

**Personnel Manual**

**Bon Air Baptist Church**

**Richmond, Virginia**

## **PERSONNEL MANUAL**

### **PURPOSE**

The purpose of this Personnel Manual is to provide a complete record of the personnel policies and procedures adopted by the church for the effective administration of church staff members who are called or employed to serve in the ministry of Bon Air Baptist Church.

### **THE PERSONNEL COMMITTEE**

The responsibilities of the Personnel Committee as set forth in Article IV, Section 20 of the church's By-Laws are: "the Personnel Committee assists the church in matters pertaining to employed personnel administration, working with the related committees. Its work includes recommending to the church staff needs, job descriptions, employment, salaries, benefits, and personnel services unless otherwise stated in these bylaws.

## **WELCOME TO THE CHURCH STAFF**

Welcome to the staff of Bon Air Baptist Church. Our shared ministry team consists of dedicated servants of God who are called to serve in church related vocations. They are diverse in age, sex, education, experience, and abilities. Each serves to help the church carry out its God-given mission. Staff members are encouraged to assist each other to succeed and have a satisfying experience.

The church is vitally concerned with the quality and dedication of persons who serve here. It is very important that each staff member understand and respect the spiritual nature and function of the church. Each member of the team is expected to demonstrate mutual respect, cordiality, and loyalty in all relationships.

It is our sincere prayer that you will have a long and successful service here. We pledge to give you the authority and freedom to carry out your assigned responsibilities. We assure you that we will provide the cooperation, support, and resources required to do your work.

*The Personnel Committee*

## **CODE OF ETHICS FOR MINISTERIAL/PROGRAM STAFF MEMBERS**

### **MY CALL**

God has called me to serve him in the fields of church-related vocations. Because my life is dedicated to him, I have responded to this call.

It is my conviction that God has called me to my position on the staff of this church. I accept this position as a place of trust and an opportunity for service.

### **MY AIMS**

I shall use every opportunity to win the unsaved to saving faith in Jesus Christ. I shall attempt to influence those with whom I work to do the same.

Believing in the doctrine of Christian growth, I shall encourage every Christian to "grow up into him in all things."

Instead of building a program which centers in myself, I shall direct my energies toward strengthening the total work of my church.

Since I am concerned about the growth and development of my denomination, I shall make an effort to support denominational meetings and ministries.

### **MY PREPARATION**

Realizing my need for spiritual power, I shall strive to read my Bible daily and to "pray without ceasing."

Since physical energy is so important to my work, I shall follow a schedule which will help me to be physically ready for my responsibilities.

I shall be diligent in reading and studying so that I may develop and maintain sufficient resources to give adequate leadership to those with whom I work.

### **MY CONDUCT**

I have resolved to "seek first the Kingdom of God and his righteousness."

I shall be a true steward of all of life's resources and shall strive to lead all others to practice the same principle.

**CODE OF ETHICS (Continued)**

I shall strive to live a life above question and reproach.

I shall deal honestly in all my business relationships, living within my means and paying all financial obligations promptly.

**MY INTERPERSONAL RELATIONSHIPS**

I shall cooperate fully with my pastor, recognizing his leadership of the entire church program.

I shall cooperate with fellow staff members in planning and developing a correlated program of work.

It is my desire to understand the total work of my church and relate myself effectively to it.

I recognize my responsibility to the members of my church and shall give first consideration to them and their needs in carrying out my tasks.

[Adopted by the Ministerial/Program Staff  
April 1992]

## **GENERAL POLICIES FOR CHURCH STAFF MEMBERS**

### **A. CHURCH STAFF ORGANIZATION**

The positions on the staff of Bon Air Baptist Church have been developed through the years from the needs of a growing church.

There are three classifications in the staff: ministerial, program, and support. These are grouped as follows:

**MINISTERIAL:** Pastor, Associate Pastor, Minister of Education and Outreach, Minister of Music, Minister to Youth, and Minister to Children.

**PROGRAM:** Director of Weekday Ministries, and Director of Moms' Morning Out.

**SUPPORT:** Bookkeeper/Accountant, Church Secretary, Education/Children's Secretary, Lithography Secretary, Music/Youth Secretary, Records Secretary, Secretary to the Associate Pastor, and Custodians.

