

POLICIES AND PROCEDURES MANUAL

**FIRST BAPTIST CHURCH
47 SOUTH MAIN STREET
WALTON, KENTUCKY 41094**

First Baptist Church of Walton
Personnel Manual
Effective January 1, 1999
Revised February 24, 2022

	Page
I. Introduction and Implementation	3
II. Role of the Personnel Ministry Team	4
III. Employment Practices	5-6
IV. Absences	7-8
V. Employee Benefits	9-10
VI. Salary Administration	11
VII. General Policies	12
VIII. Job Descriptions	
a. Pastor	13
b. Director of Student Ministry	13-14
c. Minister of Music	15
d. Secretary	16
e. Organist	17
f. Pianist	18
g. Housekeeper	18
h. Cleaning Contract	19
IX. Addendum	20

INTRODUCTION

The ultimate goal of the Personnel Ministry Team of First Baptist Church of Walton is to aid our congregation and church staff in doing the Lord's work in this community. Decisions made by the Personnel Ministry Team and staff should be made with the clear understanding that the ultimate decision in all staff matters rests with the congregation. Such decisions frequently require information relating to the role of the Personnel Ministry Team, administrative guidelines, or job descriptions for church staff positions. The following detailed information should guide appropriate decisions.

The purpose of this manual is to formalize procedures already in effect and to clarify them so that the staff of First Baptist church of Walton will have a flexible, but real, framework with which to function. In this way, the pitfalls of operating on tradition or depending on either memory or frequent searches of old church minutes will be avoided. This manual is not intended to be a hindrance to personal initiatives and /or personal interpretations of God's will for staff members. Within this more formal framework, both the staff member and the congregation will know that an orderly, well-conceived ministry is being performed in an admirable manner.

Any additions or deletions relating to the specifics of this manual can be made by the entire church congregation in regular church business sessions. Questions requiring immediate clarification can be resolved by the appropriate supervisor and /or the Personnel Ministry Team. Such questions may require church action to clarify and/or update this manual.

IMPLEMENTATION

This policy becomes effective February 24, 2022 and supersedes all prior policies and procedures involving personnel matters. It shall be the responsibility of The Personnel Ministry Team to implement the policies and procedures contained in this manual

The First Baptist Church of Walton, Kentucky is a non-smoking facility.

The Personnel Ministry Team will develop a new job description for any new position created by the church.

ROLE OF THE PERSONNEL MINISTRY TEAM

The Personnel Ministry Team will represent the congregation and the staff according to guidelines adopted by the church.

Purpose

The Personnel Ministry team shall be composed of six members who are selected by the Nominating Ministry Team and presented to the church congregation for approval. Members shall serve a maximum of three years before rotating off for a minimum of one year. Two new members rotate on and two existing members rotate off the committee each year. The committee shall elect a chair at the beginning of each new church year. The outgoing chair shall moderate a meeting of the new committee during the first month of the church year for the purpose of electing the new chair.

Duties

The duties of the Personnel Ministry Team will be as follows according to the Constitution and By-Laws of First Baptist Church of Walton.

1. Prepare and update job descriptions for all employed personnel and survey the need for additional church staff positions.
2. Prepare and maintain an organization manual relating to church employed personnel,
3. Interview and recommend to the church new prospective personnel according to established church policy and staff criteria.
4. Provide two ex-officio members to serve with search committees for ministerial positions--Pastor, Director of Student Ministry, Minister of Music, Secretary, Housekeeper, Organist and Pianist – when the need arises.
5. Submit and recommend to the Budget Ministry Team a salary schedule and benefit plan for employed personnel annually.
6. Develop and recommend church policies and procedures for employed personnel administration, i.e. – employment policies, work resources and schedules, recognition and tenure, grievances and dismissals.
7. Conduct a review of the 90-day evaluation of each newly hired employees completed by his/her immediate supervisor.
8. Conduct an evaluation of all personnel annually to be completed no later than September 31.

