



PERSONNEL POLICIES & PROCEDURES MANUAL

Williamstown Baptist Church

Approved, WBC Business Meeting 6/14/2020

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TEAM COVENANT

We will be strategic stewards of our individual and collective callings to follow Jesus Christ and to serve his purposes, specifically as he has called us to serve the body of Christ at the Church, but also in the broader Kingdom work in which we are all engaged.

Because we are devoted to this calling and to honoring each other above ourselves, we will keep the following commitments:

- We will pray consistently and specifically with each other, for each other, and for God's movement in the Church.
- We will value people highly.
- We will be generous with encouragement of each other and each of the Church's ministries.
- We will create a safe place to voice differing opinions.
- We will be present, fully engaged, and not distracted.
- We will have solidarity once decisions are made.
- We will honor and respect each other's time.
- After ensuring complete clarity, we will operate with accountability and grace.
- We are committed to living in peace, speaking the truth in love and actively seeking to resolve conflicts.

Chapter 1 – Introduction

At Williamstown Baptist Church (WBC), also referred to as “the Church,” our staff is viewed as a gift from God. We appreciate the gifts and talents each staff member brings to our ministry team and we are committed to helping each person achieve the highest level of service for the Lord in this ministry.

A. Basis of Policy

The Personnel Policies & Procedures Manual (“the Manual”) represents policies and procedures to assure the effective day-to-day operations of WBC. The policies and procedures are to be followed by all staff members. In extenuating circumstances, exceptions to policies may be recommended by the Pastor and approved by the Personnel Committee.

If a policy in the Manual conflicts with WBC’s Constitution or Bylaws, then the Constitution and Bylaws are the controlling documents pertaining to such policy.

B. Administration of Policy

The Pastor, in conjunction with the Personnel Committee, is responsible for overall compliance with the Manual’s policies and procedures. Any questions regarding the policies or procedures shall be referred to the Pastor or the Chairman of the Personnel Committee.

C. Open Door Policy

The Church has an open-door policy for all employees to encourage communication, feedback, and discussion about any matter of importance to an employee. While most concerns can be addressed in discussion with the Pastor, and employees are strongly encouraged to first seek that remedy, any issue may also be discussed with the Personnel Committee.

While there may not be an easy answer or solution, the goal is to foster understanding of the rationale for practices, processes, and decisions.

D. Changes to the Personnel Policies & Procedures Manual

WBC reserves the right to modify the Manual at any time, with or without notice to its employees, and may modify and amend terms of employment as WBC deems appropriate.

Recommended changes to existing policy and procedures or the establishment of new policies or procedures shall be brought to the Personnel Committee for consideration and approval. Approval to propose a change to the Manual requires a minimum of two-thirds consent of the Personnel Committee. All proposed changes will be communicated to and approved by the membership in a business meeting of the WBC and made available to all staff members.

Chapter 2 – Policies

To ensure awareness and compliance of WBC's policies, each staff member upon hiring and annually throughout their employment will be asked to review and acknowledge the policies via a signed statement.

A. Equal Employment Opportunity

WBC's Equal Employment Opportunity Policy applies to all terms and conditions of employment including recruiting, hiring, placement, promotion, termination, layoff, leaves of absence, compensation and education.

WBC is committed to equal employment opportunity in its personnel and employment practices as required by law. An applicant's job-related experience and other qualifications will be considered without discrimination on grounds of race, color, national origin, age, disability, veteran status, or any other basis protected by applicable federal, state or local law that is not subject to a legal exemption practiced by WBC under its beliefs as outlined in WBC's Constitution, Bylaws or policy manuals.

An applicant will be required to give their personal testimony describing their current relationship with Jesus, their history of Christian commitment, and present Church involvement. WBC reserves the right to not hire any applicant or terminate the employment of any employee who does not share or support the religious beliefs and values of WBC as stated in its Constitution.

The Church is permitted an exception to Equal Employment Opportunity under Federal and State Law. (US Department of Labor: [Directive 2018-03, "Executive Order 11246 § 204\(c\), religious exemption"](#)) Therefore, the Church retains the right to require all applicants for any available position to profess faith and belief in Christ, consistent with the current Baptist Faith and Message, as adopted by the Southern Baptist Convention on June 14, 2000.

Employees or applicants that feel they have experienced or observed any prohibited discriminatory behavior should speak up and immediately report the situation to the Pastor or Chairman of the Personnel Committee. Each complaint will be investigated by the Personnel Committee. Although WBC must collect all relevant information as part of a complete investigation, every effort will be made to conduct the investigation on a confidential basis, with disclosure made only where there is a need to know. If an investigation confirms that discriminatory behavior has occurred, WBC will take prompt corrective action, including discipline up to and including termination. Decisions reached will be communicated to those involved.

B. Disability Accommodation

To ensure equal opportunities to qualified individuals with a disability, the Church will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the Church would result. Employees who desire to request a reasonable accommodation should contact the Pastor or Personnel Committee.

