

PERSONNEL MANUAL

Revised: January 2024

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POSITIONS COVERED

The following is an explanation of job classifications:

MINISTRY: PROFESSIONAL: Full-time, salaried Pastors and Ministers

SUPPORT: NON-PROFESSIONAL: The Church Administrator, Church Secretary, Substitute Secretary, Financial Secretary, Church Pianist and Organist, Recreation Director, Hispanic Pastor, Wee/Kid Connect Coordinators, Technical Director, Custodians and Wednesday Supper Cook are examples of non-professional positions.

- Positions that work 36 40 hours per week or more are considered full-time and are eligible for paid vacation and sick days.
- Positions that work less than 36 40 hours per week are considered part-time. Those who work 15 hours or more per week are eligible for paid vacation or sick days.

EMPLOYMENT

Minimum Requirements

The minimum requirements for employment are:

- All support non-professional applicants must complete a resume and employment application and forward them to the church office.
- The minimum age for employment is 18 years for secretarial positions. Custodial and childcare workers may be hired at a younger age if assisted by an adult.
- Applicants must possess the skills required by the position as determined by the job description.
- Applicants must comply with the Immigrations Reform and Control Act of 1986.
- Priority will be given to applicants who are members of First Baptist Church. If non-members are to be considered for secretarial, custodial, or paid service positions, prior approval must be obtained from the church. Ministry Professional employees must be or become members of First Baptist Church.

Selection Process

- Ministry Professional - The recruitment, interview, recommendation for selection, etc. for employment of Ministry Professional Staff will be accomplished by a Selection Committee as established by the Church Constitution Bylaws, Article II, Section 1 and Section 3.2(5). Terms of employment will be coordinated with the Personnel Committee, Lead Pastor, Deacon Council, and Stewardship Committee.
- Church Custodians – The employment process for the Church Custodians will be accomplished by the Church Administrator with coordination of the Personnel Committee on salary and job duties to maintain consistency and fairness to all support non-professional employees.
- Other Support Non-Professional – The Personnel Committee and the Lead Pastor will:
 - Review and determine applicants to be interviewed.
 - Select applicants through the application, resume, and interview process to be recommended for the position.
 - Establish salary in coordination with the Stewardship Committee.
 - Coordinate employment with the Deacon Council.

Immigration Reform and Control Act (IRCA) of 1986

When hired, all employees (full and part-time) will be required to complete an Employment Eligibility Verification (Form I-9) as described below:

- IRCA was signed into law by Present Reagan requiring employers to verify the employment eligibility of all personnel hired after November 6, 1986.
- The Immigration and Naturalization Service (INS) has prepared an official form, the I-9 to be completed on each employee hired after November 6, 1986.
- The first section of the I-9 Form is to be completed by the employee, attesting under penalty of perjury, that he/she meets one of the requirements of the IRCA. In addition, the employee must supply documents to establish proof of employee identity. These documents may be selected from List A or List B and C as indicated on the I-9 Form. The employer must examine the documents and complete the second section of the form and verify by signature the documents appear to be authentic and the employee is eligible to work in the United States. (Note: Copies of the documents and the I-9 Form should be made and placed in a file to be retained for three years or from one year after the employee ceases to be employed, whichever is longer.)

Personnel Records

The Church Administrator will be responsible for setting up and maintaining a personnel file on every full-time and part-time worker. The file is to include: beginning date of employment, sick leave accrual and usage, employment eligibility verification form, Form W-4, Call letter (if applicable), job description for position, resume, and application. Evaluation records for all employees will be maintained by the Lead Pastor. All salary records will be maintained by the Financial Secretary. These records may be reviewed by the Ministry Professional Staff, Personnel Committee, and Deacon Council whenever they desire.

EMPLOYEE BENEFITS

The employee benefits are provided to help and protect the employee, but they also are to help and protect the church. Therefore, these benefits are always over and above the base salary and can never be considered a part of the cash remuneration paid by the church.