EMPLOYMENT PRACTICES

The policies contained in the manual are designed and intended to serve only as a guide to the relationship between First Baptist Church of Walton and its employees. These policies do not express or imply any promise of benefits or any commitment or contracts of employment for any specific period of time. Employment with First Baptist Church of Walton is 'at will' because either the employee or First Baptist Church of Walton is free to terminate the employment relationship at any time.

Classification of Employees

Personnel positions are classified according to the organizational chart included as Addendum to the manual. The following is an explanation of the classifications:

Professional (P) – All ministers and other full-time salaried positions in professional areas. Full time is defined as having a 40-hour work week or more.

Professional Part Time (PP) – All regular part-time professional ministry positions, i.e. Minister of Music, Organist, Pianist.

Secretarial (S) - All full-time salaried positions in the clerical and secretarial areas.

Independent Contract (IC) – A person or company contracted to perform a service for the First Baptist Church of Walton who maintains their own insurance and any other requirements for work, i.e., housekeeper.

Application

Applicants for employment will submit an application and will understand that references will be checked.

Equal Employment Opportunity

First Baptist Church of Walton is an Equal Opportunity Employer and reserves the right to require a religious preference for some positions as a bona fide occupational requirement.

Relatives

Members of the immediate family (same as defined under Death in the Family) of a current employee shall not be eligible for full-time employment, except at the discretion of the Personnel Ministry Team.

Reemployment

Former employees may be eligible for reemployment only if they were considered as eligible for rehire at the time of their resignation.

Offers of Employment

Offers of employment to new employees will be made by the Personnel Ministry Team/and or the ad hoc search committee(s) in writing, outlining the duties of the position, its compensation, and any special terms or conditions. The committee will then recommend to the congregation for approval.

Outside Employment

First Baptist Church of Walton discourages full-time employees from holding additional jobs outside the church. No full-time church employee shall serve as an employee of another organization without the specific approval of the Personnel ministry Team based on an approval request submitted by the employee. No employee will be eligible to receive compensation from the church during an absence from work as a result of injury or illness arising from other employment.

Termination of Employment

In case of voluntary termination, notification of resignation must be given to the church through the Personnel Ministry Team at least thirty days prior to its effective date unless a shorter time is mutually agreed upon. The involuntary termination of an employee is an extreme step. Therefore, all such terminations will be coordinated by the Personnel Ministry Team. First Baptist Church of Walton reserves the right to terminate any employee based on unsatisfactory performance, conduct or other valid reason as determined by the Personnel Ministry team and /or the congregation.

ABSENCES

General

Regular attendance and punctuality are essential conditions of employment. In case of illness or an emergency requiring an absence from work, employees must notify their supervisor or the church office as soon as possible after their regularly scheduled reporting time.

Sick Leave

Secretarial employees shall be allowed a maximum of 40 hours annually as paid time off due to illness, medical/dental appointments, illness in family or other personal emergency. Absences beyond the allowed 40 hours must be charged to vacation time or be otherwise unpaid.

CAUTION: Abuse of time off (whether paid or unpaid) could lead to termination of employment. Allowed time for part-time salaried and part-time hourly employees will be determined based on the ratio of the employee's regular scheduled hours to a 40-hour week. Example; an employee regularly scheduled to work 26 hours per week would be allowed 26 hours annually. This provision does not apply to professional employees.

Absence Records

An up-to-date record of all absences will be maintained in the church office by the Pastor or his designee.

Extended Illness

For severe or lengthy illnesses, the Personnel Ministry Team may approve an extended leave of absence. In rare circumstances, the Personnel Ministry Team may approve pay for the extended absence. After an extended illness leave of five days or more, a written physician's statement certifying the employee's ability to return to work must be presented to the Pastor (or his designee) and/or to the Personnel Ministry Team.

Death in the Family

Three days paid absence will be granted for a death in the immediate family (spouse, children, mother, father, brothers, sisters, parents-in-law, grandparents, or grandchildren, including step-relatives.) One day paid absence will be granted to attend the funeral of sister-in-law, brother-in-law, aunt or uncle including step-relatives.