C. Employment at Will

The employment relationship between WBC and each employee is “at will” meaning the term of employment is not definite and may be terminated at any time, with or without cause, and without advance notice. Nothing in the Manual or within its policies creates an employment contract. The “at will” employment relationship will remain in effect for the duration of each employee’s employment unless specifically modified in writing by the Personnel Committee.

D. Immigration Law Compliance

The Church is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present authoritative legal documentation establishing identity and employment eligibility.

E. Employment Application and Background Checks

The Church relies on the accuracy of information received in the employment application and resume, as well as the accuracy of other data presented throughout the hiring process. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

All employees will be required to complete a criminal background check. The Church reserves the right to require additional testing including, but not limited to the review of credit reports, motor vehicle records, drug tests, etc. The Church reserves the right to perform random drug testing.

F. Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Church wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Pastor if you have questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee can influence a decision that may result in a personal gain for that employee or for a family member of said employee as a result of the Church's business dealings.

The mere existence of a relationship with outside firms does not create a "presumption of guilt"; however, if employees have any influence on transactions involving purchases, contracts, or leases that may result in a personal gain for that employee or for a family member of said employee as a result of the Church's business dealings, it is imperative that they disclose to the Pastor or the Chairman of the Deacons as soon as possible. In any event, prior to the execution of the transaction, the existence of any actual or potential conflict of interest shall be reported so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Church does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration or other remuneration as a result of any transaction or business dealings involving the Church. Such transactions described in this paragraph are grounds for immediate termination.

Paid ministry staff and/or support staff may not serve as a Deacon while employed by the Church.

G. Hiring of Relatives

The Church acknowledges the employment of relatives may cause conflicts and problems with perceptions of favoritism and difficulty in addressing substandard performance. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships. Further, when multiple family members are employed by the Church, the impact is greater if the family is called to another place of service.

Yet, the Church acknowledges that God has uniquely gifted and called each person He brings into the Church and each member has a purpose and role in the body. The Church further acknowledges that spouses and family members should not be penalized or excluded from employment nor the Church's mission be hindered due to a relationship with a current employee. Therefore, employment of relatives will be considered by the Personnel Committee

on a case by case basis. Relatives of current employees may not be hired into a salaried, regular full time or part time hourly-paid position without the approval of the Personnel Committee.

H. Church Membership

All Ministry Staff are expected to be members of WBC. Support staff should be a person of faith with strong Christian character and integrity who regularly attends either WBC or a Church of like faith and order. Failure to remain active in a Church could result in dismissal.

I. Anti-Harassment / Anti-Bullying

WBC is committed to maintaining a work environment where people are treated with respect. In keeping with this commitment, WBC will not tolerate the harassment or bullying of employees or applicants by anyone, including any supervisor, co-worker, or non-employee.

Harassment consists of unwelcome conduct, whether verbal, non-verbal or physical, that is based on a person's sex, race, color, national origin, age, disability, veteran status, or other protected group status, and affects an individual's employment or creates an intimidating, hostile, or offensive work environment.

Bullying consists of inappropriate or threatening behavior, either direct or indirect, whether verbal, physical, written or otherwise, conducted by one or more persons against another or others.

It is every employee's responsibility to help maintain a work environment free from harassment and bullying. Employees who believe they have experienced or observed harassment or bullying must report the situation immediately to the Pastor or Chairman of the Personnel Committee.

Each complaint will be investigated by the Personnel Committee. Although WBC must collect all relevant information as part of a complete and timely investigation, every effort will be made to conduct the investigation on a confidential basis, with disclosure made only where there is a need to know. If an investigation confirms that harassment or bullying has occurred, WBC will take prompt corrective action, including discipline up to and including termination. Decisions reached will be communicated to those involved.

WBC will not authorize or permit any form of retaliation against any employee who has made a good faith claim or report of harassment or bullying, or against any employee who in good faith has provided information to WBC during the investigation of a claim or report of harassment or bullying. Employees who believe that they have been retaliated against should immediately contact the Pastor or the Chairman of the Personnel Committee. Each complaint will be investigated by the Personnel Committee.

J. Substance Abuse

WBC is committed to maintaining a productive, safe, and healthy work environment. Therefore, the unlawful manufacture, distribution, dispensing, possession, use, sale, or purchase of illegal drugs or paraphernalia at any time is prohibited. Impairment due to the use of alcohol or drugs while performing Church business or ministry is also prohibited.

Any employee found abusing prescription drugs, bringing illegal drugs, drug paraphernalia, or alcohol onto the Church premises or to a Church event, or who reports to work impaired due to the influence of controlled substances, alcohol or the abuse of legally prescribed drugs will be immediately sent home. The incident will be investigated by the Personnel Committee. At the completion of the investigation, appropriate disciplinary action will be levied up to and including termination. All employees may be subject to drug testing at any time.

K. Protection and Use of Church Resources

Employees are expected to protect Church resources and use them efficiently, responsibly, and for their intended purpose in support of the ministry of WBC. Church resources include but are not limited to facilities, data, tools, educational materials, computers, telephones, email and internet access.

