

EMPLOYEES HANDBOOK
Personnel Policies and Procedures

BETHESDA BAPTIST CHURCH
Carrollton, Georgia

EMPLOYMENT POLICY

Welcome to Bethesda Baptist Church of Carroll County, (hereafter “Bethesda Baptist Church”, “Bethesda” or “BB Church”: or “Church”). When a person accepts a position with Bethesda, that person affiliates with a group that shares a special joy in working in Christian ministry. Our desire is to have a common interest and dedication in serving Christ through the maximum development of this congregation’s ministry through Bethesda.

We are glad you have chosen to work with us and trust our efforts together will produce an atmosphere compatible with the Christian principles we represent. You play an important role in the enrichment of the lives of all who attend here. Every staff member is essential to creating an environment of harmony in which to work.

Please, if there are comments or criticisms about anything you see at Bethesda, let the pastoral staff know about it. As a staff member we want your experience to be pleasant, meaningful and educational. Remember, we each must rely on God’s wisdom and strength to do our jobs as unto Him.

Employee Classifications/Definitions

Pastoral/Ministerial Staff: Pastoral staff includes all ordained pastors whether they are the senior pastor or any associate pastor. As of the date of this Policy, this classification only includes the Senior Pastor.

Support / Office Staff: Support/Office staff includes all staff members who are not considered to be pastors or ministerial staff. As of the date of this Policy, this classification includes the Treasurer and Administrative Assistant.

Full-time: Employees are considered full-time when they work at least thirty-two (32) hours per week.

Part-time: Staff members who work less than thirty-two (32) hours per week (as determined to fit the need) are considered part-time employees.

Permanent Staff Members: Permanent staff members include full-time and part-time personnel who are hired on a permanent basis.

Temporary Staff Members: Temporary staff members include those who work as substitutes during vacation, illness or other absences, and when extra assistance is needed. Temporary staff members do not participate in vacations, holiday, sick leave or medical insurance.

Applications for Employment

All applicants for support/office staff positions at Bethesda, both full-time and part-time (and both permanent and temporary positions), must complete the Application for Employment.

In filling positions, every effort is made to locate applicants that are especially suited to working on a church staff. There is no discrimination because of race, sex or marital status. There is a requirement, however, that the person be a born-again Christian.

At the time of employment, the person may or may not need to be a member or attend services at Bethesda depending on the position sought. Ideally, however, in order to fulfill one’s responsibilities as a member of the staff, the person must be willing to become personally involved in the ministry at Bethesda.

Probationary Period

A support/office staff employee hired for a permanent position will be placed on probationary status for a period of 90 days, during which time performance on and reaction to the job will be observed. At the end of the probationary period, the employee's supervisor will meet with the employee for an evaluation and determine if they believe the person is qualified and able to fill the position.

If the supervisor does not deem the employee's performance satisfactory, suggestions for improvement will be made and the probationary period may be extended one (1) month in order to give the employee an opportunity to make improvements. If performance after the one-month extension is still deemed unsatisfactory, the employee may be dismissed after compensation for the period actually worked.

If the employee's performance is satisfactory, his/her employment will then be considered to be permanent so long as:

1. There is a need for someone in that position;
2. The performance of the employee continues to be satisfactory, and
3. The employee determines he/she is satisfied in the position.

Evaluations

An evaluation of performance for support/office personnel will be completed at the end of six (6) months, at the end of the first year, and yearly thereafter by the immediate supervisor.

The evaluation will be based on capability and performance in handling the day-to-day duties of the position and contribution to the results of the total ministry of the church.

Termination of Employment

Office Staff

Resignation: Voluntary termination on the part of the employee requires a minimum two-week notice, in writing, to the immediate supervisor. The time it takes to rehire and train new personnel actually requires more than two weeks; therefore, notification of a planned resignation several weeks in advance would be most helpful and greatly appreciated.

Discharge: Before an employee is discharged, the employee will be given a verbal warning by the immediate supervisor that the employee's work is of insufficient quality and is not meeting the standards required for the specific job.

A four-week period will be given to the employee in which to remedy the complaints. If sufficient improvement is not made within the four-week period of time, the employee's dismissal will be recommended to the pastor and deacons. No further notice shall be given before termination of employment.

Written documentation of interviews, reviews, and actions taken shall be maintained.

Work Practices

Employee Records: A personnel folder containing the employment application, payroll changes, employee evaluations, correspondence, and an attendance record is to be maintained for each employee. Any change in status is to be reported promptly to the church office, such as a change in address, telephone number, withholding exemptions, or marital status.