Jury duty

There will be no deduction from the employee's salary when required to serve on jury duty. However, the employee will reimburse the church for any jury duty payment received from the courts.

Maternity/Paternity

Upon written request, the Personnel Ministry Team may grant a maternity or paternity leave under the same provisions as stated in the Extended Illness section. Employees not on maternity/paternity leave will be granted one day off with pay on the day of the birth of their child.

Personal Leave

When other personal emergencies arise, employees may request leave without pay. Such requests should be made to the Pastor (or his designee) for review by the Personnel Ministry Team. Eligibility for pay during a personal leave will be determined by the Personnel Ministry Team based on the facts of the particular situation.

Conferences/Revivals

Full-time professional employees may be allowed to be away for a maximum of two weeks for revivals, conferences, and/or educational meetings in which they serve as guest ministers or clinicians. In addition, they are allowed up to two weeks away from church for conventions and conferences such as Ridgecrest or association meetings.

EMPLOYEE BENEFITS

Vacation

The church will provide paid vacation for full-time employees (scheduled to work at least 40 hours per week) under the following schedule. Vacation eligibility shall commence on January 1st of each year following the completion of the Continuous Employment requirement listed in the following schedule. For vacation purposes, continuous service shall be calculated from the first date of uninterrupted regular employment with the First Baptist Church of Walton. Vacations should be approved by the Pastor (or his designee) to ensure a maximum of only 50% of the ministry staff is absent from the church field at the same time. Exceptions to this requirement can be granted by request of the Pastor and concurrence of the Personnel Ministry Team. Payment in lieu of vacation days off will not be provided unless authorized by the Personnel Ministry team. Vacation time cannot be carried over into another calendar year. In the event of termination, any unused vacation credits will be liquidated by payment to the employee.

Vacation	Continuous Employment
One week	after six months
Two weeks	after one complete year
Three weeks	after four complete years

With the above as a minimum, vacation eligibility for the ministerial staff shall be determined at the time of their initial employment. The number of Sundays absent for vacation shall be equal to not more than one Sunday per each week of vacation entitlement,

Part-time hourly employees of fifteen hours or more per week will be based on the ratio of the employees' regular scheduled work hours to a 40-hour week or an employee regularly scheduled to work 26 hours per week would be allowed 26 hours a year.

The Minister of Music, organist and pianist will be allowed two weeks, or four services, vacation after one complete year of service.

An up-to-date record of vacation time off and schedules will be maintained in the church office.

Holidays

The church will provide the following paid holidays for regular employees:

President's Day	Memorial Day	Independence Day	Labor Day
Thanksgiving (Thursday and Friday)		Christmas Eve	Christmas Day
New Year's Eve	New Year's Day		

Whenever one of these days falls on Sunday or the employees' scheduled day off, another day may be taken. Church staff members (ministers) may choose an alternate day when a holiday falls on Wednesday and services are held. If a holiday falls on a Saturday it will be observed on the preceding Friday, other special arrangements may be made with the approval of the Personnel Ministry Team.

Benefit Package

A benefit package will be designed for each employee based on individual situations.

Housing Allowance

Housing allowances will be determined annually by the Personnel Ministry Team. A housing allowance will be allotted to the Pastor and other ordained ministers.

Moving Expenses

The church shall pay the expense of moving the pastor from his former location to First Baptist Church of Walton.

SALARY ADMINISTRATION

Pay Day

Employees shall be paid on a weekly or monthly basis at their option. Pay days shall be Monday for weekly and the last day of the month for monthly.

Salary Increases

Salary and other allowances will be reviewed annually by the Personnel Ministry Team at the time of budget preparation. The Team shall determine and recommend to include in the budget sufficient funds for cost of living and approved merit increases for all paid employees, if appropriate. Each employee shall be evaluated by the Personnel Ministry Team in consultation with his/her supervisor at least once each year. The evaluation shall occur prior to the granting of any merit increase. The Personnel Ministry team may conduct an interview with each employee to discuss compensation adjustments and condition of employment and to receive comments from the employees. Normally, merit increases will be effective on the first day of the new calendar year except for new hires.