The pastor serves as chief of staff and provides overall leadership. Each staff member has a job description that describes responsibilities and indicates the immediate supervisor. The staff organization chart (Appendix #1) provides a visual understanding of the lines of authority and responsibility.

### **B. WORK SCHEDULE**

The normal work schedule is 8:30 a.m. - 4:30 p.m., Monday through Friday. Variations in this schedule may be arranged by the respective supervisor on approval of the Personnel Committee. Due to the nature of their work, ministerial staff members may vary their office hours on approval of the pastor.

Support staff and employees may be requested at various times to work extra hours and allowed time off as compensation. Such compensatory time off must be requested at least one week in advance and approved by the immediate supervisor.

### **C. LUNCH/REST BREAKS**

A thirty minute lunch break is provided for all support staff members. The church office coordinator shall designate an employee to cover the telephone during this period.

## GENERAL POLICIES FOR CHURCH STAFF MEMBERS (Continued)

Rest breaks are encouraged for all employees but are limited to fifteen minutes in the morning and afternoon.

### **D. THE CHURCH OFFICE**

The church office is on an "open house" schedule, 8:30 a.m. - 4:30 p.m., Monday through Friday. Members and visitors may be entering at any time. It is expected that office personnel shall be observed as efficient and functioning in an orderly manner, performing their assigned tasks. Staff members shall be aware that they "are the church" as far as the general public is concerned. A warm, friendly, and business-like manner will contribute greatly to the first impression visitors form when visiting the church office.

### **E. DRESS CODE**

Employees' dress and general personal appearance should be in good taste and be a good witness to the work and ministry of Bon Air Baptist Church.

### **F. TELEPHONE USAGE**

A significant amount of the church's ministry is conducted by telephone. Since the number of telephone lines is limited, personal calls should be limited.

Long-distance telephone calls are restricted to ministerial and program staff members. Such calls shall be restricted to authorized church business, and a record of the calls is to be submitted to the Bookkeeper/Accountant's office.

### **G. SMOKING POLICY**

There shall be no smoking in the church building at anytime. Employees are expected to assist in enforcing this policy with members and visitors.

### **H. ASSIGNMENT OF KEYS**

The Property Committee is responsible for the security of church property, facilities, and equipment. The Committee chairman or designated staff member issues keys to authorized persons. This record is maintained in the church office by the Church Secretary.

## GENERAL POLICIES FOR CHURCH STAFF MEMBERS (continued)

Persons receiving keys are expected:

1. Not to lend keys to anyone.
2. Not to duplicate keys.
3. To return keys to the church office when use is no longer required or authorized.

Questions regarding this policy should be discussed with the Property Committee chairman or the designated staff member.

### **I. REQUESTS FOR SECRETARIAL ASSISTANCE**

Requests from church members for secretarial assistance should be cleared through the church office coordinator or the appropriate staff supervisor. Requests should be submitted in writing and at least one week should be given to complete the work.

### **J. REQUESTS FOR SECRETARIAL ASSISTANCE**

Requests from church members for secretarial assistance should be cleared through the Church Office Coordinator or the appropriate staff supervisor.

### **K. INCLEMENT WEATHER**

In the event of severe weather conditions, such as snow, sleet, wind storms, employees are to exercise good judgement in traveling to and from work. As a guide, if Chesterfield County teachers are expected to report to work, employees of the church are required to report to work.

### **L. EMPLOYMENT**

Ministerial Staff Members shall be called by vote of the church upon recommendation of the authorized Search Committee. See Church Bylaws, Article II, Sections I and II. Program and Support Staff Members shall be employed by vote of the church upon recommendation of the Personnel Committee and the appropriate supervisor. See Church Bylaws, Article III.

Weekday Ministries and Mom's Morning Out teachers and assistants are recommended to the Personnel Committee by the Director of the Weekday Ministries, Director of Mom's Morning Out and the Weekday Ministries/Mom's



## GENERAL POLICIES FOR CHURCH STAFF MEMBERS (continued)

Morning Out Committee. Upon its concurrence, the Personnel Committee makes its recommendation to the church for employment.