Employees are to respect and comply with all applicable copyright, licensing terms, and usage agreements for purchased or licensed physical or digital media, music, software and similar content.

L. Outside Employment

The Church expects all employees to devote their best efforts to the ministry works for which they were employed. Therefore, salaried employees and pastoral level ministerial employees are discouraged from taking part-time employment outside the Church. However, the Church does understand that it may be necessary and/or permissible under certain circumstances.

Should there be occasion for the Pastor and Ministry Staff to have employment outside WBC, they must obtain prior approval. In such cases a written request must be submitted to the Chair of the Deacons and approved by the Deacon Body, including the place of employment, nature of duties, and hours required. The review process is to be completed within two (2) weeks of receipt of request.

Should there be occasion for the support staff to have employment outside WBC, the employee must give prior notification which shall not be unreasonably withheld or conditioned. In such cases a written request must be submitted to the Pastor and Personnel Committee, including the place of employment, nature of duties, and hours required. The review process is to be completed within two (2) weeks of receipt of request.

The employee may be asked to resign from his/her employment outside WBC if it is deemed to adversely affect his/her performance of WBC duties and responsibilities.

M. Confidentiality

The Church employees and volunteers are bound by ethical and legal obligations to protect the confidentiality and privacy of employees, volunteers, members, and visitors. Confidential communications including conversations, reports, forms, emails, texts, and other written or oral communication are governed by the Manual.

Any employee who is concerned this policy has been violated must notify the Pastor, who will then notify the Personnel Committee.

N. Inclement Weather Closure

Employees are expected to be on duty during normal working hours and Church activities are expected to be held as scheduled unless a decision is made to close the office, cancel Church services or Church activities. The decision to close the Church office will be the responsibility of the Pastor. The decision to cancel Church services or Church activities will be the decision of the Pastor, the Chairman of the Deacons and other leaders.

To confirm the opening or closing of the Church, the Pastor will communicate to the employees the plan for direction. However, if the office is open, PTO (paid time off) or unpaid time may be taken if an employee determines he or she is unable to get to work. The employee may also adjust their schedule to make up hours later in the same work week with the approval of the Pastor.

Employees responsible for facility maintenance are expected to be available as necessary during inclement weather for appropriate facility maintenance.

O. Building Keys

Building keys may be distributed to employees or volunteers based on their job assignments and responsibilities in order to better oversee the use and protection of the building. The Facilities Manager will issue keys to new employees and/or existing employees based on need and will document key distribution in a logbook. All keys must be returned to the Facilities Manager upon termination of employment or end of activity responsibilities. Lost keys must be reported to the Facilities Manager immediately.

Chapter 3 – Employment Classifications

A. Employment Status

1. Exempt/Salaried

Exempt employees are paid on a salaried basis and not eligible to receive overtime pay.

a. Full time Exempt

Are expected to work a minimum of 40 hours per week as outlined in the job description and are eligible for benefits such as vacation, paid time off (PTO), annuity payments and health insurance reimbursement.

b. Part Time Exempt

- i. Part time exempt/salaried employees are expected to work the hours outlined in their corresponding job description.
- ii. Generally, part time exempt employees working 20 hours or more per week are eligible for vacation and PTO.
- iii. Generally, part time exempt employees working less than 20 hours per week are not eligible for benefits such as vacation and PTO.

2. Regular Full Time (Hourly)

Full-time employees must work 32 scheduled hours or more per week. Hours worked are determined on an annual average basis for all employees. Generally, full-time employees are eligible for benefits such as vacation, PTO, and health insurance reimbursement.

3. Regular Part-Time (Hourly)

Regular part-time employees are employees who work less than 32 scheduled hours per week. Regular part-time employees who work 20-31 scheduled hours per week are eligible for partial benefits including vacation and PTO days. Part time employees working less than 20 scheduled hours per week are not eligible for benefits such as vacation, PTO and health insurance reimbursement.

4. Contract Employees / Temporary Employees / Interim Employees

Employees who are contracted to work in a defined role for a specific program or special task are not eligible for benefits. There are other occasions when limited duration work requirements are fulfilled through temporary or interim contracts/employees. These employees are also not eligible for benefits.

B. Job Classifications

1. Ministry Staff

Ministry staff will lead WBC to fulfill the Great Commission and implement the Church's strategy. Ministry staff will be recommended by a Search Committee appointed by the Deacon Body and approved by the Church and will include guidance and input from the Senior Pastor. Ministry staff includes positions such as Pastors, worship leaders and other ordained individuals.

2. Support Staff

Support staff will assist Ministry Staff as directed. The support staff will be interviewed by the Personnel Committee with input from the Pastor. Support staff will be recommended by the Personnel Committee and approved by the Church

C. Probationary Period (Support Staff only)

All newly hired Support Staff members will be employed on a probationary basis of 60 calendar days and will be evaluated by the Pastor at the conclusion of the probationary period. The Pastor will then make recommendation to continue or terminate the "at will" employment.