Position Descriptions

A current position description shall be maintained by the Personnel Ministry Team for each paid position. The descriptions are to be updated as necessary.

Salary Advance

Salary advances are prohibited. No paychecks are to be given in advance of the normal pay day.

GENERAL POLICIES

Work Schedule

Full-time secretarial staff shall work five days per week Monday through Thursday, 8:30 am to 4:00 pm with 30 minutes for lunch and Friday 8:30 am to 12:00 pm.

Other full time employees' and part time employees' working schedules shall be planned and coordinated with the Pastor (or his designee). However, Sunday shall be considered a workday for all ministers.

Grievances/Complaints

Any grievance or misunderstanding that may arise with the staff or other employees should first be discussed with the employee's supervisor. Such problems may be discussed with the Personnel Ministry Team whenever it is felt necessary.

Performance Review

The employee's supervisor will conduct an annual performance review. All reviews must be forwarded to the Personnel Ministry Team for final sign-off and verification. In the case of a new employee, a performance review will be conducted after 90 days of employment.

Garnishments

The church office will receive and process garnishments according to legal requirements. The Pastor (or his designee) should give guidance to the employee involved. Any employee sustaining more than two garnishments within a twelve-month period may be subject to termination of employment.

Confidential Information

Church employees and Personnel Ministry Team members are in a position of trust and, as such, will be in frequent contact with confidential and privileged information about church affairs, church members, non-church members, and other employees. It is the policy of First Baptist Church of Walton that all such matters shall be strictly confidential and not be disclosed outside of the church except where specifically authorized.

JOB DESCRIPTIONS

Pastor

The job description of the Pastor is addressed in the Constitution and By-Laws, Article II, Section 1.

Director of Student Ministry

The Director of Student Ministry shall be called of God and by the church for ministry to students from pre-school to college. The Director must have a heart and a vision to convert unbelieving students from within and outside of the church body. Moreover, the Director must demonstrate a passion for equipping and developing believers into healthy and effective disciples.

The Director must be able to create and develop a student ministry in coordination with the Pastor and any committees or councils that the church calls to assist in ministry.

The Director has obtained or is working toward an undergraduate degree in a field of study that can be applied to student ministry and/or has a minimum of 2 years of experience in student ministry.

The Director is encouraged to attend conferences and classes that will be relevant to student ministry and personal and professional spiritual growth.

Personal Expectations

The Director must meet the following personal expectations;

1. Has a testimony of one who has been redeemed by the Lord Jesus Christ.
2. Has been baptized as a public testimony of the Lordship of Jesus in his/her life.
3. Walks daily with the Lord in personal devotions and private prayer.
4. Regularly engages unbelievers with the gospel of Jesus Christ.
5. Holds to the divine inspiration and inerrancy of the Bible.
6. Demonstrates a loving and Christlike attitude to those within the faith as well as to those who are unbelievers.
7. Attends all regularly scheduled worship services.
8. Commits to the doctrines of the church as described in the church covenant.

Professional Expectations

The Director develops, organizes, and administrates a ministry that will cover students from pre-school to college by adhering to the following;

1. Works under the direction and guidance of the Pastor.
2. Works with other church staff to ensure unity among all ministries.
3. Develops a unified student ministry that is in line with the church's vision of reaching unbelievers and making disciples of Christ.

4. Organizes and trains teachers and leaders who have demonstrated a passion for and a call to student ministry.
5. Establishes annual goals for student ministry enrichment.
6. Coordinates with all ministerial leadership to ensure that the literature and materials being used are in line with the doctrines and vision of the church.
7. Maintains current records of all students involved in FBC student ministry.
8. Schedules and coordinates special Sundays that will celebrate various aspects of the student ministry (Youth Sunday, AWANA Sunday, etc.)
9. Organizes camp(s) for children and youth.
10. Attends sufficient in-person office hours and meetings to maintain the spirit of unity and genuine inter-personal relationships.