Absence

Vacation

Annual vacation with pay is allowed for all full-time ministry professional and full-time support non-professional employees as well as part-time support non-professional employees who work 15 hours or more per week.

Vacation cannot be carried over from one church year to another and shall be limited to the maximum accrual.

At the beginning of each church year (January 1 September 1), each employee will be entitled to the full year's vacation time allowed. However, in the event of termination during that church year, the pro-rata share of unearned vacation will be deducted from the employee's final payroll check if the amount taken exceeds that which is earned.

For full-time ~~professional and non-professional~~ employees hired after January 1 ~~September 1~~, vacation time will be pro-rated for the balance of the church year. ~~For Pastors and Ministers, Sundays off are in addition to regular vacation days per the chart below.~~

Accrual is based on years of full-time service in ministry. For new ministry employees, time allowed begins on the employment date and continues until the employee reaches their two year anniversary.

For example: A full-time ~~ministry employee professional staff member~~ will receive 10 Days ~~including plus~~ 2 Sundays from their date of employment until their second anniversary date. On the date of their second anniversary, they will begin to accrue the extra day listed in the chart below and continue to accrue extra days listed below on each anniversary milestone.

For other ~~support non-professional~~ employees, days refer to working days, which do not include Saturdays and Sundays.

Vacation Schedule

Position	Years of Service	Time Allowed
Pastors & Ministry Staff	One	10 Days including plus 2 Sundays
Lead Pastor	Two	11 Days including plus 2 Sundays
Associate Pastor	Three	12 Days including plus 2 Sundays
Worship Pastor	Four	13 Days including plus 2 Sundays
Student Pastor	Five	14 Days including plus 2 Sundays
Preschool & Children's	Six-Nine	15 Days including plus 3 Sundays
Minister	Ten-Above	20 Days including plus 4 Sundays
Full-Time Support Non-Professional Staff	One	One Week (5 Days)
	Two-Five	Two Weeks (10 Days)
	Six-Nine	Two Weeks + Two Days (12 Days)
	Ten-Fourteen	Three Weeks (15 Days)
	Fifteen-Nineteen	Three Weeks + Three Days (18 Days)
	Twenty-Above	Four Weeks (20 Days)
Part-Time Support Non-Professional Staff	One	20 Hours
	Two-Five	40 Hours
	Six-Nine	48 Hours
	Ten-Fourteen	60 Hours
	Fifteen-Nineteen	72 Hours
	Twenty-Above	80 Hours

Vacation for all employees will be scheduled so as not to seriously handicap the work of the church. All employees will be given their choice of vacation dates whenever possible; however, the Lead Pastor has priority over other employees as to when he will take his vacation. Whenever conflicts arise among employees other than the ~~ministry professional~~ staff, the employee who has been employed by the church the longest period of time shall have the choice of scheduling and using his/her vacation time.

In the case of ~~ministry pastoral~~ staff, no more than two (2) employees will be allowed to take vacation during the same period, unless an emergency arises and approval by the Lead Pastor or Personnel Committee is obtained. No employee will be allowed to take more than two weeks

Added this statement since the Administrator can approve leave of custodial employees

vacation at one time, unless there is an emergency and approval is obtained from the Lead Pastor or Personnel Committee. Any ~~support non-professional~~ employee's vacation must be approved by the Lead Pastor, ~~their immediate supervisor~~ or the Personnel Committee.

Additional time without pay may be granted (depending on the circumstances involved) upon approval of the Lead Pastor or the Personnel Committee.

Upon termination, an employee will be paid for accrued vacation on the date of termination, provided proper notice is given.

Records of vacation schedules, time earned and time taken by each employee will be kept by the Church Administrator. Employees will notify the Church Administrator in regard to the amount of time off and type of approved absence. Records of these absences shall be subject to review by the Lead Pastor, Personnel Committee, or the Chairman of Deacons.