The Personnel Committee is responsible for preparing job descriptions and submitting them to the church for approval for all church staff positions authorized by the church, except for the Pastor, whose responsibilities are described in the Church Bylaws.

All job descriptions should be reviewed annually, and when needed, the Personnel Committee should submit revised job descriptions to the church for approval.

### **L. MOVING EXPENSES**

Moving expenses for new members of the ministerial staff shall be considered on an individual basis, and must be recommended by the Personnel Committee to the church for approval.

### **M. SALARY ADMINISTRATION**

The salaries of new employees shall be determined by the job classification and approval by the church upon recommendation of the special Search Committee or the Personnel Committee. Cost-of-living and merit increases are considered annually by the Personnel Committee. On approval of the church, such increases are effective on January 1.

Employees shall be paid on the 15th and the last day of each month. In the event the normal payday falls on Saturday, Sunday or a holiday, payment shall be made on the nearest working day prior to the normal payday.

Salary Advance. An employee may receive his/her salary check in advance when the normal payday falls within his/her vacation. Otherwise, salary checks are not given in advance, unless emergency conditions prevail.

### **N. OUTSIDE EMPLOYMENT**

A full-time minister or program staff member, who desires to engage in employment outside of the church, shall first obtain the approval of the Pastor and Personnel Committee.

**GENERAL POLICIES FOR CHURCH STAFF MEMBERS (Continued)****O. PERSONNEL RECORDS**

The Bookkeeper/Accountant shall be responsible for maintaining a personnel file on every full-time or part-time employee. The file is to include date of employment, biographical sketch, job description, salary record and record of benefits.

**P. EMPLOYEE PERFORMANCE EVALUATION**

Ultimately, employees are accountable to God, but accountability for performance is also church. Performance evaluation is focused on Christian character and on productivity.

Each employee shall be evaluated at least annually by his/her supervisor. It is recommended that there also be a semi-annual evaluation. The evaluation is a continuing process of goal setting, follow-up review, and adjustment for both the supervisor and subordinate. The program is accomplished through dialogue and the use of a Performance Evaluation Work Sheet. Evaluations shall be reported to the Personnel Committee annually in July.

**UNSATISFACTORY PERFORMANCE BY MINISTERIAL/PROGRAM STAFF**  
In the event of unsatisfactory work performance by ministerial or program staff, the following steps shall be taken:

1. The Pastor shall hold a conference with the minister and his or her supervisor and discuss the matters concerned.
2. If satisfactory improvement is not realized the Pastor and supervisor shall again confer with the minister or program staff member and after discussion, prepare a written report of decisions reached with copies going to the Minister or Program Staff Member and Personnel Committee.
3. Should the unsatisfactory performance continue, the Personnel Committee shall hold a conference with the minister, the pastor and the supervisor. A written report of the decisions reached shall be prepared with copies going to all parties and the personnel files.
4. If the unsatisfactory performance continues, the Personnel Committee shall prepare it's recommendation to the church which may involve job termination. The minister shall be advised in writing of the recommendation and the date on which it will be made in order to allow the minister to resign voluntarily. If he or she does not choose to resign, the Personnel Committee shall follow through and present its recommendation at the selected business meeting of the church. At such a business meeting, the involved minister will be invited to represent himself/herself during discussion of the recommendation.

**GENERAL POLICIES FOR CHURCH STAFF MEMBERS (continued)****UNSATISFACTORY WORK PERFORMANCE OF SUPPORT STAFF**

When work performance, attendance, attitude or other actions by support staff member are judged unsatisfactory, the following steps shall be taken:

1. The staff member's supervisor shall discuss the problem in private conference with the staff member.
2. If satisfactory progress in elimination of the problem is not realized, the supervisor will hold a second conference with the staff member and set forth the corrective action required. Copies of this report shall be given to the staff member, the Pastor and the Personnel Committee.
3. Should unsatisfactory actions continue, the Pastor and the Personnel Committee shall have a conference with the staff member and his supervisor. As a result of this conference, the Personnel Committee may amend the job description, discipline the staff member or terminate the employment. A written report of the action taken shall be prepared for the staff member and the church's personnel file.