Conduct Guidelines

At no time shall the Director of Student Ministry conduct counseling or any other ministry to a student individually without the presence of his/her spouse or another adult. Neither shall they transport youth in their personal or church vehicle without a spouse or another adult present. The Director must not at any time consume or use alcohol or any illegal drugs. Their conduct must be beyond reproach.

Minister of Music

The Minister of Music shall be called of God, a student of the Bible and called by the church to direct and coordinate, in conjunction with the pastor, the total program of Christian Music by providing motivation, inspiration, and enthusiasm.

OVERALL VIEW OF PERSONAL RESPONSIBILITIES

1. To direct the planning, coordination, and operation of a music program.
2. To direct the Adult Choir and assist the pastor in planning the congregational services of the church.
3. To assist leaders of all church organizations in their music needs: pianists, song leaders, equipment and supplies.
4. To develop with the help of the music librarian an organized music library.
5. To develop the congregational music activities to encourage a “singing congregation” and cultivate an appreciation of worship music.
6. To coordinate a church-wide music and youth program with the Director of Student Ministry.
7. Cooperate with the Association and Convention programs in music as time permits.
8. Attend regular staff meetings
9. To coordinate with the Audio Visual and Video Projection/Power Point Ministry Teams.
10. Be responsible for the maintenance of all music instruments and equipment.
11. To support the total program of the church
12. To be responsible for the supervision of the organist and pianist.
13. Approve all music for funerals, weddings and use of the musical instruments.
14. The order of Sunday services and all special music will be turned into the church office no later than Wednesday.

Secretary

The Secretary's duties shall include:

1. Completes tasks as requested by the pastor, answers phone, creates all bulletins, and acquires necessary church supplies if it remains within its allotted amount.
2. Receives empty collection envelopes after money has been removed and counted by proper persons selected and approved by the church.
3. Records individual donor's contributions.
4. Files envelopes for period of five years (plus current year) for reference in case of questions.
5. Makes monthly report(s) to the treasurer concerning receipts from envelopes, loose offerings and special contributions.
6. Prepares and mails annual financial statements to membership.
7. Keeps the financial books and records. Each item in the budget will be credited with its quota or percentage of receipts. Prepares vouchers or checks for payment of accounts and reviews each line-item disbursement to determine if it remains within its allotted amount.
8. Prepares a monthly financial statement.
9. Gives notice to the church immediately when any item in the budget exceeds allocation in order that the church makes proper provision.
10. Makes requests to church if and when additional help is needed.
11. Maintains a current operating procedure manual and revises as necessary.
12. Trains an individual adequately for back-up and/or support.

Organist

The organist's duties and privileges shall be as follows:

1. Provides appropriate music for all scheduled or special worship services, provides offertories and other interludes as required in these services and accompanies special vocal numbers as requested, not to include a regular Wednesday prayer meeting.
2. Coordinates with the Minister of Music and Pastor.
3. Plays for revivals and will be compensated for services.
4. Given consideration and opportunity to play for weddings and funerals held at the church and will be compensated by the wedding party or funeral director. Exceptions to this must be cleared through the Minister of Music or Pastor.
5. Must be a member of First Baptist Church of Walton.
6. Tenure shall be an indefinite period. One month notice must be given in writing by the organist to the church or by the church to the organist if employment is not to be continued.

Pianist

The Pianist's duties and privileges shall be as follows:

1. Provides appropriate music for all scheduled or special worship services, to include Wednesday night prayer service, provides offertories and other interludes as required in these services, and accompanies special voice numbers as requested.
2. Plays for all choir rehearsals, both weekly and special called rehearsals.
3. Plays for revivals as required and will be compensated for services
4. Coordinates with the Minister of Music and the Pastor.
5. Given consideration and opportunity to play for weddings and funerals held at the church and will be compensated by the wedding party or funeral director. Exceptions to this must be cleared through the Minister of Music or Pastor.
6. Must be a member of First Baptist Church of Walton.
7. Tenure shall be an indefinite period. One month notice must be given in writing by the organist to the church or by the church to the organist if employment is not to be continued.

