

# Personnel Manual of Temple Baptist Church

approved by the Personnel Committee 2019

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## **I. Introduction**

**A. Personnel Policies:** The personnel policies shall consist of written statements developed by the Personnel Committee and officially adopted by the church. These policies shall serve as guidelines and identify procedures in personnel matters. The Personnel Committee shall review the policies and when necessary revise the policies, with church approval.

1. All employees shall sign an annual acknowledgment.

**B. Job Descriptions:** Job descriptions for all personnel shall be designed and approved by the Personnel Committee, and adopted by the church. A copy of all job descriptions shall be on file in the church office. Each employee shall have a current job description in their file. Job descriptions for all personnel are attached to this manual.

## **C. Staff and Employee Definitions:**

1. *Full-time Pastoral Staff:* Included in this category are the Senior Pastor, and other staff members with the term “Pastor” in their title who regularly work a minimum of 35 hours per week. Full-time Pastoral Staff will always consist of a Senior Pastor, and will include such Associate Pastors as deemed necessary by the Senior Pastor and/or Personal Committee, and approved by the church body.
2. *Part-time Pastoral Staff:* Included in this category are other staff members with the term “Pastor” in their title who regularly work less than 35 hours per week.
3. *Permanent Full-Time Employees:* A person employed and scheduled to work at least 35 hours per week.
4. *Permanent Part-Time Employees:* A person employed and scheduled to work less than 35 hours per week.

## **D. Personnel Committee**

1. The Personnel Committee shall consist of five persons nominated by the Committee on Committees and elected by the church. Each person shall serve a three year term unless they are filling the unexpired term of someone who has left the Personnel Committee.
2. Responsibilities of the Personnel Committee:
  - a) Maintain a job description for each of the paid personnel. Each job description should be discussed with the employee involved and approved by the church.
  - b) Prepare and maintain a Personnel Manual.
  - c) Based upon need, recommend to the church non-pastoral staff for employment.
  - d) Serve as liaison between the staff and the church membership.
  - e) Serve in an advisory capacity for the Pastor(s) in dealing with personnel matters.

- f) Maintain a written evaluation of the Senior Pastor for the purposes of determining compensation and recognition.
- g) Submit to the finance committee, for inclusion in the annual budget, salaries and benefits for all paid personnel.

## ***II. Compensation and Fringe Benefits***

### **A. Salaries**

1. It is the policy of Temple Baptist Church to pay each employee in accordance with the employee's position, assigned responsibilities, experience, and performance effectiveness. The Personnel Committee shall submit salary and benefits for each employee to the Finance Committee for inclusion in the annual budget. Employee compensation and individual performance will be reviewed annually by the Senior Pastor, the employee's immediate supervisor(s), and the Personnel Committee.
2. Salary adjustments may be made, but not limited to, for the following reasons:
  - a) Cost of living increases may be granted with the annual church budget and typically compare to the current 12 month period Consumer Price Index. Upon submission by the Personnel Committee, the Finance Committee will verify the availability of funds and the increase in salary will be granted by the approval of the church.
  - b) Merit increases may be given at any time upon recommendation of the Senior Pastor and/or Personnel Committee, providing the Finance Committee verifies the availability of funds and after the approval of the church.
  - c) Bonuses may be given at any time upon recommendation of the Senior Pastor and/or Personnel Committee, providing the Finance Committee verifies the availability of funds.
  - d) Salary reductions may be made as indicated by:
    - (1) Change of job assignments.
    - (2) Reduction in the number of hours worked.
    - (3) Sub-standard job performance, as determined by the Senior Pastor and the employee's immediate supervisor(s) and reviewed by the Personnel Committee.
    - (4) Inadequate availability of funds within the church.
- ~~3. All employees shall be paid one week in arrears.~~
- ~~4. Accompanists' compensation for Revival services shall be determined by the Personnel Committee based on the level of involvement during those Revival services.~~

### **B. Employee Benefits**

1. Vacations
  - a) Each Pastoral Staff or permanent employee, full- or part-time, shall be granted vacation according to the following schedule:
    - (1) Six months of Continuous Employment—One Week
    - (2) Twelve months of Continuous Employment—Two Weeks
    - (3) Five years of Continuous Employment—Three Weeks

(4) Fifteen years of Continuous Employment—Four Weeks

(5) Twenty-Five years of Continuous Employment—Five Weeks

- Note 1: For the purposes of all of these policies—including both Vacation and Absences policies—the time of continuous employment in months and/or years shall be counted from the date of hire unless otherwise stated.
- Note 2: A ‘week’ shall be defined as the number of hours and days normally worked by the staff or employee in a given seven day period. This definition will be used for all of these policies unless otherwise stated.

- b) One week of vacation time shall be allowed to accumulate from year to year.
- c) Vacations shall be scheduled to provide adequate coverage of church activities and ministries by the rest of the staff and employees. At least two weeks notice shall be given to gain approval of requested vacation time. Such notice is to be given to the employee’s immediate supervisor(s). If multiple staff or employees request the same vacation periods, the employees’ supervisor, in consultation with the Senior Pastor and/or the Personnel Committee will determine vacation time.
- d) Employees leaving the church and giving at least a two-week notice shall be paid earned vacation on a pro-rated basis.
- e) Vacation tenure for pastoral staff may include previous time served in a similar capacity upon recommendation of Search Committee and in consultation with the Personnel Committee and approval of the church.
- f) Vacation time will renew on January 1 of each year. Employees will be given vacation at a pro-rated basis in their first year.
- g) Non-pastoral staff may be granted benefits after 90 day probationary period of employment.

