



EMMANUEL BAPTIST CHURCH

PERSONNEL PRACTICES

AND

GUIDELINES

Adopted October 19, 2008

EMMANUEL BAPTIST CHURCH

Farmington, New Mexico

PERSONNEL PRACTICES AND GUIDELINES

These practices and guidelines have been prepared to provide the employees (“Staff”) of Emmanuel Baptist Church (“Church”) with information about the administration of personnel matters.

Every member of the Staff of the Church will endeavor to glorify God in action, word, and deed. Each will support the Mission of the Church with their service, love and compassion.

The Senior Pastor or his approved designee will be the “Administrator” for the purpose of this document. The Senior Pastor may delegate, with the concurrence of the Administrative Committee (“Committee”), all or some of the administrative tasks. Such delegation will be in writing and shall be available to all employees and to all Church members.

This document is not intended to state all the conditions of employment or cover all decisions which may be required in the course of directing and managing the Church staff. The Senior Pastor, as Administrator, has the authority to apply and enforce these guidelines. Any inconsistent interpretation or application should be immediately brought to the attention of the Committee. In case of conflict, the Emmanuel Baptist Church Constitution will prevail.

These practices and guidelines become effective on the date approved by the Church. These practices and guidelines may be revised by the Church at a regular business meeting, as provided in the Constitution. All requests for revisions should be submitted in writing to the Committee.

The Church will comply with all applicable federal and state employment laws.

I. EMPLOYMENT

A. The Committee, in consultation with the Administrator, will fill all vacancies with the individual deemed best qualified except preference will be given to members of the Church when competing applicants are deemed to be otherwise equally qualified.

B. Employment offers and notifications of employment will be the responsibility of the Committee, in consultation with the Administrator.

C. When prospective employees are offered jobs, they shall be provided with a copy of these practices and guidelines, specific requirements of the job, working conditions, wages, benefits, and employment criteria. Employees will acknowledge receipt of these documents.

D. Employees may be regular or temporary, full- or part-time, and receive salaries or hourly wages.

E. It is generally considered that pastoral staff positions are full-time positions with irregular work hours. Any additional employment must be approved by the Committee; however, salaried employees may accept honorariums for special services such as weddings and funerals so long as those events do not interfere with normal duties for the Church. The Church is not responsible for reporting income from such activities.

F. No employee of the Church shall be a voting member of the Administrative Committee. Employees of the Church may only serve as non-voting, advisory members of the Committee.

G. The Church is an "at will" employer.

H. All potential employees must complete a confidential "Ministry Application" and are subject to a criminal background check as required by our insurance company and as detailed in the Policy Manual Guidelines for Ministry Workers (Screening procedures).

II ADMINISTRATION

A. The Administrator will maintain a current, confidential personnel file for each employee. All personnel information will be kept solely in this file. Such information may include, for example: performance evaluation, salary actions, disciplinary actions, background checks, and commendations. Employees shall have access to their personnel file for review with the Administrator.

B. Job performance expectations will be communicated to each employee in writing in the form of position descriptions and staff performance plans and goals.

C. Each employee's performance will be reviewed on a regularly scheduled basis at least once every six months. The Administrator will conduct the reviews except that the Senior Pastor will conduct the reviews for all ministerial staff & the Committee will review the Senior Pastor's performance. Special performance reviews should be conducted immediately when performance falls below expectations or expectations are exceeded. The objectives of the reviews are:

1. To motivate and guide employees toward achieving their maximum potential;
2. To provide a basis for making salary recommendations;
3. To identify training and development needs;
4. To recognize commendable performance; and
5. To align expectations of employees toward God's movement in the Church.

D. In order to allow the staff to react quickly to the leading of God, changes of responsibilities for individuals are at the discretion of the Administrator in consultation with the Committee. The Church will be notified of changes of responsibilities at a regular business meeting.

III WORK HOURS

A. The work week shall be Monday through Sunday.

B. Full-time employees will work forty (40) hours per week.

C. Work schedules ("regular hours") will be set by the Administrator.

D. Personnel are expected to complete their assignment as efficiently as possible during normal working hours. Work in addition to regular hours must be authorized by the Administrator.

E. All employees paid on the basis of hourly wages will be paid an overtime rate equal to one and one-half times the employee's regular rate of pay for hours worked during the work week in excess of forty (40) hours. Salaried employees will not be paid overtime. At the discretion of the Administrator, work schedules within the same payroll period may be adjusted to accommodate needs of an employee or the Church.

F. Employees are to use discretion around weather events and not put themselves in danger to get to work during weather events. Hourly employees will not be paid for the time not worked because of weather. If the employees wish to make up the lost time, the Administrator may arrange work schedules to do so.