**Q. GRIEVANCE PROCEDURE**

It is very important that employee grievances be resolved as quickly as possible. When an employee has a grievance regarding working conditions, relationships or other matters that cannot be resolved personally, the aggrieved employee should take the following steps:

1. Discuss the matter with his/her supervisor.
2. If the problem is not resolved, the matter should be discussed with the Pastor and the Personnel Committee for final resolution.

**R. TERMINATION POLICY****1. Employee Resignation**

The church requests support staff members to give their supervisor at least two weeks written notice of intent to resign. The employee shall be paid for unused vacation that has been earned in that calendar year.

Ministerial and program staff members are requested to give the Pastor at least thirty days written notice of intent to resign. The employee shall be paid for unused vacation that has been earned in that calendar year.

**2. Force Termination**

The church retains the right to terminate an employee for any reason not prohibited by law, including employee misconduct or reduction in the work force.

## GENERAL POLICIES FOR CHURCH STAFF MEMBERS (continued)

In regard to support staff members, the church shall provide a two week's written notice or two week's pay in lieu of such notice and the employee will be paid for unused vacation earned in that calendar year.

In regard to ministerial staff members, the church shall provide thirty days' written notice and shall follow the procedure set forth in Article VII, Section 7 of the Church Bylaws. The minister shall be paid for unused vacation earned in the calendar year.

### **S. EXIT INTERVIEW**

It is the church's policy that every staff member leaving employment of the church is to be interviewed on or before the last day of employment by a person designated by the Pastor and/Personnel Committee.

### **T. RETIREMENT POLICY**

It is the church's desire that employees shall enjoy a long and fruitful service in the church, and that they will remain in our employment until such time as they wish to retire. however, mandatory retirement may be required when job performance evaluations indicate the employee is physically/mentally unable or unwilling to perform his/her responsibilities in a satisfactory manner. Mandatory retirement requires the recommendation of the Personnel Committee and the Pastor.

### **U. ACCIDENT/INJURY POLICY**

Staff members are expected to give priority planning attention to safety concerns in order to prevent accidents and injuries.

In the event an employee is injured on duty, such staff members as are present shall administer first aid and, if deemed advisable, take the employee for medical examination. An injury report shall be completed by the supervisor and submitted to the Bookkeeper/Accountant within twenty-four hours of the injury. The Bookkeeper/Account shall promptly send a copy of the report of our insurance carrier.

In the event a church member or visitor is injured while participating in a service, program or activity sponsored by the church, the staff member in charge shall be responsible to see (1) that first aid is administered and (2) if deemed advisable, take the injured person for medical examination. Husbands, wives or parents, respectively, shall be notified as soon as possible. A follow-up contact with the injured person shall be made by the staff member the following day and subsequent

## GENERAL POLICIES FOR CHURCH STAFF MEMBERS (continued)

follow-up contact shall be included with the Injury Report. An Injury Report shall be completed and submitted to the Bookkeeper/Accountant's office within twenty-four hours of the injury. The Bookkeeper/Accountant shall promptly send a copy of the report to our insurance carrier.

### V. SERVICE ANNIVERSARY RECOGNITION

In an effort to express appreciation for long and faithful service, Bon Air Baptist Church has adopted the following policy and guidelines:

All active employees of the church, having a regular schedule of work and employed on a permanent basis, whether part-time (less than 37 1/2 hours) or full-time, shall be honored and recognized in accordance with these guidelines.

Anniversary recognition shall be observed according to the following schedule, without regard to level of employment, except as specifically noted below.

It shall be the responsibility of the Personnel Committee to administer the program.

#### **Fifth Year Anniversary**

- (a) Pastoral letter of recognition and appreciation.
- (b) Article in church newsletter with picture recognizing five years of service by staff member.
- (c) Presentation by supervisor (or Chairman of Deacons in case of Pastor) of five-year service memento.

#### **Tenth Year Anniversary**

- (a) Same as (a) above.
- (b) Article in the church newsletter with picture recognizing ten years of service by staff member.
- (c) Presentation by supervisor (or Chairman of Deacons in case of Pastor) of ten-year service memento. (Memento to differ in color, size, shape or some other manner signify ten years versus five years, or fifteen years versus ten years, etc.)
- (d) Staff luncheon to recognize and award service memento.