During the probationary period, benefits will not be provided. Following the probationary period, Support Staff become eligible for benefits and if applicable, healthcare reimbursement on the first day of the month following.

D. Job Descriptions

Job descriptions will be established by the Pastor and the Personnel Committee. Job descriptions will be provided to employees at time of employment and will be maintained by the Pastor.

E. Personnel Organization

The organizational structure of all staff members will be defined by the Pastor. The Pastor will provide the Personnel Committee and WBC staff with a copy of the organizational chart which shall be reviewed periodically.

Chapter 4 – Working Hours

A. Ministry Staff

1. Pastor

The Pastor will establish his own schedule in a manner that allows him to execute his duties to the best of his ability. The Pastor should schedule two (2) days off per week and advise the Deacon Body and staff members of his typical schedule.

2. Other Ministry Staff

The Pastor will establish the working hours for each full time Ministry Staff member. Each Ministry Staff member is expected to work a minimum of 40 hours a week on Church related ministries. Each Ministry Staff member will be given Saturday plus one additional day off which will be assigned by the Pastor unless otherwise approved.

Part time ministry staff hours will be coordinated with the Pastor.

3. Sundays

Ministry staff absences on Sunday are to be kept to a minimum, equaling no more than the number of vacation weeks per year. Exceptions are made for other approved ministry purposes (per Chapter 7 - Conferences, Revivals, Conventions, Continuing Education of the Manual.) Absences on Sunday must be approved by the Pastor or the Personnel Committee in the absence of the Pastor.

B. Support Staff

The Pastor will establish and approve the work hours and days off.

1. Time Records

All hourly employees must keep a daily record of time worked by signing in and out of the office as required by Federal Wage and Hour Laws. The appropriate form for recording time worked will be provided by the Financial Assistant. Exempt/salaried support staff must also keep a daily record of their time worked by completing a time sheet or record of their hours.

2. Overtime

Full-time hourly employees are scheduled for a maximum 40-hour work week. Overtime is intended to be a means to resolve emergencies or extenuating circumstances. All overtime must be preapproved by the Pastor. Overtime is paid at one and one-half times the normal hourly rate.

Work hours that exceed scheduled weekly hours of part-time hourly employees must be pre-approved by the Pastor.

Chapter 5 – Compensation & Benefits

A. Salary and Wages

Compensation for each employee is based upon personal qualifications, experience, academic training, current market conditions, and the Church's financial situation.

B. Deductions

Normal required withholdings (e.g. federal income tax, state income tax, Medicare tax, social security, and local taxes) will be deducted from the base pay. Ordained Ministers, at their own initiative and by submitting proper documentation, may designate an amount of their salary as a housing allowance.

C. Social Security

WBC will pay the employer's share and withhold the employee's share of FICA (Federal Insurance Contributions Act) taxes for all employees, excluding Ordained Ministers claiming self-employment status.

Ordained Ministers claiming self-employment status are responsible for remitting SECA (Self Employed Contributions Act) tax payments to the IRS.

D. Pay Increases and Bonuses

Merit raises, increases and/or reductions in compensation may be given from time to time based on job performance, market and other conditions, and availability of funds, all as determined by the Finance Committee with input from the Personnel Committee and the Pastor. Discretionary Bonuses may be provided from time to time at the recommendation of the Pastor and Personnel Committee and approval of the Finance Committee where funding is available. The Deacon Body has responsibility for the Senior Pastor's annual evaluation (refer to Chapter 6 – Performance Evaluations) and any subsequent adjustments in compensation.

E. Benefits

WBC reserves the right to modify benefits including but not limited to eligibility considerations and funded contribution levels. The Personnel Committee, in conjunction with the Finance Committee, must approve all changes to benefits offerings and resulting changes to the budget will be approved by the Church.

F. Time Off

All vacation, PTO and unpaid time off must be approved by the Pastor. To ensure adequate coverage of the ministerial and support team, vacation and planned time off should be provided in writing to the Pastor a minimum of one month prior to the time requested as much as possible. The Financial Assistant must be informed of approved time off for tracking purposes via a time off request form.

Conflicts in scheduling of vacation time may be resolved with preference given to the person with the greatest seniority. Adequate staff must be present daily to adequately carry out the ministry and operations of the Church. Rotation of time off may be necessary to prevent employees from taking peak holiday times every year.

To avoid hardship on the Church staff, no more than two consecutive weeks off work may be requested unless extenuating circumstances apply. When possible, Church personnel should refrain from requesting time off during special ministry events such as Vacation Bible School, Singing Christmas Tree, etc.

1. Definitions

- a. **Vacation Days** are defined as scheduled and planned days off work
- b. **PTO (paid time off)** is defined as time that can be used for sick days, personal leave or vacation.
- c. When vacation and PTO days have been exhausted for the year, additional time off is unpaid. Requests for unpaid time off should be kept to a minimum.