Sick Leave

Definition – "Sick" shall be defined as a leave of absence because of illness of a staff member due to natural causes or accident, leave of absence due to quarantine, illness or death of a family member of the immediate family of a staff member (immediate family is defined as spouse, parents, grandparents, children, grandchildren, brothers, sisters, ~~son(s)-in-law and daughter(s)-in-law~~, aunts, uncles, mother-in-law, father-in-law, brother-in law, sister-in-law, or grandparents-in-law).

Allowance and Accrual – Sick leave time shall be accrued for all full-time ~~ministry professional~~ and full-time ~~support non-professional~~ employees as well as part-time ~~support non-professional~~ employees who work over 15 hours per week. Accrual will begin on the first day of the month following the date of employment (an employee reporting to work on the first day of the month will receive accrual credit for that month). Thereafter, on the first day of each month, each full-time employee will accrue one (1) day, eight (8) hours per calendar month. Each part-time ~~support non-professional~~ employee who works over 15 hours per week will accrue four (4) hours per calendar month.

Unused sick leave accrued during the calendar year will be carried over to each successive year with no limit on the maximum amount accumulated.

Usage – Sick leave time is to be used for illness, injury, or death of a family member and is not payable in cash or any other form of remuneration. Accumulated sick leave credits will be voided upon an employee's termination for any reason.

When requesting sick leave, the employee or a member of the immediate family must notify the Lead Pastor or church office the day before or not later than one hour after his/her normal work day begins.

Sick leave abuse will be subject to review and action by the Lead Pastor and Personnel Committee. If an employee becomes ill or injured while on vacation he/she may request approval from the Lead Pastor or Personnel Committee that vacation leave be changed to sick leave. If approved, vacation time will be restored equivalent to the amount of sick leave used.

In cases of illness for a period beyond accumulated sick leave, special consideration may be given with respect to compensation and vacation time allowance, which will require church action and approval.

Records – Sick leave records will be kept by the Church Administrator and employees are responsible for notifying the Church Administrator when absence is to be charged against their sick leave accrual.

Holidays

All ~~ministry professional~~ and ~~support non-professional~~ employees will normally observe the following holidays with pay:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving Day
7. Day After Thanksgiving
8. Christmas Eve (December 24th)
9. Christmas Day (December 25th)

In most cases, if a holiday falls on Saturday or Sunday, employees will observe the preceding Friday.

Normally, the church office will be closed on days designated as a holiday.

Comp Time

For hourly positions, if your work period falls on a Holiday, you are encouraged to take the day off with pay as much as your duties will permit.

If your duties will not permit you to take the day off, then you are encouraged to work the minimum amount of hours possible. Prior approval to work and earn "comp time" as described below must be obtained from your supervisor. The use of earned "comp time" at a later date must also be approved by your supervisor.

Record the normal amount of hours that you would have worked on the holiday on your timesheet and mark it as "holiday." On a separate sheet, record the number of hours you actually worked so they may be compensated in the form of "comp time" at a later date. When using this "comp time," annotate your total hours as you normally would on your timesheet but then subtract the "comp time" from your balance on your comp time record (see example below).

- Normal scheduled duty on a holiday is for 8 hours. You will annotate your time sheet as if you worked 8 hours (ex: write the word "holiday" for the start and end time on your timesheet.)
- You actually worked 4 hours on this holiday. Keep a separate sheet for "comp time" and add the 4 hours to this sheet.
- On a later date, you are scheduled to work 8 hours and you finish your duties early and want to take 2 hours off. List your start time and end time to cover the entire 8 hour shift as you normally would.
- Subtract the 2 hours from your "comp time" sheet leaving you with a balance of 2 hours.

You are encouraged to use comp time as soon as possible. Earned comp time balance cannot exceed 16 hours and will be forfeited if not used within 1 year of being earned.

Funeral Leave

All full-time employees are to use sick leave (up to three working days) for death and funeral services of immediate family, as previously defined.

