exceed two weeks (ten working days and two Sundays). All conference and convention time must be requested and scheduled in advance through the office of the Senior Associate Pastor. Any exceptions to this policy must be approved by the Personnel Committee.

PAID AND UNPAID LEAVE

- **Paid Leave**

A staff member may be granted time off with pay when he is unable to work because of temporary illness, family illness or emergency, or the death of a family member. A

maximum of five days the first year and ten days thereafter will be allowed. Absence of the staff member beyond ten working days will be considered as a special item by the Personnel Committee.

▪ **Unpaid Family Leave**

After 12 months of employment, all full-time Green Acres Baptist Church employees may be granted up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; **or**
- to take medical leave when the employee is unable to work because of a serious health condition.

▪ **Jury Duty**

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

▪ **Maternity Leave**

- All full time Green Acres Baptist Church female employees are eligible for maternity leave.
- The female employee will submit to her supervisor a written request for maternity leave at least 30 days prior to the beginning date of the leave.
- Green Acres Baptist Church reserves the right to initiate a leave of absence if the employee's attendance, quality or quantity of work is adversely affected by the pregnancy.
- If the leave time is longer than the sick leave and/or vacation time accrued by the employee, then the remaining time may be taken as medical/family leave without pay for up to 12 weeks.
- An employee on maternity leave shall contact her supervisor two weeks prior to her returning to work.
- At the conclusion of an approved maternity leave, the employee will be restored to her former position when possible, or to a comparable position at a similar rate of pay if available.
- If an employee does not return to work at the conclusion of the leave of absence, employment will be terminated.

- **Study Leave**

A Study Leave opportunity is available for the Pastor, Leadership and Coordinating Staff members. The purpose of a study leave is to provide the opportunity for staff members to take an extended time for professional retraining and personal renewal. It is not a time of vacation; instead, it is a time to sharpen and improve ministry skills away from the ever present demands of the ministry to enable the staff members to return to Green Acres with a fresh excitement and expanded vision for their area of ministry.

- After each six years of full-time service, staff members will be eligible to participate in a study leave during their seventh year. A staff member is not required to take a study leave. They are encouraged to take advantage of the opportunity provided by the church.
- The staff member must present a proposal for the study leave at least six months in advance of the time requested for the leave. The Pastor and Senior Associate Pastor will consider each proposal and will then present it to the Personnel Committee for approval. The proposal will be judged on the basis of the anticipated education, vocational and personal development potential.
- The maximum duration of the study leave is six consecutive weeks and the minimum is four consecutive weeks. For a leave to be effective, it cannot be taken in small increments. The value of the study leave is for an extended time of training and renewal. Leaves will be coordinated so no two staff members are on leave simultaneously. (At least four weeks must separate vacation time from the commencement and the conclusion of the study leave.)
- In the calendar year in which the leave is approved, the staff member will surrender the time allowed annually for conventions, conferences and revivals. The leave will be considered in lieu of convention and conference attendance.
- When the written proposal is approved by the Personnel Committee, the staff member may request use of any available convention expense funds. Additional expenses will be negotiated with the Senior Associate Pastor prior to approval by the Personnel Committee. Depending upon the nature of the leave, the minister may be required to bear a portion of the expenses themselves.
- One month after returning from study leave, the staff member will present a written report to the Pastor, Senior Associate Pastor and Personnel Committee detailing what was accomplished, what effects the study leave will have on their particular areas of ministry, and how the knowledge gained from the study leave will benefit the overall ministry of the church. (The report from the Pastor regarding his own study leave will be presented to the Personnel Committee.) An additional oral report may also be requested by the Pastor, Senior Associate Pastor or Personnel Committee.

Because a study leave represents a considerable investment on the part of the church there will be a mutual agreement that the staff member will remain on staff for a full year after returning from the leave. If a staff member leaves the church before the end of the twelve month period, reimbursement for the expense of that leave to the church will be negotiated with the Pastor, the Senior Associate Pastor, and the Personnel Committee.

BENEFITS

- **Social Security**

The church will contribute half of the social security of all eligible staff members. Since the church is not allowed to pay Social Security taxes for licensed and/or ordained Ministers, who are considered self-employed for tax purposes and must pay the full amount of their own self-employment tax, the church may provide the equivalent of one half of the self-employment tax to those ministers who have not voluntarily withdrawn from participation in Social Security.