2. Eligibility

- a. Regular full-time employees
 - i. Are eligible for vacation days as noted below.
 - ii. At the beginning of each calendar year, each employee with 90 days of service or more will receive vacation days based on the following years of service:
 - a. 10 days Less than 5 years

- b. 15 days More than 5 years but less than 10 years
 - c. 20 days 10 years or more
 - iii. Employees hired during the calendar year or within 90 days of the end of the prior calendar year, will receive a pro-rated number of PTO days after 90 days of service.
 - iv. Five PTO days will be granted on an annual basis in addition to the vacation days.
- b. Regular part-time employees
 - i. Part time employees are eligible for vacation hours equal to the amount of regularly scheduled hours they work each week based on years of service. For example, an employee with less than 5 years of service who is regularly scheduled to work 20 hours each week will receive 20 hours of vacation per year.
 - ii. At the beginning of each calendar year, each employee with 90 days of service or more will receive vacation days based on the following years of service:
 - a. 1x regularly scheduled hours Less than 5 years
 - b. 2.5x regularly scheduled hours More than 5 years but less than 10 years
 - c. 3x regularly scheduled hours 10 years or more
 - iii. Employees hired during the calendar year or within 90 days of the end of the prior calendar year, will receive a pro-rated number of PTO days after 90 days of service.
 - iv. Three PTO days will be granted on an annual basis in addition to the vacation days.

3. Additional guidelines:

- a. Employees whose regular work schedule includes Sunday must use vacation or PTO days to request Sunday off. Employees may use up to ¼ of total vacation days for Sunday leave.
- b. Vacation and PTO days must be used in ½ or full day increments for full time employees.
- c. Part time employees may request vacation or PTO days in hourly increments.
- d. Employees may not carry any vacation or PTO days into the next calendar year.
- e. Unused vacation and PTO days not used by December 31 will not be paid out or compensated.
- f. Employees should make every effort to avoid using all PTO and vacation days early in the year and hold a portion of their PTO days for unexpected time off.

4. Payment of Vacation or PTO upon Separation

If the Church terminates employment with any employee, the employee will receive payment for any unused vacation days for that year (not including PTO). Payment for unused vacation days will count as income with the appropriate taxes to be withheld.

If the employee resigns of their own accord, a maximum of one week of vacation will be paid if vacation is available. Any remaining vacation (greater than the one week) and PTO will not be paid out.

G. Holidays

The Church recognizes the following as official paid holidays:

- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

1. General Guidelines

- a. To the extent the Church has a service on a designated holiday, the employees who work during the service will be given an alternative holiday as determined by the Pastor.
- b. If a holiday falls during an employee's approved vacation period, the employee will receive holiday pay, and will not be charged for a vacation day on the day the holiday is observed.
- c. Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.

2. Part time employees

- a. No additional time will be granted if the holiday does not fall on such employee's regularly scheduled workday.
- b. No additional time will be granted if such employee's primary duties require that he or she work on the holiday, whether such holiday falls during the week or on the weekend.

- c. Should a holiday fall on a regularly scheduled workday and the employee's duties are not required, the scheduled work hours will pay out at the normal hourly rate.

H. Health Insurance

The Church offers eligible employees reimbursement for their medical health insurance benefits of their choice. The Church reserves the right to modify the health insurance reimbursement at its discretion.

I. Other Benefits

Employees will be reimbursed for business related travel at the current IRS allowed mileage rate.

Cell phones will be provided for the pastor and other employees deemed necessary to have ongoing and routine communication with approval by the Personnel and Finance Committee.

Chapter 6 – Performance Evaluations

Each staff member will receive an annual evaluation by the Pastor and the Personnel Committee. Evaluations are based on employee's job performance against their job description and conduct as outlined in the Manual. These evaluations should be completed prior to each year's budget cycle. The Personnel Committee and pastor may solicit peer reviews for employees to use as part of the evaluation process.

Evaluations are to be kept confidential by all participants.

A. Pastor

The Pastor's annual evaluation will be conducted by the Deacon Body and then presented/discussed with the Pastor by the Chairman of the Deacon Body and two other Deacons. All parties will sign the evaluation and it will be kept in the Pastor's personnel file. The Chairman of the Deacons will be responsible for maintaining the Pastor's personnel file in a secure location at the Church.

B. Ministry Staff

The Pastor will evaluate each of the Ministry Staff. After the evaluation, the staff member and reviewer should sign the evaluation and the Pastor will forward a copy to the Deacon Body for review and approval. Upon completion of the Deacon Body review, the evaluation is kept in the staff member's personnel file.

In the absence of a Pastor, the Deacon Body is responsible for overseeing the evaluations.

C. Support Staff

The Pastor will evaluate each Support Staff member having a Regular Full Time or Regular Part-Time employment status. A member of the Personnel Committee will review the evaluation and sign it prior to the Pastor meeting with the staff member. After the evaluation, the staff member and Pastor should sign the evaluation, which is kept in the staff members' personnel file.

In the absence of a Pastor, the Personnel Committee is responsible for overseeing the evaluations.

