

PLEASANT GROVE BAPTIST CHURCH

17236 Frog Pond Road
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PERSONNEL POLICY and PROCEDURE MANUAL

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I. Preface

The purpose of this Personnel Policy and Procedure Manual is to outline policies and procedures for the smooth operation of personnel matters at Pleasant Grove Baptist Church. All workforce members (employees, contract labor, volunteers) of the church are responsible for reading and understanding these policies. They have been prepared to define procedures that affect the relationship between the workforce members and the church.

II. Purpose

The purpose of church workforce is to assist in developing, guiding, leading, administering, supporting, and evaluating the programs of the church in order for the church to fulfill its purpose.

III. Pleasant Grove Baptist Church Staff Defined

A. Ministerial Staff

All those employed by the church who are ordained or who are required by the nature of their position to perform ministerial (administrative and or supervisory) duties in the function of their jobs.

- B. All those employed by the church who perform work in the support of the church, its Ministerial Staff and its programs and who do not meet the qualifications of a Minister specified in Section III(A).

IV. Workforce Expectations

- A. Acceptance of the mission of the church to integrate personal goals with the goals of The Church.
- B. Live a lifestyle consistent with the mission of the church and represent the church accordingly.
- C. Demonstrate a commitment to Christian principles through excellence in work.
- D. Workforce members are expected to be prompt, dependable, and willing to function as a team and accept additional responsibility.
- E. Provide courteous and cooperative service to members and visitors of the church.
- F. Maintain good working relationships and cooperate with fellow workers, supervisors and church members.
- G. Participate in opportunities provided for spiritual, personal, and job-related growth.
- H. Maintain a neat personal appearance.
- I. Telephone courtesy and proper technique are important. Answer promptly, be courteous and accommodating, and speak clearly. Keep personal calls to a minimum.
- J. Appropriate use of computer is expected at all times.

V. Employment Policies

A. Hiring

1. Ministerial

For ministerial positions, excluding the Senior Pastor, the Personnel Committee may submit names before the church for election or it may request that a Search Committee be approved by the church to fill the position. In the event that hiring an interim pastor or staff member is needed, the Personnel Committee will be responsible for making recommendations to the church for approval.

2. Non-Ministerial

The Personnel Committee shall hire non-ministerial personnel for any vacancies for established positions. The Personnel Committee must present recommendations for the creation of new positions to the church for approval.

B. Termination of Employment

1. Ministerial

The ministerial staff shall serve at the pleasure of the church with the privilege of resigning at any time with a 30 day written notice. The church can give 60 days notice.

2. Dismissal

a. Job Performance

(1) The immediate supervisor shall meet with and advise the employee in writing of deficiencies. If the deficiencies continue, the employee shall be subject to dismissal.

(2) An employee may be dismissed for unacceptable behavior including, but not limited to:

(a) refusal to follow instructions;

(b) repeated unscheduled absences or tardiness without reasonable explanation; and

(c) continuous unsatisfactory work performance.

b. Other Causes for Dismissal

An employee may be dismissed immediately for reasons including, but not limited to, the following:

(1) Theft or deliberate destruction of property of the church or property of its employees

(2) Violation of established safety practices

(3) Abuse of alcohol or drugs

(4) Moral indiscretions

(5) Falsifying personnel or church records

(6) Intimidation or interference with the rights of other employees

C. Qualifications for Employment

Applicants accepted for employment must meet education, experience, and/or skill requirements as established for each job. Experience may be substituted for formal education at the discretion of the Personnel and/or Search Committees. It is encouraged but not required that all ministerial staff personnel have seminary education and it is required that they have membership in Pleasant Grove Baptist Church.

D. Hours of Work

1. The normal workday varies depending on total hours of work, but generally falls between 8:00 a.m. and 6:00 p.m. Monday through Friday. However, ministers do not have a regular eight-hour workday. Hours are flexible, and as ministerial personnel, they are expected to work whenever and however the need arises. Sundays are counted as workdays for all ministerial staff. A minister should spend whatever time is required to complete their work. It is expected that a minister take one day off during the week (Monday through Friday). The Senior Pastor or supervising staff member should approve the day off for all ministerial personnel.
2. If, for any reason, employees cannot report to work on time, they must telephone the church office as soon as possible and leave a message.
3. The workday schedule shall include a one-hour, unpaid lunch period for non-ministerial staff.