IV. SALARY AND BENEFIT POLICY

A. Salaried and hourly-waged employees will be paid semimonthly.

B. The beginning salary range and benefits for all pastoral staff will be determined by the Committee and negotiated by the Pastor Search Committee in cooperation with the Committee. Beginning salaries and benefits for all other employees will be determined by the Committee in cooperation with the Administrator.

C. The beginning amount of medical insurance and other insurance that the Church will carry on pastoral staff will be negotiated by the Pastor Search Committee in cooperation with the Committee. The beginning amount of medical insurance and other insurance that the Church will carry on all other employees will be determined by the Committee.

D. The beginning amount of monthly payments that will be paid for pastoral staff annuity plans, either by salary reduction or church paid benefit, will be negotiated by the Pastor Search Committee in cooperation with the Committee.

E. The Church will match contributions to annuity plans for ordained ministers up to a maximum of 7% of their includable compensation, which is the gross annual salary not including housing allowance. The maximum combined contributions of the employee and the Church cannot exceed the limit set by the Internal Revenue Service.

F. Tenure based gifts shall be given on the anniversary of the date of hire. The amount of the gift shall be ten dollars (\$10) per year of service except that in the first two years of service a gift of twenty-five dollars (\$25) may be given at the discretion of the Senior Pastor. Any exceptions to this policy would need to be approved by the Committee.

G. Salaries and benefits for all employees will be reviewed at least annually by the Committee in cooperation with the Administrator and will be voted upon by the Church.

V. REIMBURSEMENT FOR MINISTRY-RELATED EXPENSES

A. The Committee will recommend and the Church will approve budget guidelines for ministry expenses for all employees, as appropriate to each position.

B. All employees will be reimbursed for ministry- or job-related expenses upon presentation of an expense report with receipts. In the spirit of responsible Christian stewardship, all employees are expected to stay within the spending and budgeted guidelines of the Committee and to get prior approval from the Committee for any unique or questionable expenditure.

C. Employees who use personal vehicles for church-related business or ministry will be reimbursed at the current Internal Revenue Service mileage reimbursement rate. A report detailing the date, task, and number of miles driven will be required.

D. All expense reports will be submitted monthly.

VI. DEPARTURES

A. Any fraudulent, illegal, or unethical behavior will be grounds for dismissal.

B. In the event of resignation or termination of pastoral staff or any director who is an employee of the Church, the Administrator or Committee will write a letter of notification to the Church body defining the final day of pay for the employee. This letter is intended to define the final pay date. It is not intended to explain the reason for resignation or termination.

C. Reductions in the work force could be necessitated by various factors. The order of terminations during such a reduction will be based upon the employees' relative performance and experience. The Church will be notified of changes of responsibilities at a regular business meeting.

D. The Committee must determine whether there is just cause to terminate the employment of any employee before the employee is terminated. The Administrator may immediately suspend any employee, with or without pay, pending the Committee's decision.

E. The Church's Constitution and By-Laws will be followed precisely when terminating the employment of any employee.

F. Conflict resolution between Members of the Church shall be handled in accordance with Matthew 18:15-18. Personnel issues that result between the Senior Pastor or his designee as Administrator and all other staff members should be handled between the staff and the Senior Pastor or his designee as Administrator. However, when a staff member feels that all other avenues of resolution have been exhausted, he or she is advised to bring the grievance before the Administrative Committee. Only in rare instances should this action be taken and then only as a last resort. The Administrative Committee will then hear the "complaint" from the Senior Pastor or his designee as Administrator and the staff member and determine if further action is to be

taken. The Administrative Committee may decide to take action or to act merely as mediator between the two parties to achieve a resolution that satisfies both parties.

VII. HOLIDAYS

A. The following holidays will be observed:

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|--|---------------------------|
| New Year's Day | Thanksgiving Day |
| Good Friday | Friday after Thanksgiving |
| Memorial Day | Christmas Eve |
| Independence Day | Christmas Day |
| Labor Day | |
| One day of employee's choice with Administrator's approval | |

B. If the above days fall on a weekend, they will be observed on the day consistent with most area businesses, normally the Monday following the weekend.

C. All regular employees, whether full- or part-time will be paid for the hours normally worked on the day on which the holiday falls.

VIII. MEDICAL LEAVE

A. A record of all medical leave is to be approved in writing by the Designated Administrator and records kept by the person responsible for payroll. The Administrator's leave must be approved by the Senior Pastor, and the Senior Pastor's leave must be approved by the Committee.

B. Regular, full-time employees shall accumulate medical leave with pay on the basis of one day for each calendar month of completed service up to a maximum of 240 hours.