Chapter 7 – Conferences, Revivals, Conventions, Continuing Education

A. General

The Pastor has overall responsibility to coordinate staff convention/conference attendance and continuing education.

All activities within this chapter requiring fees and/or travel expenses to be paid by WBC are to be budgeted and subject to available funds. The Pastor or in his absence, the Personnel Committee will approve participation and validation of funds availability in advance of the activity.

Staff member attendance for an approved event will be considered normal work activity. For Regular Full Time or Regular Part-Time employees who are paid hourly, travel time to and from an event is not paid, however, mileage is paid and reimbursed according to the mileage reimbursement described in this handbook

In addition to the guidelines below, the Personnel Committee may approve requested reallocation of time away or additional time.

B. Pastor

The Pastor and his wife or designated Ministry Staff and spouse may attend, at the Church's expense, the Southern Baptist Convention, Kentucky Baptist Convention, and the KBC Evangelism Conference. The Church will cover travel, food, and lodging expenses.

Up to two (2) weeks per year may be used for mission trips, revivals, conferences, or speaking engagements not in the geographical area of the WBC.

Up to one (1) week per year may be used for continuing education, professional development or retreats. Educational expenses may be covered through the budget with prior approval from the Finance Committee.

The Pastor will regularly report to the Deacon Body and congregation his schedule regarding these activities. The Pastor should avoid taking time off around key events and holidays during the year to avoid impacting the ministry and mission of WBC.

C. Ministry Staff

Ministry Staff and spouses may attend the KBC State Convention and the KBC Evangelism Conference each year at the Church's expense. The Church will cover travel, food, and lodging.

Up to two (2) weeks per year may be used for revivals, conferences, or speaking engagements. Time away must be approved by the Pastor.

Up to one (1) week per year may be used for continuing education. The Pastor may approve an additional seminar or conference. Educational expenses may be covered through the budget with prior approval from the Finance Committee.

D. Support Staff

Expenses related to approved development, training, or education supporting the performance of work will be paid by the Church.

Chapter 8 – Absences

A. General Absences

Staff members of WBC are to bring to the attention of their Pastor any planned or emergency absence. Absences due to injury or illness are to be reported immediately. Requests for personal time off are to be planned with and approved in advance by the Pastor. Staff members should realize such requests made on short notice may not be approved if it impacts the ministry and mission of WBC, unless otherwise required by law.

B. Civil Leave

Staff members are entitled to leave with pay when requested for jury duty or subpoenaed as a witness in any court or legal proceeding. Leave without pay for legal proceedings involving personal gain or interest may be approved by the Pastor on a case by case basis.

C. Funeral Leave

Staff members are entitled to leave with pay for up to five (5) workdays upon the death of a spouse, child, stepchild, child's spouse, grandchild, parent, grandparent, brother, sister, or parent-in-law. One (1) day may be granted for other close relatives.

Consideration will be given to exceptions to the above rules in unusual instances where adherence to these rules would be out of keeping with the intent of this policy. Exceptions must be approved by the Pastor.

D. Sabbatical Leave (Pastor only)

The Pastor is eligible for up to four (4) consecutive weeks paid sabbatical leave subject to the following:

1. Leave eligibility begins after five (5) years of service.
2. The Pastor is to schedule the sabbatical leave around key or critical Church events, ensures pastoral coverage in his absence, obtains approval from the Deacon Body, coordinates with the ministry staff, and notifies the Church of his leave schedule.
3. A maximum of one Sabbatical Leave may be taken every five (5) years.

Chapter 9 – Employee and Volunteer Conduct

A. Employee Conduct

Employees of the Church represent this ministry in both their work life and private life. As a result, they are expected to always be sensitive to how others may see them Biblically, spiritually, and ethically. Each employee has the opportunity to help WBC accomplish its God-given mission, to promote unity, and to encourage membership to further live out their faith.

All WBC employees are expected to abide by the following WBC rules of conduct. Failure to follow these rules may result in disciplinary action, up to and including termination.

1. Prior to employment, WBC will perform background checks and drug testing in anticipation of beginning employment. Background checks and drug tests may be performed periodically on WBC employees.
2. Each employee must sign a statement indicating they have read and agrees to fully support WBC's Constitution, Bylaws, policies and the doctrinal statement included therein.
3. Each employee agrees and understands his/her job performance is to meet acceptable expectations.

4. Employees are to work closely with the pastoral leadership, Church teams, and Church members. Employees are expected to carry out the decisions of the staff leadership and Church. Employees are expected to maintain confidentiality in their work.
5. All employees must be willing to help each other, equalizing workloads as much as possible, emphasizing the team and Church mission over individual, personal tasks or objectives. All employees must strive to create an environment in which their colleagues may experience growth and success in ministry.
6. Employees not reporting to work as scheduled or needing an adjustment to schedule are to notify their Pastor. Excessive tardiness or absence is not acceptable. Employees absent for two consecutive workdays without notifying their Pastor will be considered to have voluntarily resigned their position.
7. Employees are to use their best judgment regarding attire, grooming and appearance. Employee appearance shall be appropriate to the occasion and their duties. Pastors reserve the right to determine appropriateness.
8. Ministry and Support Staff are to refrain from the use of illegal drugs and the abuse of alcohol and legally prescribed medications.