E. Pay Periods

1. All Pleasant Grove Baptist Church employees will be paid every week on Mondays.
2. When a payday falls on a holiday, checks will be distributed on the first workday following the holiday.

F. Employment of Relatives

Members of the immediate families (mother, father, brother, sister, spouse, child/stepchild of the employee, mother-in-law, father-in-law) of full-time employees may not be hired unless approved by the Personnel Committee.

G. Part-time Employment

Persons shall be considered part-time employees if they work less than 30 hours per week. Part-time positions are not eligible for benefits as stated under Sections VI, VII, and VIII unless otherwise specifically stated in those sections.

H. Outside Employment

Full-time employees should not hold other outside, compensated employment unless approved in writing by the Personnel Committee prior to the beginning of that employment. If employee chooses to engage in outside employment, that employment must not interfere with duties in the job description.

I. Staff Expansion

1. The Senior Pastor shall make recommendations to the Personnel Committee regarding any expansion of staff. Reasons are to be given for the need for this position and a complete job description shall be prepared.
2. Upon approval from the Personnel Committee for ministerial positions, the positions shall be presented to the church for approval. Once approved by the church, the Personnel Committee will follow employment procedures as outlined.
3. If possible, staff expansion should be planned for implementation at the start of a new calendar year. This will enable the Personnel Committee to include the necessary salary requirements in the personnel budget for the New Year. If the new position is to be implemented during the current calendar year, the

proposed salary should be presented to the Stewardship Committee for budget adjustments.

J. Compensation Policy Guidelines

1. The Personnel Committee is responsible for developing, maintaining, and administering a compensation plan. This will include the establishment of a job description for each position with compensation packages.
2. The Personnel Committee shall make annual recommendations to the Stewardship Committee concerning pay adjustments for all church employees by October 30 of each year.
3. Unless otherwise approved by the Personnel Committee, all increases will be effective on January 01 of the year following the review. Weekly rate of pay will be set annually by the Budget and Stewardship Committee upon recommendation from the Personnel Committee and approval of the church.
4. Merit increase considerations shall be based on job performance; increases are not automatic. Merit increases are to be on an individual basis.
5. Wages Following the Death of An Employee
 - a. The beneficiary of a full-time employee shall receive the salary of the deceased for one full month beyond the date of death. Exceptions must be approved by the Personnel Committee and by the Senior Pastor.
 - b. The beneficiary of a part-time employee shall receive all wages due to complete the scheduled pay period.
6. Wages Following Termination of Employment
 - a. When a full-time employee terminates employment, he/she will receive their accrued and unused vacation pay.
 - b. In the event a full-time employee has used more vacation than accrued up to their termination date, the un-accrued vacation will be deducted from their final paycheck.
 - c. At the Personnel Committee's discretion, an employee may receive a severance package.

K. Personnel Records

1. The Pastor and Chairman of the Personnel Committee will be responsible for maintaining a personnel file on all employees concerning any employment activities or information.
2. The Chairman of the Deacons and the Personnel Committee will be responsible for maintaining a personnel file on the Senior Pastor.
3. Access to these files is limited to the Senior Pastor and the Personnel Committee with the exception as to the Senior Pastor's file where access is limited to chairman of Deacons and the Personnel Committee.
4. Job descriptions will be maintained by the Personnel Committee and the Senior Pastor. These job descriptions will be a part of each employee's personnel file.

VI. Attendance/Absence

- A. Paid time off allows employees to accrue hours which may be paid to them during absences from work including holidays, vacations or illness.
- B. All full time employees who are regularly scheduled to work between 35-40 hours during a work week and part time employees who are regularly scheduled to work between 16-35 hours are eligible to participate in the plan (at half the accrual rate for full time).
- C. After 3 months of active employment hours are available to the employee as accrued each payroll.

