

Rineyville Baptist Church
PERSONNEL MANUAL
~2018~

CHURCH COVENANT

(As cited in Church Constitution)

Having been led, as we believe by the spirit of God, to receive the Lord Jesus Christ as our Savior and, on the profession of our faith, having been baptized in the name of the Father, and the Son, and the Holy Spirit, we do now, in the presence of God, and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain Family and secret devotions; to religiously educate our children, to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings; faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of, and use of, destructive drugs or intoxicating drinks as a beverage; to shun pornography; to be zealous in our efforts to advance the Kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

COMMON REQUIREMENTS FOR ALL STAFF POSITIONS

1. Supervision: The pastor is the immediate staff supervisor. The personnel committee assumes administrative supervision, the authority to hire and dismiss staff (other than the pastor and associate pastor) on behalf of the church, and the responsibility to present recommendations of pay. The exception is that the Maintenance position will also be supervised in daily tasks by the Building and Grounds chairman.
2. Statement of Agreeance: All staff must sign a statement of agreeance upon hiring that they agree to and will adhere to the Rineyville Baptist Church Constitution and By-Laws and the Personnel Manual. (Last page of Personnel Handbook.)
3. Application: All church positions require that the candidates fill out a job application and submit to the personnel committee. After hire, personal records of staff will be recorded and filed in their permanent personal files in the Personnel Committee file cabinet.
4. Background Check: All church staff are required a background check that is performed by the church safety, security, and hygiene committee.
5. Outreach: All ministerial staff will participate in the church outreach program as led by the Deacon Led Ministry Teams. (Not required but encouraged of non-ministerial staff such as Custodian, Maintenance, and Secretaries.)

EMPLOYER RIGHTS AND RESPONSIBILITIES

1. RIGHTS:

- a. To establish basic work goals consistent with the Constitution and By-laws of Rineyville Baptist Church.
- b. To establish an organizational structure to accomplish the goals.
- c. To establish job descriptions and qualifications and to determine who is qualified to perform such functions.
- d. To establish and administer processes for compensation, career development, benefits, working conditions, dismissal and other phases of employment.
- e. To expect employees to be productive in their assigned functions.
- f. To exercise suitable discipline in the work field.
- g. To expect moral and spiritual conduct consistent with Biblical standards.

2. RESPONSIBILITIES:

- a. To be faithful to the mission of the church.
- b. To determine that policies and administration of the personnel system are consistent with the rights of the employees and are supportive of their career objectives.

- c. To provide adequate compensation to all employees.
- d. To conduct periodic work performance reviews and evaluations related to work objectives and the goals of the church.
- e. To provide benefits and working conditions for the general welfare and well being of all employees.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

1. RIGHTS:

- a. To receive adequate information to understand the employee's role and function in the total structure of the church.
- b. To receive regular information on the quality of work performance.
- c. To be kept informed about changes in personnel policies and procedures.
- d. To have working conditions that promote the employee's welfare and encourage productive work.

2. RESPONSIBILITIES:

- a. To work at the best level in the assigned function.
- b. To understand the job in the context of the goals of the church.
- c. To honor the commitment to goals and objectives agreed upon by participation in the personnel program.
- d. To be loyal to Rineyville Baptist Church and fellow staff.
- e. To exemplify moral and spiritual conduct consistent with Biblical standards.

EMPLOYMENT PROCEDURES

1. Employment policies are determined by the church upon recommendation of the Personnel Committee. Rineyville Baptist Church is committed to fair employment practices in accordance with the Laws of the Commonwealth of Kentucky and the United States of America that may apply to the church as an employer.
2. A job description recommended by the Personnel Committee and accepted by the church shall be required for each position. The job description is subject to periodic review by the Personnel committee.
3. Any position of employment shall be announced at two Worship Services one week prior to a vote.
4. Employment will be contingent upon the completion and the results of a background check.

EMPLOYMENT

The employment of all persons for Rineyville Baptist Church shall be as follows:

1. *PASTOR*

- a. A pastor shall be called in accordance with the church's constitution and bylaws. His CALL does not come under the jurisdiction of the Personnel Committee.

2. *OTHER MINISTERS*

- a. When a minister's position becomes vacant, the Personnel Committee will work closely with the Pastor in securing a person for the position. Input will be enlisted from lay leadership directly responsible for affected ministry as well as accepting the recommendations of the church at large. The Personnel Committee will submit its recommendation to the congregation for approval in accordance with the church's constitution and bylaws.

3. *OTHER EMPLOYEES*

- a. When a position becomes vacant, the Personnel Committee will announce the vacancy to the congregation. Position will be posted on various employment sites as needed. Church members with applicable qualifications may make application for the position upon announcement of vacancy, to allow for timely consideration of qualified internal and external candidates.

SALARY AND BENEFITS

If the recommended salary and fringe benefits are not provided in the church's budget, the recommendation from the Personnel Committee will be reviewed by the Stewardship Committee before presentation to the church.

SALARIED FULL-TIME EMPLOYEES

Those permanent full time employees scheduled to work forty (40) hours per week.

HOURLY PART-TIME EMPLOYEES

Those permanent employees with a fixed work schedule of less than forty (40) hours per week who receive an hourly salary.

SALARIED PART-TIME EMPLOYEES

Those permanent employees with a semi-fixed work schedule, receiving a weekly wage rather than hourly salary.