B. Volunteer Conduct

All volunteers of WBC are expected to conduct themselves in a way that avoids situations which raise questions about the Church's credibility or integrity. We expect all volunteers to conduct themselves with the spirit of Philippians 2. *(...do all things without grumbling or questioning, that you may be blameless and innocent, children of God without blemish in the midst of a crooked and twisted generation, among whom you shine as lights in the world...Philippians 2:14-15 ESV)*

We believe that most matters will be resolved between you and your ministry leader. If for any reason the matter is not resolved or is of a nature that you would prefer not to discuss with your area ministry leader, you are encouraged to contact the Pastor, Chairman of the Deacon Body, or the Personnel Committee. We promise to listen and give the best possible response we can. There will be no discrimination, recrimination, or criticisms against any volunteer because he/she presents a complaint or problem.

1. Volunteers are to work closely with the pastoral leadership, ministry leader, and Church members. Volunteers are expected to carry out the decisions of the staff leadership and Church. Volunteers are expected to maintain confidentiality in their work.
2. Volunteers are expected to follow established safety, fire protection, health and security procedures and undergo background checks as noted below.

3. Volunteers should not threaten or demonstrate aggressive physical violence or behavior toward an attendee or member of the Church.
4. Volunteers should refrain from the abuse of alcohol, illegal drug use, or misuse of prescription drugs.
5. Volunteers should maintain harmonious, cooperative relationships with other volunteers and Church members.
6. Volunteers are expected to attend periodic training sessions offered for their area of ministry.

C. Volunteer Background Checks

Background checks are conducted to promote a safe work environment and to protect the Church's most important assets: the people we serve and the people with whom we serve. Prior to serving the Church in a volunteer capacity, all candidates working with minors and persons of special needs must provide authorization to conduct a background check in the state of current residence and any previous states of residency. Volunteers working with children and youth ministries should be members of the Church with a minimum of 6 months of active participation, attendance, and a life that models the self-control and the characteristics of Christ.

In addition, if the Church knows or has reason to believe that a volunteer has a criminal conviction that was not previously disclosed, that individual also will be requested to consent to further background checks or the Church may terminate the volunteer status. WBC specifically reserves any and all rights to conduct criminal background checks regarding volunteers as permitted by law.

D. Protection of Minors and Special Needs

The Church accepts the responsibility to protect minors and persons of special needs while in our care. Additionally, steps will be taken to report "concerns" of potential abuse or neglect observed when minors or people of special needs are in the care of the Church.

The Church has a "zero tolerance" policy for employees and volunteers regarding the abuse or neglect of minors. The Church will train employees in the recognition of symptoms or indicators of physical, emotional, sexual, and verbal abuse as well as neglect.

Any employee or volunteer who suspects a minor or person of special needs has been subject to any abusive or neglectful situation will immediately report the observation to a department head, the Pastor, the Personnel Committee or the Deacon Body who will immediately report it to the appropriate law enforcement authority.

All reports will be investigated by the proper authorities and the Church will comply with all legal and moral obligations during the process.

The Church understands the need for privacy and confidentiality and will use reasonable safeguards to protect both during any investigation.

E. Contact with Minors and Special Needs

The Church accepts the responsibility to protect minors and persons of special needs while in our care. This includes how employees and volunteers communicate with minors or people of special needs. While electronic and mobile communication can be a vital part of ministry, their improper use can produce serious consequences. These consequences may negatively impact the minor, person of special needs, his/her family, the Church and the offending employee or volunteer and their family.

Guidelines:

1. Department Heads and Leaders are responsible for training and monitoring for the volunteers as well as coordinating with the Church office staff background checks in their area of responsibility.
2. The transmission of personal information pertaining to a minor or person of special needs without the written consent of the parent or guardian is prohibited.
3. Any employee or volunteer who believes this policy has been violated must immediately contact the Pastor.
4. Communication should be in group form. Communicating with an individual minor or person of special needs outside of the normal communication channel is discouraged. Any such private communications should be discreetly shared with a third person for accountability.
5. Any employee or volunteer observing a minor or person of special needs attempting to communicate outside the normal channel should immediately report it to the Pastor. Every reasonable effort will be made to confidentially resolve the issue with the parent or guardian's involvement.
6. Anyone who observes a violation of this policy should immediately report it to the Pastor.
7. Violation of this policy may result in disciplinary action up to and including termination.
8. The Church will cooperate with the applicable agencies in any investigation regarding the protection of a minor or a person of special needs.