Assemblies, Seminars, Conferences, Conventions, Revivals

All full-time **ministry professional** staff members are encouraged to attend conferences and conventions that would be advantageous to their ministry. Expenses for these events will be paid as budgeted. The assemblies, seminars, conferences and conventions that will be attended must be approved by the Lead Pastor and scheduled by the staff member who will be attending.

Conventions/Conferences/Seminars – The Lead Pastor is encouraged to attend the Southern Baptist Convention. One Sunday may be missed, if necessary. All full-time **ministry professional** staff are Already covered in paragraph above encouraged to attend the Tennessee Baptist Convention. If conferences require an overnight stay, pastors and ministers must alternate conferences so that one **ministry professional** staff member is on the church field at all times. All **ministry professional** staff members will not be allowed to be away at the same time. ~~Full time Professional Staff are encouraged to attend conferences and seminars which would be helpful in their ministry. Expenses are paid as budgeted.~~

Revivals – All full-time **ministry professional** staff are allotted two weeks away from the church for revivals. The amount of time allotted for revivals is not accumulative nor is it to be used for any other purpose unless otherwise stated in one's call. All full-time **ministry professional** staff are allowed to attend mission trips as one revival if they so desire, provided they are not all away at the same time.

Staff Retirement Program

A Staff Retirement Program is available for all full-time and part-time (20 hr./week minimum) staff members of the church. All retirement funds will be invested in the Southern Baptist Convention Annuity Board's 403(b) retirement investment program and are subject to the rules and limits maintained by that program. Maximum contribution percentages and amounts are subject to limitations imposed by the Internal Revenue Service. Participation in the Annuity Board's 403(b) program has additional benefits which include a disability income benefit, survivor protection benefits, and a limited matching fund from the state convention. The plan contribution rules are defined as follows:

Base Retirement Contributions: The church will contribute 5% of the staff member's salary to the retirement plan. This 5% is a mandatory contribution. For ordained staff members, this contribution is understood to be 5% of the direct compensation less base retirement. This 5% contribution is a church paid benefit and does not reduce the staff member's salary.

Employee and Matching Contributions: Staff members may elect to have an additional percentage of their salary invested in the retirement program. As an incentive for savings toward an ample retirement, the church will match up to 3% of the additional funds invested in the program. The percentage of salary invested may only be changed at the beginning of the church fiscal year.

Moving Expenses

The church shall pay all reasonable costs for moving the household property of a full-time **ministry professional** staff member from their field of service to Manchester. In addition, the church shall pay the **employee professional** who drives a car to Manchester, plus room and board expenses incurred enroute.

based on an average travel of four-hundred (400) miles per day. The church shall pay, if necessary, furniture storage charges not to exceed sixty (60) days.

Social Security

Ordained ministers must pay 100% of their self-employment tax. The church budgets a self-employment tax allowance to offset part of this expense. A minister may ask the church to withhold self-employment tax from his paycheck to help him be disciplined in payment.

An ordained minister who is conscientiously, or because of religious principles, opposed to participation in a public insurance program, may make an election to be exempt from coverage under Social Security by filing IRS Form 4361 within two years of ordination.

SALARY ADMINISTRATION

Salary adjustments for staff members shall be in accordance with the recommendations of the Personnel Committee and the Lead Pastor in coordination with the Deacon Council and approved by the church.

Salary Adjustments

Efforts will be made to keep pace with the living expenses and merit should be rewarded.

Advance Salary

All ministry professional and support non-professional employees may receive in advance one's salary check when its normal date of issue is within one's vacation time. Normally, checks are not issued in advance.

Ministry professional staff members are paid one pay period in advance when called to the church, which includes one month's housing and deposits.

Garnishments

The church will receive and process garnishments according to legal requirements. The Lead Pastor or other designated minister professional should give guidance to the employee involved. Garnishments are discouraged.