C. Regular, part-time employees shall accumulate medical leave with pay on the basis of the fraction of one day for each calendar month of completed service up to a maximum of 240 hours where the fraction is the number of hours worked in a calendar month divided by 160.

D. Temporary employees are not entitled to medical leave with pay.

E. Medical leave is to be taken and deducted from the accumulated hours for the following reasons:

1. The employee is incapacitated due to illness or injury;
2. The employee's contagious disease or exposure to such represents a health risk to children or adults;

3. Dental, optical or other medical examination or treatment unless such examination is the result of an occupational accident or injury associated with work performed for the Church;

4. Family care for the employee's immediate family. Immediate family includes spouse, parents, brothers, sisters, children, spouse's parents and siblings. All exceptions must be approved by the Committee;

F. Scheduled examinations and treatments should be arranged with the Administrator in advance to the extent practical; otherwise, the employee must notify the Administrator as soon as practical regarding the unscheduled medical leave, and follow with a written record.

G. The Administrator or Committee may require an employee to furnish proof for any medical leave taken.

H. Any employee who leaves employment of the church will not be compensated for any accumulated medical leave.

IX. VACATION

A. Vacation must be scheduled in advance and approved in writing by the Administrator with a copy to the payroll clerk. A record of all vacation leave shall be kept by the person responsible for payroll. The Designated Administrator's leave must be approved by the Senior Pastor, and the Senior Pastor's leave must be approved by the Committee.

B. A regular employee will receive two (2) weeks of vacation after twelve months of service, and additional weeks will be granted based upon years of continuous service completed. Vacation will be earned and based upon the employee's anniversary date of hire. During the first year an employee will be eligible to use one-half of the annual vacation after 6 months of continuous service.

C. For staff members who have duties normally assigned to them on Sunday, they may only take one Sunday per week of accumulated vacation.

D. The maximum number of weeks of vacation an employee can take in any service year is a function of years of completed service:

12 mos. to	4 years	2 weeks
5 years to	9 years	3 weeks
10 years to	14 years	4 weeks
15 years to	19 years	5 weeks
over 20 years		6 weeks

E. The Committee may consider any previous and continuous applicable service in an organization of like faith and order when determining the initial service level for any regular employee. In the case of an individual hired at a service level based upon previous experience, that individual will be qualified for the next level after five (5) years of continuous service at Emmanuel, except that the maximum weeks of vacation shall not exceed six (6) weeks per service year. Example: An individual hired at a service level of ten to fifteen (10-15) years, with four (4) weeks vacation per year, would receive an additional week of vacation per year after five years of service at Emmanuel, not to exceed the maximum of six (6) weeks vacation per year.

F. An employee may carryover up to one (1) week of vacation from one service year to the next.

G. A part-time, regular employee's vacation will be paid based on the hours normally scheduled to be worked during a week. Full-time, regular employees will be paid their normal salary or hourly pay (40 hours only) without overtime for each week's vacation.

H. Temporary employees are not eligible for vacation.

I. Any employee who leaves employment of the church will be compensated for any unused vacation.

X. ADMINISTRATIVE LEAVE OF ABSENCE

A. The Administrator may grant administrative leave with or without pay to regular employee.

B. Commonly leave with pay may be granted for the following reasons:

1. An employee, upon request, shall be granted up to five (5) days of leave in the event of the death of the employee's immediate family, whether in or out of town. Immediate family includes spouse, parents, brothers, sisters, children, spouse's parents and spouse's siblings. All exceptions must be approved by the Committee.

2. An employee who is summoned for jury duty.

3. The Administrator will afford each employee an opportunity to vote locally if the employee chooses to exercise that right.

4. One week per year of Administrative leave with pay may be taken by support staff and directors who are employees of the Church to attend or lead conferences, training, educational events that pertain to their jobs. The Administrator must approve the scheduling of the leave, with the concurrence of the Committee.

5. A maximum of three (3) weeks Administrative leave with pay may be taken by pastoral staff to be used for revivals, conferences, conventions, training, or similar activities with the approval of the Committee. The approval of this leave will be based upon availability of funds, staffing and other pertinent factors.

C. With the Committee's concurrence, the Administrator may grant leave without pay to any employee. Regular employees will cease to earn vacation and medical leave while absent without pay. Return to work after leave without pay will be dependent upon job vacancies at the time of return. Commonly leave without pay may be granted for the following reasons:

1. An employee who is involved in litigation, even if ordered by the court will not be eligible for administrative leave with pay. All exceptions must be approved by the Committee.

2. A parent who has a child or adopts a child may take up to three (3) months of parenthood leave without pay after taking all accrued vacation and medical leave.