D. Accrual Rate

Years of Service	Hours per pay	Number of Days per year
0-6	3.23	21
7-11	3.54	23
12-16	3.85	25
17+	4.16	27

- 1. If an employee is absent from work during the entire payroll and does not receive a paycheck, no paid time off is accrued. Paid Time Off does not accrue during a leave of absence.
 - 2. Maximum available for full-time is 30 days or 240 hours.
- E. Jury Duty/Court Witness Duty
The employee on jury duty or called to court to be a witness will receive full pay in addition to jury pay. Documentation must be presented.
- F. Voting Time
There will be no excused time off for voting. The employee is encouraged to vote either before or after work hours.
- G. Compensatory Time
- 1. All non-exempt personnel of the church (part-time and full-time) shall be eligible for compensatory time.
 - 2. Compensatory time is used to manage employee workloads while retaining the flexibility needed for project work and remaining within the salary budget.
 - 3. Covered employees, with documented approval from the Personnel Committee, will be permitted to work additional hours beyond their approved normal workweek (but less than 40 hours). These additional hours will not be paid in that week but will be traded one for one for hours taken off with pay in the same or very next pay period. The approved form will reside in the employees personnel file for pay record purposes. Once approved and worked, these hours must be taken as "comp" time within the very same or the following pay period. There can be no exception without the approval of the Personnel Committee. The additional hours beyond 40 in any one week will be paid at one and one half times the employee's normal rate of pay and therefore will not be considered as "comp" time hours.
- H. Inclement Weather
- 1. Employees are expected to be at work unless the church offices are officially closed.

VII. Leave of Absence (Full-Time Employees)

- A. If a member of a reserve unit, two weeks per year will be granted with the church paying the difference between reserve pay and regular pay. No pay will be given for call to active duty. Upon return, the church will find an equivalent paying job or position.
- B. Time for revivals and/or educational conferences and conventions may be allowed on an individual basis upon the recommendation of the Senior Pastor.
- C. Ministerial staff may attend conventions deemed appropriate by the Senior Pastor.
- D. Leave of absences shall be handled on a personal basis. The Personnel Committee may grant up to six weeks for leave of absences without pay.

VIII. Benefits (Full-Time Employees)

A. Vacations –

Scheduling: All vacation days must be pre-approved by the appropriate supervisor.

B. Group Insurance

The church will endeavor to make available group health insurance to all full-time employees (30 hours or more per week). The church may require employees to financially participate in the payment of insurance premiums. The Personnel Committee will approve all changes.

C. Long-Term Disability

The church does not provide long-term disability insurance. This shall be the responsibility of each employee.

D. On-the-Job Injury

All injuries that occur on the job, no matter how minor, must immediately be reported to the Personnel Committee. Effort will be made to accommodate light duty restrictions for employees who incurred injury on the job.

G. Moving Expenses

Moving Expenses shall be negotiated with each ministerial staff member at the time of employment.

H. Car Expenses

When performing in their task, an employee is required to use his or her personal vehicle; reimbursement will be made at the rate determined by IRS regulations. Trips to and from home and church do not qualify.

I. Reimbursable Expenses

Approved expenses incurred during the exercising of the duties of the minister will be reimbursed.

J. Annuity Contributions

For retirement purposes, the church contributes to the Baptist State Annuity Board, or other approved bank, an amount based on a percentage of each full-time employee's pay. The Personnel Committee will review this practice annually and recommend the percentage of salary to be contributed. Employees may elect to make payroll-deducted contributions in addition to any contribution the church may make.

IX. Annual Performance Review

- A. Supervisors will conduct an annual review for each direct report including feedback to the employee and reporting to the Personnel Committee.
- B. The Personnel Committee will meet with each ministerial employee annually in October. The purpose of the meeting shall be to review performance and discuss any concerns from the employee or the Personnel Committee.

X. Policy Review

The Personnel Committee will review the Personnel Policy and Procedure Manual annually. Amendments or changes may be made during these reviews in accordance with church by-laws and shall reflect policy changes as they are necessary.