LENGTH OF SERVICE RECOGNITION

The policy will be as follows for all paid church employees (ministry professional and support non-professional):

- Five (5) year and (10) year anniversary recognition shall include:
 - a. Five percent (5%) of salary for ministry professional staff. The five percent (5%) will come from the budgeted items for salary, housing, utilities and retirement for that budget year. Five percent (5%) of total salary for each support non-professional staff.
- Any additional five (5) year anniversary recognitions shall be recommended by the Personnel Committee.

WORK SCHEDULES

Work schedules are established to provide that the church office be open and accessible for church business and for church members as required. The office hours are from 8:00 a.m. to 4:00 p.m., Monday through Thursday, and 8:00 a.m. to 3:00 p.m. on Friday

Full-time employees:

- Ministry Professional staff members will have one and one-half (1 $\frac{1}{2}$) days off each week (between Monday and Friday/Saturday). Working hours will normally coincide with the church's regular office hours.
- The normal workweek for support non-professional staff will consist of five (5) days, Monday through Friday, with Saturday and Sunday designated as days off. Hours will be staggered to provide required coverage.

The above schedule is considered to be a normal schedule but variations will be at the discretion of the Lead Pastor.

Part-time employees:

- Part-time employees will work on an hourly basis and will be scheduled as the workload requires and as approved by the Lead Pastor or Personnel Committee. They will be paid as specified in the budget.

TERMINATION OF EMPLOYMENT

Employees (other than ministry staff Professional) are expected to give or receive at least two (2) weeks of advance notice of their resignation or termination. Only in the case that such notice is given will the vacation allowance apply as mentioned in the Employee Benefits, Vacation section of this manual. When a person resigns from the church and complies with these conditions, one shall receive a payment for earned vacation. For ministry staff professional, resignation shall be according to one's "Call" and with no less than a two (2) week written notice.

JOB DESCRIPTIONS

Job descriptions for pastors and ministers ~~Lead Pastor, Associate Pastor, Worship Pastor, Student Pastor, Director of Christian Education, Preschool and Children's Minister and any other professional staff members~~ shall be composed by the appropriate search committee and approved by the church at the time of call.

Job descriptions for all other positions shall be composed by the Personnel Committee in consultation with the Lead Pastor at the time of employment.

Job descriptions for custodians shall be composed by the Church Administrator in consultation with the Lead Pastor and Personnel Committee at the time of employment.

Church Treasurer

A church Treasurer shall be nominated by the church Nominating Committee and elected by the church annually. The church may delegate some of the duties of the Treasurer to the church financial secretary with direct supervision by the Treasurer. It shall be the duty of the Treasurer to account for all church income, preserve, and pay out, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. Contingent upon the availability of funds, payment of bills for local work and expenses shall be made promptly by check, and all funds received for denominational or other causes shall be remitted at least monthly by check. It shall be the duty of the Treasurer to render to the church at regular business meetings a report of receipts and disbursements for the preceding months. The Treasurer (and/or financial secretary when authorized by church action) shall serve as a receiver of church funds in the absence of the deacons, currently designated as receivers, and is authorized to make deposits of funds in the bank or other institution in current use by the church. On a regular basis, the Treasurer or authorized secretary shall publish or otherwise convey to one of the designated deacon receivers a statement of each transaction giving the amounts, source and disbursement (see Constitution/Bylaws Article VIII, Section 3).

Within thirty (30) days after the end of each fiscal year, the Treasurer shall render to the church an annual report showing the total amount of receipts, and a classified budget statement of all disbursements. Prior to the rendition of the annual report, upon its completion by the Treasurer, the report shall be audited by the Stewardship Committee and/or other auditor designated by church action, and the signatures of the designated auditors affixed to the report before it shall be accepted by the church. The books shall be open to inspection at all times by any member of the church.

Upon rendering the annual account at the end of each fiscal year, and its acceptance and approval by the church, the annual report shall be delivered by the Treasurer to the church clerk, who shall keep and preserve the report as part of the permanent records of the church. All financial records (cancelled checks, ledgers, etc.) shall be kept for the length of time designated by law or as designated by church action, but are not ordinarily to be retained as a part of the permanent church record.