**GENERAL POLICIES FOR CHURCH STAFF MEMBERS (continued)**

**Fifteenth Year Anniversary**

- (a) Same as (a) above.
- (b) Same as (b) above.
- (c) Same as (c) above.
- (d) Staff luncheon to recognize and award service memento. Church-wide reception to recognize and award service memento to Pastor, or other professional personnel, and to others at the discretion of the pastor and personnel committee.

**Twentieth Year Anniversary**

Same as in fifteenth anniversary.

**W. MINISTERIAL/PROGRAM STAFF COMMITTEE ASSIGNMENTS**

Ministerial and program staff members are assigned to assist committees as resource persons and as channels for communication between the church, staff, and committees. The assignments are currently as follows, but are subject to change by the Personnel Committee and the Pastor:

Auditing	Church Administrator
Baptism	Pastor
Children's	Minister to Children/Minister to Youth
Christian Life	Associate Pastor
Constitution/Bylaws	Church Administrator
Deacons	Pastor
Endowment Fund	Pastor/Church Administrator
Evangelism	Pastor
Family Life	Associate Pastor
Flower	Minister of Music
Flower Delivery	Minister of Music
Intercessory Prayer	Pastor
Kitchen	Church Administrator
Lord's Supper	Minister of Music
Media	Minister of Music
Messenger	Minister of Education
Ministry Placement	Associate Pastor
Missionary Residence	Associate Pastor
Missions	Associate Pastor
New Member	Minister of Education
Nominating	Church Administrator
Personal Ministry	Associate Pastor
Personnel	Pastor/Church Administrator
Planning & Priorities	Pastor
Preschool	Minister of Education/Minister to Children
Prison	Associate Pastor
Property & Grounds	Church Administrator
Recreation	Minister to Youth
Scout	Minister to Youth
Special Needs	Minister of Education
Social	Minister of Music
Stewardship	Pastor/Church Administrator
Tellers	Church Administrator
Ushers	Church Administrator
Van	Church Administrator
Weekday Ministries/MMO	Minister of Education

## **EMPLOYEE BENEFITS**

**1. Car Expense**

Staff members who use their automobiles for church business shall be reimbursed on a mileage basis at a rate to be determined by the Personnel Committee and verified by appropriate expense description. This policy is effective January 1, 1997.

[Amended 11/13/96]

**2. Housing Allowance**

For ordained ministers, as defined by the United States Internal Revenue Code, this allocation shall be determined each year by the minister in conference with the Personnel Committee, and submitted to the Stewardship Committee in the annual budget planning session.

**3. Group Hospitalization**

The church shall provide a group medical insurance plan for all full-time employees. Dependents may be covered at the employee's expense through salary deduction.

**4. Life and Disability Insurance**

The church shall provide a term life insurance policy and a long-term disability insurance policy for each employee who works 20 or more hours per week for 50 weeks each year. Coverage is immediate for ministerial and program staff. There is a thirty day waiting period for support staff members.

**5. Social Security**

All employees, except ordained ministers, are covered under the Federal Insurance Contributions Act (F.I.C.A.). Ordained ministers are responsible for paying F.I.C.A. as self-employed persons.

**6. Workman's Compensation**

All employees are covered and protected under the benefits of the Workman's Compensation Law. In case of a job related injury, the employee should immediately notify his/her supervisor and have an injury report form completed.

**7. Pension Plan**

All eligible employees shall be included in the Southern Baptist Annuity Plan. The church shall contribute a percentage of the employee's base salary annually. Ministerial and program staff members are eligible immediately. Support staff



**EMPLOYEE BENEFITS (continued)**

members shall become eligible on January 1 following completion of three continuous years of full-time service.

Participants in the retirement program may contribute additional amounts up to the maximum percentage allowed by the Internal Revenue Service.

Detailed information regarding the retirement plan can be secured from the Finance Office.

**8. Vacation****Ministerial Staff, Full-Time**

One week, not to include more than one Sunday, after six months employment. Two weeks, not to include more than two Sundays, after one year employment. Three weeks after five years employment. Four weeks after ten years employment.