Absences: When possible, several days advanced notice of an “expected” absence is appropriate. If one must be absent unexpectedly for good cause, a call to the church office or pastoral staff as soon as possible is expected. Excessive absences will jeopardize an employee’s position on the staff.

Tardiness: If a situation forces one to be tardy, a call to the church office is required.

Office Hours: Though employee hours may vary, the church office is open from 9:00a.m to 3:00p.m. on Monday through Thursday (except on holidays or as otherwise specified). A thirty-minute unpaid lunch break is allowed plus two (2) fifteen (15) minute breaks per day at the discretion of the employee. This hour of time may be combined to have a one (1) hour lunch.

Personal Grooming: Cleanliness and good personal grooming is a must. Moderation in hair styling, makeup, and clothing (in keeping with the position held) is expected of every employee so as to be a good testimony and representative of this ministry.

Housekeeping: Employees are encouraged to share responsibility in keeping the facilities clean and neat at all times. Please report any problems in this regard to the church office or to one of the pastoral staff.

Public Relations: The staff represents this church to every person with whom they come in contact. Visitors and fellow employees should be treated with courtesy and kindness.

Interoffice Communications: Support/office personnel and pastoral staff should strive to keep each other informed as to where they are and how they can be reached during office hours.

Grievances: If an employee has a grievance, it is important that the issue be resolved as quickly as possible. Many problems can be discussed and resolved in staff meetings. Problems of a more personal nature should be discussed promptly with the immediate supervisor, pastoral or non-pastoral staff.

Security: Effective security measures are a benefit to you as an employee and to the church as a whole. Lost or stolen keys weaken security, so guard carefully all keys in your possession. If you are the last person to leave an area that is normally locked, be sure the door is closed and locked properly.

Leave personal valuables in a safe place. Be alert for people who should not be in the building or on the grounds. A courteous “May I help you?” is always appropriate.

Safety/Accidents: Each employee is to share in maintaining a safe place for everyone by always being on the alert for any unsafe or hazardous situation and taking corrective action (on the spot if possible). Problems or needs in this area should be brought up as soon as possible at staff meetings. A safety-conscious attitude and approach to all duties will minimize the likelihood of an accident. If you are involved in (or are witness to) an accident while on the job, it must be reported to the church office as soon as possible and a **written** report of all the details is to be completed.

Church Budget: The church operates on a yearly budget and it is the responsibility of the staff to operate within the guidelines set forth in that budget.

The Budget Committee must authorize expenditures over the allotted budget.

Staff members will not solicit contributions for programs and/or other purposes without prior authorization from their immediate supervisor.

A staff member shall be careful to never solicit or encourage gifts from the congregation for personal or family needs.

Church Supplies: A variety of supplies is required in this ministry. These supplies are to be used only in connection with church programs. Supplies are not to be taken for personal use without the knowledge and approval of the administrative assistant, and the church shall be reimbursed for supplies used.

Reimbursement Voucher Process: Reimbursement for items such as office supplies and mileage incurred while conducting church business is provided when a voucher is properly completed and submitted to the Treasurer. Mileage is reimbursable at the rate established by the IRS. (It is recognized that many times the distance traveled will be insignificant and that the employee will not bother to collect.)

Staff Meetings: Staff meetings are held as needed to discuss problems, make plans for upcoming events and provide an opportunity for the staff to pray for the ministry and special prayer requests from the church body.

Standards of Conduct:

- All employees are encouraged to faithfully attend all regularly scheduled worship services at a church representing Biblical Christian beliefs.
- All employees are to exhibit, at all times, a spirit of loyalty to the pastoral staff and the mission of the church
- All employees are expected to demonstrate behavior becoming of a Christian at all times. Therefore, profanity or the use of alcohol or drugs will not be tolerated.
- All employees must strictly adhere to the Biblical admonition regarding the sacredness and sanctity of sexual behavior within marriage and must practice conduct which is above reproach.
- All employees are to maintain utmost confidentiality regarding member information, church business and financial records, and should avoid gossip in any form.
- All employees are to refrain from smoking on the campus of the church.
- Any employee using alcohol or drugs on the church campus shall be immediately terminated.
- All employees are to refrain from bringing children to the church office for extended periods of time during regular business hours as the presence of children during working hours is not conducive to a productive work environment.
- No employee will originate or release news regarding the church policies, doctrine, procedures, convictions, activities or members to anyone associated with the newspaper, radio or television media without approval from the pastor.