- **Insurance**

The following types of insurance will be provided for all full-time staff members:

- Health insurance: Health insurance coverage is provided for each full-time Green Acres employee. Health insurance coverage is available for the dependents of employees but the premium must be paid by the employee.
- Disability insurance: The church will provide disability insurance coverage for each ministerial staff member in the Pastor, Leadership and Coordinating Staff categories. Details of coverage are available from the policy provider.
- Term Life insurance: The church provides basic term life insurance for full-time employees.
- Worker's compensation coverage is provided at no expense to employees.

- **“Flex Plan” Participation**

Employees have the opportunity to defer before taxes a portion of their salary for designated medical, childcare and other permissible expenses through an approved Section 125 Cafeteria Plan provided by the church.

- **Annuity**

Each staff member in the categories of Pastor, Leadership Staff, Coordinating Staff and Specialty Staff receives a 10% annuity benefit that is paid to the Southern Baptist Annuity plan. All money paid to an annuity by the church may not be withdrawn by the staff member until retirement. Any exception to this policy must be approved by the Personnel Committee.

- **Christmas Bonus**

Staff members receive a Christmas bonus of 10% of their monthly salary plus one dollar (\$1.00) for each month of employment, subject to the approval of the Personnel Committee.

- **Relocation Expenses**

Green Acres Baptist Church will pay certain approved costs of relocating new staff members who move at the request of Green Acres Baptist Church in accordance with the following procedures:

- Moving Household - Green Acres Baptist Church will pay the reasonable cost of

moving the household and personal items from the current, primary residence of the new staff member to the new primary residence. Details for moving household furnishings will be arranged by the Stewardship Director.

- **Incidental Expenses** - Green Acres Baptist Church will reimburse up to \$1,000 for incidental expenses related to relocation not specifically covered under moving expenses with documentation and receipts.
- **Special Expenses** - Unusual circumstances and costs may be considered and resolved by the Personnel Committee on an individual basis.

- **Staff Anniversary**

Staff members will be given special recognition after the completion of each five years of service. The Personnel Committee will determine the nature of the recognition that will be given for a staff member's anniversary.

COMPENSATION

- **Pay Periods**

Pay periods for all personnel, with the exception of Administrative Professionals and Primary Staff, end on the 15th of the month and the last day of the month (semimonthly - 24 pay periods per year). Administrative Professionals and Primary Staff are paid every other Friday (biweekly – 26 pay periods per year). Salaries are confidential and church personnel are directed not to discuss salaries with other personnel.

- **Overtime Pay**

Because of the ministerial and administrative nature of their responsibilities, staff members in the categories of Pastor, Leadership Staff, Coordinating Staff and Specialty Staff are exempt from overtime pay and from wage-and-hour requirements, to the extent provided by applicable laws.

Administrative Professionals and Full Time Primary Staff are eligible to receive overtime compensation at the rate of one and one half (1½) times their regular rate of pay for hours worked in excess of forty hours each work-week in accordance with applicable State and Federal fair-employment laws and regulations. However, these employees shall not work overtime unless requested by the employee's supervisor, and prior approval has been obtained from the Stewardship Director. To the extent legally permissible, unauthorized overtime will not be compensated and may be grounds for termination of employment.

- **Housing Allowance**

Green Acres Baptist Church will approve for its licensed and/or ordained ministerial staff a housing allowance in accordance with the rules and regulations defined by the I.R.S. of the U.S. Government.

- **Performance Evaluations**

The level of compensation of Green Acres employees is based on a combination of factors including scope of responsibility, experience, training, and length of

employment. However, the primary factor in determining the level of increase in that compensation is the Performance Evaluation.

Each employee of the church shall be evaluated on his/her job performance at least annually by his/her supervisor. The purpose of the evaluation is (1) to improve communication and relationships between supervisor and employee; (2) to promote growth and development in the employee; (3) to provide an accepted forum on the part of the employee and church for a candid discussion of job performance; and (4) to provide an objective basis on which the Personnel Committee can consider salary increases.

Procedure:

- The evaluation process shall be conducted annually.
- Each employee shall be evaluated by his/her supervisor. The Pastor or Personnel Committee shall have additional review if desired.
- The Pastor will be evaluated by the Personnel Committee.
- The primary standard by which the employee will be evaluated is his/her job description, with the exception of Leadership, Coordinating and Specialty Staff whose evaluation is substantially based on a review of annual goals and action plans.
- Each employee shall have opportunity to freely express feelings about the working environment and relationship with his/her supervisor, as part of the evaluation.
- Performance evaluations will be discussed with each employee by the supervisor who completed the evaluation and the evaluation form will be signed by both parties.
- Copies of the completed job performance forms shall be forwarded to the Senior Associate Pastor who, along with the Pastor, will make a report to the Personnel Committee, including any recommended salary increase for the next calendar year.
- Each employee shall receive a copy of his/her performance evaluation and a copy will be kept in his/her personnel file.