**Ministerial Staff, Part-Time**

One week after six month of employment. Two weeks after one year of employment

**Program Staff and Support Staff, Full-Time**

One week after the first six months of employment. Two weeks after one year of employment. Three weeks after five years employment.

**Program Staff and Support Staff, Part-Time**

One week after the first six months of employment. Two weeks after one year of employment.

**For All Employees**

Vacation days are non-cumulative. When a holiday falls within a vacation period, an extra day(s) may be taken. Normally, vacation schedules are approved by the supervisor early in each year.

**9. Sick Leave (Employees, Not Relatives)****Ministerial Staff, Full-Time**

Five work days may be taken during the first six months of employment and five work day may be taken during the second six months of employment, not to total more than 10 work days in the first year of employment. Twenty work days after one year of employment.

**EMPLOYEE BENEFITS (continued)**

**Ministerial Staff, Part-Time**

One week after six months of employment. Two weeks after one year of employment.

**Program Staff and Support Staff, Full-Time**

Five work days after first six months of employment. Ten work days after six months of employment, not to total more than 10 work days in the first year of employment. Twenty work days after one year of employment.

**Program Staff and Support Staff, Part-Time**

One week after six months of employment. Two weeks after one year of employment.

**Temporary, Part-Time Employees**

No leave benefits provided. Will be compensated only for hours worked.

For All Employees. Sick leave is non-cumulative.

**10. Emergency Leave For All Employees (Except for Temporary Part-Time)**

Up to three days allowed due to the death of either parent or member of the immediate family.

If extension of either sick leave or emergency leave is required (by any employee who earns such leave) beyond the maximum allowed, the request will be considered by the Personnel Committee.

It should be noted that leave for all permanent part-time staff (whether ministerial, program, or support) is based on the agreed work day or work week hours for that particular employee.

**11. Personal Leave**

Any employee who wishes time off with pay for personal reasons, may submit the request to his/her supervisor. If approved, such leave shall be charged to authorized sick leave. Personal leave shall be limited to four days.

**12. Maternity Leave**

Employees may be granted maternity leave up to six weeks, without pay. If an extension is requested, the leave may be extended up to four months upon recommendation of the Personnel Committee and approval of the church in business session.

## EMPLOYEE BENEFITS (continued)

### 13. Holidays

New Year's Day, Easter Monday, Memorial Day, July 4th, Labor Day, Thanksgiving (2 days), and Christmas (2 days).

### 14. Jury Duty

It is the desire of the church to encourage civic responsibility. Absence with pay shall be granted for the time employees are required to serve on jury duty.

### 15. Conferences and Conventions

Ministerial Staff Members are allowed two weeks to attend conferences, seminars, conventions or to assist other churches and denominational agencies, upon approval of the Pastor.

#### Program and Support Staff

Upon approval of their respective supervisors, permission may be granted to attend seminars and conferences related to their particular ministry -- not to exceed two weeks.

### 16. Sabbatical-Leave Program

#### 1. Purpose

The principal purpose of the sabbatical-leave program is to strengthen the church by strengthening and re-energizing its staff. The sabbatical program is not a reward for services rendered in the past; rather, it is designed to be an investment in the future.

#### 2. Guiding Principles<sup>ies</sup>

- A. The sabbatical period will normally consist of thirteen consecutive weeks of leave with full pay and benefits, though shorter periods or more than one block of time may be considered.
- B. These thirteen weeks are in lieu of any other authorized leave during the year in which the sabbatical leave is taken.
- C. No more than one ministerial staff member will be allowed to be on sabbatical leave at any one time, and normally no more than one such leave will be approved in a given year.
- D. Ministerial staff members become eligible for sabbatical leave upon completion of six years of service. The time between sabbaticals will

**EMPLOYEE BENEFITS (continued)**

be at least six years. Years in which a leave of absence is taken (for any reason, including sabbatical leave) do not count toward these totals.

**3. Procedures**

A. Ministerial staff members who wish to be considered for a sabbatical leave shall make application with the Personnel Committee on or before July 1 in the year **BEFORE** the year in which the leave is proposed to be taken. The application shall contain the following information.