2. Absences

- a) *Funeral Leave*: The Pastoral Staff and all permanent employees working thirty or more hours per week shall be granted time off, with pay, up to three working days upon the occasion of the death of an immediate family member. The immediate family shall be defined as: spouse, children and other legal dependants, mother, father, siblings, mother-in-law, father-in-law, and grandparents. Funeral leave for other family members may be granted at the discretion of the Senior Pastor and/or the Personnel Committee. In the event of extreme hardship (as determined by the Senior Pastor and/or the Personnel Committee) additional time with or without pay may be granted.
- b) *Sick Leave*: The purpose of sick leave is to provide benefits in the event of employee illness or the illness of an employee’s legal dependants. All Pastoral Staff and permanent employees working thirty or more hours per week will accumulate sick leave at the rate of one week for each six months of continuous service. The most sick leave that can be accrued is four weeks. However, in the event of catastrophic illness (as determined by the Senior Pastor and/or the

Personnel Committee) additional sick leave in excess of four weeks may be granted based on an accumulated total from the time of hire less any used sick time. This sick leave will be with full pay and other benefits upon church approval.

c) *A Leave of Absence:*

(1) When necessary, a leave of absence from job responsibilities may be arranged through the Senior Pastor and/or the Personnel Committee. The length of time must be mutually agreeable and cause no adverse effects on the activities and ministries of the church. Such extended leave will be without pay and other benefits. An employee desiring a leave of absence shall submit a written request to his (her) immediate supervisor(s), or the Personnel Committee and/or the Senior Pastor.

(2) A leave of absence of six weeks is permitted for maternity cases. Additional leave beyond the six weeks may be granted by the Senior Pastor and/or the Personnel Committee as determined necessary for exceptional cases. Such leave is to be without pay. The employee may use any or all accumulated time off (vacations, sick leave, etc.) to offset the amount of time without pay. Catastrophic sick leave may also be utilized in special circumstances if recommended by the Senior Pastor and/or the Personnel Committee and approved by the church.

3. Holidays

a) The following holidays are permitted for the Pastoral Staff and all permanent employees working thirty or more hours a week.

- (1) New Year's Day
- (2) Good Friday
- (3) Memorial Day
- (4) Independence Day
- (5) Labor Day
- (6) Thanksgiving Day
- (7) Friday after Thanksgiving
- (8) Christmas Eve
- (9) Christmas Day
- (10) Employee Birthday

b) When holidays fall on Saturday, the holiday will normally be taken on the previous Friday. When holidays fall on Sunday, the holiday will normally be taken on the following Monday. Exceptions to this holiday schedule will be made based on the recommendation of the Senior Pastor and/or Personnel Committee and approved by the church.

4. Insurance and Retirement Programs

a) All employees are covered by Workman's Compensation within the standard guidelines of the State of Texas and OSHA regulations. An employee accident occurring on church premises or during a church event off campus must be reported immediately to his (her) immediate supervisor(s), or the Personnel

Committee and/or the Senior Pastor. The accident must be reported to the insurance carrier within 48 hours of the occurrence.

- b) Non-ordained employees are covered by Social Security.

#### 5. Professional Development

Professional development opportunities may be pursued by the pastoral staff as approved by the Senior Pastor and/or the Personnel Committee. Requests for professional development must be submitted in writing one month in advance unless exceptional circumstances are involved.

- a) *Professional Leadership*: It is understood that a part of professional responsibility is to lead revivals, training sessions, etc. for others. The pastoral staff may receive up to two (2) weeks away per year to conduct such activities. Unless approved by the Senior Pastor and/or the Personnel Committee these weeks shall be non-consecutive.
- b) *Professional Enrichment*: To better equip the pastoral staff for their duties, they may receive up to two (2) weeks away per year to attend seminars, training camps, etc. that will develop his ministerial skills. These weeks should be non-consecutive and are not to include more than one Sunday away from Temple Baptist Church per year, unless approved by the Senior Pastor and/or the Personnel Committee.
- c) *Professional Continuing Education*: In lieu of two (2) weeks away per year for professional leadership development and in lieu of two (2) weeks away per year of professional enrichment an Associate Pastor may become better equipped to serve Christ's Kingdom by attending seminary or taking courses in other applicable higher education institutions to develop his ministerial skills. Such continuing education must not interfere with his normal ministry duties. It must be approved by the Senior Pastor and/or the Personnel Committee.

### ***III. Work Schedule***

- A. Normal office hours shall be from 8:00 AM until 5:00 PM Monday through Thursday, with Noon-1:00 pm being designated as the lunch hour.

### ***IV. Employment and Termination***

- A. The Senior Pastor shall be called or terminated according to the guidelines set forth in the Bylaws, Article V Section 1.
- B. The Pastoral Staff shall be called or terminated according to the guidelines set forth in the Bylaws, Article V, Section 2
- C. All permanent employees, full- or part-time, shall be employed or terminated according to the guidelines set forth in the Bylaws, Article V, Section 3

***V. Administrative Leadership***

The Senior Pastor is the recognized spiritual leader of the church and shall act as chief administrator of church personnel. He is authorized to designate the responsibilities of supervision to other members of the staff as he chooses.

***VI. Grievances***

Any question that arises concerning a staff member or employee's job, wages, or any other matter connected with employment may be freely and fully discussed as follows:

- A. The staff member or employee will first discuss their grievance with their Pastoral Staff supervisor.
- B. In the event the grievance is not settled, a meeting of the employee, their Pastoral Staff supervisor, and the Senior Pastor will be scheduled.
- C. If the grievance is still not settled, a meeting of the above persons and the Personnel Committee will be scheduled. The decision of the Personnel Committee will be considered final and binding.