Compensation: Every effort is made to ensure that each employee is compensated at a fair rate of pay. As part of a continuing effort to be fair, and as good stewards of God's provisions, a job description and salary range will be maintained for each position.

- Compensation for Pastoral/Ministerial Staff is based on a yearly salary.
- Compensation for Support/Office Staff is based on an hourly wage, unless arranged otherwise.

Pay Period: All employees are paid monthly on the 15th.

Under certain circumstances, a salary advance may be permitted after authorization has been obtained from the pastoral staff and the Treasurer.

Overtime Compensation: The employer is not obligated to compensate for overtime unless more than forty-(40) hours are worked in a one-week period. Only **authorized** overtime will be compensated.

Overtime (for full-time employees) will be compensated by time only, on an hour-to-hour basis.

Computation of Hourly Wages: An employee's hourly wage is calculated by multiplying the hourly rate times the number of hours worked during the pay period.

Payroll Deductions: By law, the church is required to withhold Federal Income and Social Security taxes from all support/office staff salaries and wages and in certain circumstances for ministerial staff salaries and wages.

Sick Leave: All full-time pastors and other permanent full-time employees shall accumulate one paid sick day for each full month of service up to a maximum of twelve (12) days. Once twelve days have been accumulated, that potential benefit remains active until used.

No paid time off will be granted to part-time employees unless the employee's condition is the result of sickness or accident and reasonably precludes the employee from being at work. In questionable cases, the employee may be asked to provide a physician's statement.

Sick leave may be used for illness, injury, absence due to pregnancy or childbirth, and routine doctor and dental appointments.

Payment for sick leave shall include salary and other existing benefits such as medical insurance, auto allowance, etc., (as applicable).

Due to hardship or other consideration, paid sickness and accident benefits, over and above the designated twelve (12) day period provided for in this policy statement shall be referred to the Budget Committee for consideration and alternative action, if any.

Sickness and accident benefits start on the first day of absence because of sickness or accident and are based on the basic rate of pay in effect at the time the absence begins. Any pay increases scheduled to start during a sickness or accident absence period shall be deferred until the employee returns to work.

Compensating time off shall not be granted for official holidays occurring during an absence due to sickness or accident.

An accumulation of sick leave is valuable in case of an accident or unexpected long illness and is actually income insurance provided by the church at no cost to you. It is to your advantage to conserve this benefit carefully.

Attendance Records: From a legal and practical standpoint, it is important that accurate records of employees' attendance be maintained. To accomplish this objective, the administrative assistant shall keep an attendance record for all support/office personnel showing days worked, vacation days, absences (excused and unexcused), sick days, jury duty, holiday, etc. The attendance records are to be maintained separately from the payroll records.

Excellent attendance is a presumed standard.

Attendance records are maintained to provide a specific record for determining compensatory time, sick days, time off for jury duty, holiday, vacation time accrued, and other benefits due the employee. This provides an official record, which can be used for legal purposes and is useful in the event of unemployment compensation, industrial insurance, discrimination or wage and benefit disputes.

Attendance records which show more than five (5) incidences of absence and/or seven (7) days total absence in any one calendar year, shall be reviewed for pattern and cause of such absence.

Where such review discloses the need for corrective action on the part of the employee, appropriate discussions shall be held with the employee regarding the corrective action needed, if any.

The attendance records will be maintained as shown by the administrative assistant on a calendar-year basis. At the end of the year the attendance records will be stored for a seven year running total in the event they are needed at some future date.

Salary Increases: Supervisors will review job performance periodically and pay increases will be considered, if warranted, on the basis of the established salary range.

Conferences, Seminars, Workshops: Support/office staff will be eligible for approved conferences or seminars as determined by the pastoral staff.

The pastoral staff is responsible for guidance and approval of conferences to be attended by support/office staff members. Care must be taken to assure that a conference has a direct contribution to be made to a staff member's work and thus is of benefit to the church.

Careful planning in the scheduling and attending of conferences is vital so that conflict with church-related responsibilities is avoided.

Study Leave (Pastoral Staff): Members of the pastoral staff will be granted up to eight (8) weeks of study leave with pay, depending upon the course of study, every five (5) years for educational purposes.

It will be clearly understood that the staff member will return for at least one (1) year of service following a study leave.