1. A statement of purpose and an outline of the proposed activity.
2. A statement relating the proposed activity to the duties, responsibilities, and effectiveness of the staff member and to the aims of the church.
3. A statement of place(s) where the proposed activity will occur.
4. A statement indicating whether remunerative employment is to be accepted during the period of leave, and if so, a statement of how this would be compatible with the sabbatical-leave program.
5. A statement indicating options the church might consider to cover during the leave period, the responsibilities and duties that the staff member would normally handle, along with the expected cost of temporary replacement personnel, if needed.

B. Consideration of an application for sabbatical leave shall include the following questions:

1. Will the staff member's effectiveness in the church be directly enhanced?
2. Will the leave help to enhance the staff member's professional status?
3. What contribution will the program make to the needs of the church?
4. What is the staff member's seniority in service since being hired or since the last sabbatical leave?
5. Will the ministry of the church be seriously impaired by the absence of the person on leave?

C. Both the Personnel Committee and the Stewardship Committee must make independent recommendations to the church concerning any application for sabbatical leave, and except in the case of sabbatical leave for the Pastor, the Pastor shall be consulted and his or her guidance sought before such recommendations are made. The church,

## EMPLOYEE BENEFITS (continued)

in business session, has the final decision concerning approval of any sabbatical leave.

### 4. **Post Sabbatical Leave**

A written report on all sabbatical leaves, spelling out the benefits of the leave to the staff member and to the church must be filed with the Personnel Committee within two months of the date on which the sabbatical leave ends.

### 5. **Sabbatical Costs to Church:**

The church will pay sabbatical expenses for all ministers, with the exception of the Pastor, as follows:

1. Up to 13 weeks leave of absence with pay and benefits including vacation and continuing education time for that year.
2. Expenses paid by the church, except for replacement costs, will not exceed \$2300. No other continuing education/convention expenses will be paid during the sabbatical year without prior approval of the Personnel Committee.
3. A plan that outlines the sabbatical program, including expenses and potential value to the church, will be submitted to the Personnel Committee prior to July 1 of the year prior to the planned sabbatical. All proposals must be approved by the Pastor prior to submission.
4. Replacement costs will be paid by the church, in addition to expenses incurred by the minister on sabbatical as necessary. Replacement of the minister will be considered according to the following priorities:
  - (a) Non-critical duties will be deferred until the ministers return.
  - (b) Other staff members will fill the responsibility.
  - (c) Volunteers will be sought to fill the responsibility.
  - (d) If critical duties cannot be covered by (b) or (c) above, a paid replacement will be considered by the Personnel Committee.

The sabbatical plan will include this requirement.

Convention and/or continuing education plans that will incur an additional expense in excess of \$250 will be submitted by each minister, including costs and benefits to the church, by July 1 of the year prior to the need. All plans shall be approved by the Pastor prior to submission to the Personnel Committee.

This proposal is effective for Budget Year 1998 and thereafter.

[Adopted 11/13/96]

OVERTIME PAY POLICY FOR CUSTODIAL WORKERS

1. There shall be maintained a reserve account for custodial services using excess funds created by the proposed custodial changes plus the collected custodial fees for weddings. Funds from the account will be used for custodial overtime pay and any specialized custodial work required.
2. Hourly custodial employees, upon specific request of their supervisor, will be offered overtime pay at a rate of time plus one-half time for time worked beyond their regular schedule. The supervisor will assign an exact amount of time to be worked. The employee will provide an accounting of the type of labor performed and the time of completion. The supervisor will sign an overtime voucher and turn it in to the Financial Assistant.
3. The Property Committee will monitor the balance in the reserve account, and will be responsible to see that the funds are used prudently and effectively.[5-16-90]

[Insert Organizational Chart]

## APPENDICES

[these are not in the bound booklet; is the "Office and Maintenance Staff Performance Appraisal" form, Revised 8-3-9\_, in notebook, one of the appendices?]



## **RETIREMENT ANNUITY FUND**

Whenever the Pastor, the Minister of Education and Outreach or the Minister of Music and Youth is granted a raise, the church will contribute to the retirement annuity fund for the benefit of the Pastor or such Minister a sum equal to ten per cent of such raise. This ten per cent contribution by the church is to be considered separate and apart from and in addition to such raise. [1-28-86][is this still in effect? Topic is covered there although no specific percentages are mentioned]