Chapter 10 – Grievance with Pastor Process

A grievance regarding the Pastor is to be handled with a Biblical model of conflict resolution (Galatians 6:1; Matthew 18:15-17). If resolution to a grievance is not attained through one-on-one conversations, the following process is to be followed:

1. The aggrieved, employee or WBC member is to provide the Chairman of the Personnel Committee and Chairman of the Deacon Body a written and signed statement regarding the nature of the grievance.
2. The Chairman of the Personnel Committee and Chairman of the Deacon Body is to consult with the aggrieved and Senior Pastor together to understand what resolution steps have been taken and to offer further guidance to achieve resolution. The Chairman of the Personnel Committee is to lead this effort.
3. If resolution is still not possible, a “Conflict Resolution Team” consisting of the Chairman of the Personnel Committee, Chairman of the Deacon Body, one member of the Personnel Committee as selected by the Personnel Committee and two members from the Deacon Body as selected by the Deacon Officers will be assembled. All members of the Conflict Resolution Team should not be associated with the grievance and are to serve in an unbiased manner. If this disqualifies one or both of the Chairmen, an alternate is to be chosen by their respective group. The Conflict Resolution Team will select their leader. The Conflict Resolution Team will remain in place until its work is complete.
4. The grievance shall be presented by the aggrieved directly to the Senior Pastor and the Conflict Resolution Team.
5. Once fully heard and investigated, the Conflict Resolution Team is to make a recommendation to the Personnel Committee if further action is deemed necessary.
 - a. If it is determined by the Conflict Resolution Team that action must be taken to terminate the employment of the Pastor, the leader of the Conflict Resolution Team will take the recommendation to the entire Deacon body for a vote. A two thirds majority vote is required. The approved recommendation will then be taken to the Church body for a vote, requiring a two thirds majority. The Personnel Committee in conjunction with the Finance Committee will determine a severance package, if any.
 - b. In all other cases where action is recommended to be taken with the aggrieved and/or Pastor, a two-thirds majority approval of the actions is required by the Personnel Committee. The Chairman of the Personnel Committee and the

Chairman of the Deacon Body will be responsible for overseeing the recommended action.

- c. If recommended actions are not approved, the Conflict Resolution Team and Personnel Committee will determine next steps in a manner consistent with the Biblical model and to the extent possible, the process as outlined above.

All aspects of this process require the strictest level of confidentiality be maintained by all involved in order to protect the Church body and the integrity of the aggrieved and Pastor. Additionally, all parties should approach the grievance with a prayerful spirit and attitude of seeking reconciliation. The Chairman of the Personnel Committee, the Chairman of the Deacon Body, and the leader of the Conflict Resolution Team are to serve as impartial mediators and pursue appropriate reconciliatory steps. The Conflict Resolution Team is to prayerfully seek God's guidance.

Chapter 11 – Separation of Employment (excluding Pastor)

A. Resignation

Staff members voluntarily terminating employment with WBC should submit a formal letter of resignation to the Pastor with a minimum of two weeks' notice.

B. Involuntary Termination

WBC reserves the right to terminate employment of any staff member with or without cause. The termination of Ministry Staff requires the consideration and joint approval of the Pastor and Deacon Body. The termination of Support Staff requires the consideration and joint approval of the Pastor and Personnel Committee.

A layoff is a specific involuntary termination without cause and is necessitated by the changing needs of WBC. The Pastor is to initiate a recommendation of a layoff to the Personnel Committee identifying the reasons and specific positions to be eliminated. If the layoff includes a Ministry Staff member, the Pastor, Personnel Committee, and Finance Committee will bring the recommended layoffs to the Church for final approval.

For involuntary terminations without cause, the Pastor, the Personnel Committee and Finance Committee will determine a severance package, if any.

All involuntary terminations are to be documented in writing by the Pastor including the reason for termination and placed in the employee's personnel file.

EMPLOYEE ACKNOWLEDGEMENT FORM

This signature is to acknowledge that I have received a copy of the Church's Personnel Policies and Procedures Manual and have read it carefully. I will comply with these policies as I serve the Lord with excellence.

I am hereby advised to contact the Pastor if there is anything that I do not understand, or to receive any additional information that may affect me.

I understand that it provides guidance and summary information for employment at the Church.

I also understand that it is my responsibility to read, understand, be familiar with, and comply with this Manual. The language of this handbook is not intended to create a contract or contractual relationship between Williamstown Baptist Church and the employee, expressed or implied.

I further understand that the Church reserves the right to change any or all of the policies and procedures contained in the Manual from time to time as determined necessary by the Personnel Committee with approval by the membership in a business meeting of the WBC.

These changes will be communicated with employees and should be reviewed by the employee.

Employee's Name (Please Print)

Employee's Signature

Date

Employee Time-Off Request Form

Williamstown Baptist Church

Today's Date: _____

Employee's Name: _____

Time-Off Request: _____ Days Hours

Beginning on: _____

Ending on: _____

Reason for Request

- Vacation
- Personal Time Off
- Unpaid Time Off

I understand that this request is subject to approval by my employer.

Employee's Signature: _____ Date: _____

- Approved - Rejected

Supervisor's Signature: _____ Date: _____

To be completed by Payroll Department:

Balance remaining after the above hours have been deducted:

Vacation time remaining: _____

PTO time remaining: _____