Housekeeper

1. Shall be elected by vote of church after nomination by Personnel Ministry Team as an independent contractor.

2. Duties and privileges shall be as follows:
 1. Meets qualifications in character and conduct becoming a person representing First Baptist Church of Walton.
 2. Sees that buildings and surroundings are neat, clean and orderly.
 3. Uses caution to keep all utility bills at a minimum.
 4. Keeps property, supplies and equipment in a good state of repair. Stores and cares for all equipment, tools and supplies in an orderly manner.
 5. Informs secretary when low on all supplies normally needed to carry out the duties of the responsibilities.
 6. Makes request to the proper committee/ministry team if major equipment is needed for the execution of responsibilities.
 7. Uses all reasonable diligence to keep buildings clean and sanitary at all times. Checks, sweeps and mops kitchen floors as needed. Gives special attention to nurseries and rooms used by children.
 8. Clean all the windows on the inside as needed and gives special attention to entrance doorway windows and outside entrances.
 9. Is available for special events as needed by the church, i.e, VBS.

Name of Business _____
Address _____
Phone Number _____

This is a contractual agreement between First Baptist Church of Walton, KY and _____, _____ for cleaning services to clean the church building and the OFC (Outreach and Fellowship Center) for \$ _____ per year. This amount will be broken down into weekly payments of \$ _____ which will be paid on Mondays of each week (except on holidays it will be Tuesday). _____ is responsible for all taxes, insurance and other liabilities related to their employees and the operation of their business. _____ will submit the names and needed information for each employee who has access to the buildings and will complete yearly background and drug tests on them. As much as possible, cleaning services shall be performed in the afternoon and evening hours at the discretion of _____.

The duties of _____ shall include:

1. Clean all restrooms and mop restroom floors **every week**.
2. Stock soap, toilet paper and paper towels in restrooms **every week**.
3. Empty all trash on all floors, in classrooms, and at OFC building at **least weekly** or more often if needed.
4. Sweep and mop all steps inside the building **at least once a week** or more often as needed. Dust the outside of entrance doors. Clean hand rails in stair area **weekly** with solution that both cleans and disinfects.
5. Sweep and mop all kitchens and dining area floors. Dining areas must be swept and mopped completely **at least once a month**. (No stripping, waxing or buffing)
6. Vacuum all carpet areas and spot clean as needed **every week**.
7. Wipe down all classroom furniture and window sills throughout the building on a **weekly basis**. Clean toys in classrooms.
8. Spot clean all windows and doors within reach as needed. No ladder usage.
9. Clean sanctuary, including pews, balcony, choir loft, steps and hallways **every week**. Be sure stairs to balcony are clean and free of spider webs. Make sure that windows and window sills in sanctuary are cleaned **weekly**.
10. Be available and willing to adjust cleaning schedule in the case of special events such as VBS, Revival, Weddings, etc.

Duties of the church:

1. Make available all materials for stocking restrooms and cleaning, including trash bags, cleaning soap, and any apparatus needed to clean (mops, vacuums, rags, etc.)
2. Make church and OFC available by supplying key and code for alarms.

Termination of Contract

This contract may be terminated by either party for any cause by notifying the other party 30 days in advance of termination date. The Church reserves the right to seek new bids for cleaning services on an annual basis if the Personnel Ministry Team should determine that this is necessary.

First Baptist Church of Walton

Signed _____ Date _____

Name of Business _____

Signed _____ Date _____

ADDENDUM

ORGANIZATIONAL CHART

POSITION	CLASS	INCUMBENT	EFFECTIVE DATE OF HIRE	JOB DESCR APPROVED
Pastor	P	David Wiggins	11/23/14	01/01/10
Director of Student Ministry	P	Bobby Carr	8/29/22	02/24/22
Office Manager/ Financial Secretary	S	Lois Goldsberry	10/18/03	06/11/17
Minister of Music	PP	Chris Setters	03/06/17	10/31/16
Organist	PP	Millie Baker	09/14/03	06/11/17
Pianist	PP	Patty Lane	07/12/09	06/11/17
Independent Contractor:				
Cleaning Contract	IC	Roxanne Magee	01/18/16	0 9/16/18