TERMINATION

All of the staff of the church shall be responsible through their supervisor to the Pastor and shall adhere to the standards of employment and performance as set forth in Job Descriptions and written Personnel Policies and Guidelines.

- **Resignation**

Two (2) weeks' notice for voluntary termination on the part of the staff member shall be required. The resignation shall be in writing and delivered to the Senior Associate Pastor or Stewardship Director, depending upon the area of ministry in which the staff member is employed.

- **Employment & Discharge**

Employment is with the mutual consent of the employee and the Church. Consequently, both the employee and the Church have the right to terminate the employment relationship at any time, with or without cause or advance notice. This “employment at will” relationship will remain in effect throughout employment with Green Acres Baptist Church unless it is specifically modified by an express written agreement signed by the employee and an authorized representative of the Church. This “employment at will” relationship may not be modified by any oral or implied agreement.

Immediate termination may be initiated by any supervisory staff member after consulting with and/or notifying the Pastor, Senior Associate Pastor, or Stewardship Director, depending upon the category of the staff member who is the subject of the dismissal. Termination of staff members in Leadership, Coordinating and Specialty Staff categories must be done in consultation with the Personnel Committee.

CHURCH PROPERTY

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

- **Computers & Internet**

- **Authorized Software:**

- There is to be no unauthorized software downloaded or installed onto a church owned computer. Unauthorized installation of software programs may result in immediate job termination. If software is to be added to any church owned computer clearance must be obtained through the Stewardship Director’s or Network Administrator’s office.

- **Internet Usage**

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

- **Access to Information**

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

- **Telephones**

Church telephones are provided for church-related purposes. Employees must keep personal calls brief and to a minimum.

- **Credit Cards**

A Green Acres Baptist Church credit card may be issued to each Green Acres Baptist Church Staff Member who is authorized and required to make ministry-related purchases using such a card. Each staff member to whom a Green Acres Baptist Church credit card is issued will be permitted to maintain possession of that card under the following conditions.

- That all purchases made with the card be for ministry-related expenses only. The card is not to be used at any time for the purchase of personal or non-ministry related items.
- That all purchases be supported with appropriate documentation, i.e. receipts, invoices, etc.
- That monthly statements for card activity be coded with appropriate budget lines, attached to purchase documentation and submitted to the Finance Office for payment immediately upon receipt of the statement each month. Credit card bills will not be paid without a coded and documented statement (and unpaid credit card bills will result in cancellation of the individual card by the credit card company).
- That monthly purchases not exceed the prescribed credit limit for the card. (Credit limits for individual cards are determined by the combined total credit limit allowed for all Green Acres Baptist Church cards). A temporary extension of the credit limit for a specific card may be arranged in advance for a predetermined time, typically 10-30 days, in which expenses are anticipated to exceed the standard credit limit. The credit limit will automatically revert to the standard amount at the end of that period.
- That the Staff Member maintains possession of the card.

Continuation of individual staff credit card privileges is directly contingent upon the ability to function within the guidelines above.

MISCELLANEOUS RESPONSIBILITIES OF EMPLOYEES

- Employees making authorized work-related purchases with their own funds may be reimbursed for those expenses when documented with a receipt. Employees may also request “petty cash” with which to make authorized purchases provided that a receipt for the purchase is returned with any unspent cash.
- Employees should check regularly with the church calendar for information and direction.
- Employees should keep the receptionist or someone in their area of service informed of their whereabouts, especially when they leave the church property. Also, it is a mark of efficiency to alert the receptionist or coworkers when employees are not available, such as when they are working in a part of the building which does not have a phone.

- Employees are responsible to maintain their own office or work space in an efficient and attractive manner. Employees are responsible for the security and protective care of their equipment. Employees also are responsible for the clean up of their own work and activities in other parts of the Green Acres Baptist Church facilities.
 - Employees park at their own risk, and the church will not be responsible for theft or damage to any vehicles parked on or near church property. Also, the church will not be responsible for personal property left in vehicles or in offices that is either lost, damaged, stolen, or destroyed.
 - Friends, relatives, or other unauthorized persons are generally not encouraged to visit an employee during working hours or at work locations without the express permission of supervisory personnel. Employees will be expected to exercise good judgment in their handling of an unforeseen visits.
 - Church personnel on duty should make every effort to be aware of strangers on the church premises. Anyone who notices an unfamiliar or unauthorized person on church premises should contact the supervisor in charge.
- **Acknowledgement Form**

All employees will sign an acknowledgment form that they have reviewed personnel policies. This will be placed in their personnel file.