D. An employee will continue to earn vacation and medical leave while absent with pay.

E. Regular, part-time employees on administrative leave with pay will be paid based on their normal work schedule.

F. The Administrator must approve the scheduling of leave, except in the case of an exempt (salaried) employee the Committee must approve the leave. The Designated Administrator's leave must be approved by the Senior Pastor, and the Senior Pastor's leave must be approved by the Committee. Every effort shall be made to have at least one Staff Pastor available in the community at all times.

XI. CONTINUING EDUCATION

A. The staff is encouraged to participate in continuing education. The church will assist by praying for the staff, and providing financial assistance when possible.

B. The request for financial assistance should be budgeted and request made before funds are spent. Approval is by Senior Pastor when budgeted and funds are available; approval is by the Committee in conjunction with the Senior Pastor when not budgeted. In the case that the Senior Pastor is the individual requesting funds, approval is by the Administrative Committee.

C. The approved funds will be reimbursed at the time of successful completion of each unit of education.

D. Any scholarship for ministerial staff to enhance ministry skills will be administered by the Senior Pastor or by the Committee when the Senior Pastor is the individual requesting funds. Any approval given shall set no precedent. In the event of a staff member who is no longer employed by the Church for any reason, the Church will not be obligated to pay previously approved funds.

E. One day training will be paid at the time of registration.

XI. STAFF TRAINING

Training in business practices, ethics, and fraud prevention will be provided to all staff members at least annually. Training will be documented with an agenda and record of attendees and noted in the minutes of a regular Church business meeting. A copy of the documentation will be put into each employee's personnel file.

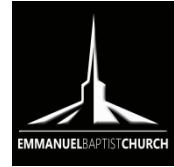
XII. GENERAL

This document replaces all previous Personnel Practices and Guidelines of Emmanuel Baptist Church and supersedes all relevant prior Church action. The Church reserves the right to change, modify, or delete any personnel practice or guideline at any time upon recommendation of the Committee and approval of the Church. These policies shall be reviewed at least every two years and such review shall be documented with minutes and agenda.

Revised September 18, 2008. Approved by the Church October 19, 2008.

Revised February 21, 2016 monthly business meeting to include Emmanuel Baptist Pastoral Stewardship Agreement (agreement follows)

Emmanuel Baptist Pastoral Staff Stewardship Agreement



Members of the Emmanuel Baptist Pastoral Staff are expected to honor God in every area of their life – including their finances. As such, each pastoral staff person is asked to enter into a “Stewardship Agreement” that exhibits a commitment to live by biblical, God-honoring standards in the area of money and personal finances.

1- Proportionate Giving – Recognizing that the tithe (returning to the local church the first 10% of what God has blessed you with financially) is an eternal biblical principle taught in both the Old and New Testaments – Emmanuel Baptist Pastoral Staff will, at a minimum, tithe 10% of their gross income to Emmanuel Baptist Church. It is understood that the tithe is the minimal and the beginning point of God-honoring stewardship and as a staff person grows and matures in their faith it is the church’s hope that they will grow in this area and stretch themselves financially beyond just the minimal 10%. (1 Corinthians 16:2)


2- A Controlled, Debt-Free Lifestyle – Because Jesus taught that where a person’s treasure is spent, their heart will soon follow and because the way a person manages their personal finances reflects on the condition of their heart and their spiritual life – Emmanuel Baptist Pastoral Staff will strive to live a financially controlled lifestyle that is free from materialism and not married to possessions. This means that staff will do everything possible to avoid unnecessary, unsecured debt and will strive to pay off existing debt in a timely fashion.

3- Integrity and Thanksgiving in Tax Payment – While no Emmanuel Baptist Pastoral Staff should pay more to the government than necessary, each person should pay their city, state and federal taxes in an honest and timely fashion. In doing so, pastoral staff members should be thankful to God that they have enough income to give back to the country that provides the freedom and opportunity that makes this ministry possible.

4- Joint Financial Goals with Spouse – Married pastoral staff members should, in cooperation with their spouse, set wise and godly financial goals for their family. Such goals could include paying of debt, saving for retirement, investing in the future of children, living within financial means, saving for short-term goals, creating an emergency fund, etc.

5- Financial Accountability – Because becoming financially stable today and planning for your financial future can be difficult and confusing, it’s important to have an expert outside advisor to help you and your spouse plan for your financial future. For instance, 80% of women will one day be a widow. Outside financial accountability and guidance can help prepare you and your family for the future and assist you in meeting the financial goals you have set.

I certify that the above Statement was explained to me and I fully understand and agree:

 _____
Staff Signature

Staff Name (Print)

Date