Leave of Absence or Vacation Without Pay: Permanent employees requesting a leave of absence, or extended vacation without pay, must do so in writing to the pastoral staff, detailing the justification. A leave of absence normally shall not be granted for a period longer than thirty (30) calendar days. Any leave of absence must have authorization from the immediate supervisor.

Jury Duty: When a permanent employee is called for jury duty, time off with regular salary will be granted for working days during which such employee continues on jury duty, not to exceed four (4) weeks. Any fees received as a juror may be retained by the employee.

Garnishments and Wage Assignments: Occasionally an employee may fall behind in payments to creditors resulting in garnishment or assignment of wages. In such instances, the

church is legally required to deduct a portion of the employee's wage and forward the required amount to the creditor(s).

Holidays and Vacations

Holidays: The following days are recognized as holidays with pay for permanent employees.

New Year's Day	Labor Day
President's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Christmas Day
Good Friday	Veteran's Day

If an employee must work on a holiday, a compensating day off shall be granted. Scheduling and arrangement for the compensating time off shall be made with the appropriate supervisor or pastoral staff.

If the holiday falls on a day which is the employee's scheduled day off, a compensating day off in addition to the holiday shall be granted.

Temporary employees are not granted paid holidays off, but may reschedule their work in a manner so that they may be absent from their job on the holiday. All changes in work schedule shall be arranged and approved by the appropriate supervisor or pastoral staff.

When a holiday falls on a Saturday or Sunday, the pastoral staff will arrange for the preceding Friday or following Monday to be observed as the holiday.

Vacations: A "vacation year" is determined by the employee's date of hire. Vacation shall be granted to pastoral and support/office staff as follows:

- The Senior Pastor shall be granted (3) weeks of paid vacation each vacation year.
- Ministerial staff and support/office staff shall be granted two (2) weeks of vacation for the first five (5) years of employment and three (3) weeks vacation thereafter for each vacation year.

Part-time employees shall be granted vacation in accordance with the schedule above, however, the employee will be paid equivalent to the hours normally worked in a typical week.

Temporary employees (employees who are not scheduled to work every week) are not eligible for paid vacation.

During the first six (6) months of employment, vacation taken shall not exceed vacation accrued. Vacation benefits accruing subsequent to the first six (6) months of service, including vacation earned and not taken may be taken anytime during the remaining part of the current vacation year.

NOTE: Vacation time is accrued monthly and time paid will be equivalent to a regular five-day workweek.

Monthly accrual fractions:

Two weeks	.833 vacation days per month
Three weeks	1.25 vacation days per month

Vacation time off shall be taken during the year in which the vacation credit accrues, and said vacation credit shall not be “carried over” or accumulated from one vacation year to another without written approval of the pastor and treasurer.

Because vacations are granted for the purpose of rest and relaxation away from the job, pastors and other employees shall not be paid for days worked in lieu of vacation. Vacation not taken is a lost benefit.

All vacation for support/office staff shall be scheduled and coordinated with the appropriate supervisor or pastoral staff member. Approval must come from the pastoral staff.

Employees with accrued vacation time at retirement or termination will receive vacation pay. Vacation time will be paid at the employee’s base rate.

Short-Term Disability

Continuation of full salary will be provide for Permanent pastoral staff and support/office staff for a length of time as set forth in the following table in the event of absences caused by illness and/or injury.

Years of Employment	Pastoral/ Ministerial Staff	Support/Office Staff
	Weeks per Calendar Year	Weeks per Calendar Year
Less than one year	None	None
One year	Two weeks	One week
Two through Five years	Six weeks	Three weeks
Six through Ten years	Eighteen weeks	Nine weeks
Over Ten years	Twenty-six weeks	Thirteen weeks

Maximum amount of short-term disability compensation will be unrestricted; however if a permanent or long-term disability becomes apparent, the Budget Committee will determine a salary continuation level, if needed.

Workman’s Compensation Insurance: Under Georgia Law, we supply Workman’s Compensation insurance for all employees. This insurance covers job related injuries and diseases caused by conditions at work.

This insurance pays all medical costs resulting from job injuries and/or illness. It also pays an injured employee a partial wage while off from work because of a job-related injury or illness.

Social Security Insurance: The church participates in the Federal Social Security Plan, which provides old age, disability and survivor’s benefits for all full-time and part-time support/office staff.

Retirement: Retirement benefits are available through Guidestone Financial and, if the employee desires, an amount can be withdrawn from his/her paycheck.

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