EMPLOYEE RECORDS

Confidential personnel records shall be maintained for each employee. They shall contain employment application, date of employment and personnel records; current job description; performance reviews, salary record and vacation/sick time records. Employees shall have access to any information about themselves in the records except confidential employment references. An employee may request in writing to the Personnel Committee to make any corrections to the records.

TENURE

1. EMPLOYMENT

Employment at Rineyville Baptist Church is on an indefinite basis unless otherwise stated.

2. RESIGNATION

All employees shall provide a written notice of resignation 14 days from the requested resignation date. Resignation shall be made in writing to the Personnel Committee.

3. QUITTING WITHOUT NOTICE

Should an employee quit without proper notice, the employee will be paid through the last day worked. The employee will not be eligible for any termination benefits.

4. DISMISSAL

The Personnel Committee shall have the authority to dismiss any employee except a pastor. The following are causes for dismissal:

1. Disloyalty to Rineyville Baptist Church and its employees.
2. Insubordination or failure to perform assigned responsibilities satisfactorily.
3. Habitual absenteeism or tardiness.
4. Any matter that hampers the ministry or damages the reputation of Rineyville Baptist Church.
5. Moral or spiritual conduct that is not consistent with Biblical standards.

The Personnel Committee shall use the following measures for all employees prior to any act of dismissal unless an egregious act occurs which warrants immediate dismissal.

1. The Personnel Committee will verbally counsel the employee.
2. The Personnel Committee will counsel the employee in writing.
3. The Personnel Committee will dismiss the employee.

BENEFITS AT TERMINATION

Vacation will be credited only as earned according to the church's policy. Any recognition of an employee at termination shall be determined by the church body and administered by the personnel committee.

SALARIES AND WAGES

The Personnel Committee will review the salaries of all employees annually at the time for preparation of the church's annual budget and provide recommendations to the Stewardship Committee.

WORK HOURS

The church office shall be open from 8 a.m. to 4 p.m. Monday through Thursday. The Office is closed on Fridays. The church may vote to change these work hours as needed.

Pastors, when away from the office during hours, shall notify the church secretary as to the expected time of return and where they can be reached in case of an emergency, while out of the office.

HOLIDAYS

The church staff will be permitted the following holidays:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving
6. Christmas Day

HOLIDAY TIME

1. *SALARIED FULL-TIME EMPLOYEE*: Will receive pay for holidays cited. If holiday falls on scheduled "day off" of a salaried full time employee, another day may be selected for holiday "day off". (It is intended that all staff not be off on the same day). If holiday falls on a Sunday or on a regular work day another day may be selected for holiday "day off"
2. *HOURLY PART-TIME EMPLOYEES*: To be given the equivalency of the scheduled duty day for each holiday.
3. *SALARIED PART-TIME EMPLOYEES*: Will receive pay for holidays cited. If holiday falls on regular scheduled workday of a salaried part time employee, another day may be selected for holiday "day off". (It is intended that all staff not be off on the same day).

To the extent possible, part time employees will schedule workdays that will not conflict with the holidays.

If it becomes necessary for a full-time employee to work on a holiday, compensation will be in the form of a substitute day off, rather than extra pay.

VACATION TIME

1. *FULL-TIME EMPLOYEES*: One week (5 DAYS) paid vacation after working one continuous year. Two weeks (10 DAYS) paid vacation after working two continuous years.
2. *PART-TIME EMPLOYEES*: One week (5 DAYS) paid vacation after working one continuous year. Two weeks (10 DAYS) paid vacation after working two continuous years.

3. *PASTOR*: One week (5 DAYS) paid vacation after working one continuous year. Two weeks (10 DAYS) paid vacation after working second year. Three weeks (15 DAYS) paid vacation after working five years.

In computing eligibility for vacation time, Pastors called from other places of full-time vocational Christian Ministry will receive prior-service credit. The credit shall be based on the number of years of verified full-time vocational Christian Ministry.

Vacation time shall be scheduled by utilizing the notification forms (Attachment A, and B) for all employees and verified monthly by the Personnel Committee.

Holidays occurring during an employee's vacation will not count as a vacation day.

No more than two weeks of vacation shall be taken at any time by an employee except by permission of the Pastor and the Personnel Committee. In reference to the Pastor, exception will be granted by the Deacons.

SICK LEAVE

1. *SALARIED FULL-TIME EMPLOYEES*: One day of sick leave will accrue for each calendar month of employment not to exceed thirty (30) days. Sick leave is not payable in cash or any other form should the employee leave the church.
2. *HOURLY PART-TIME EMPLOYEES*: Sick leave will accrue at the rate of two (2) hours per calendar month of employment not to exceed thirty (30) days. Sick leave is not payable in cash or any other form should the employee leave the position. All part time employees will be charged number of hour's sick leave taken for number of hours scheduled to work.
3. *SALARIED-PART-TIME EMPLOYEES*: One day of sick leave will accrue for each calendar month of employment not to exceed thirty (30) days. Sick leave is not payable in cash or any other form should the employee leave the church.

In the event of excessive absence due to sickness or illness, the Personnel Committee may request the employee to provide a physician's statement verifying the illness, time needed away from work, and ability to resume duties required by the job.

No employee will be allowed to accept wages for unused or accumulative sick leave.

BEREAVEMENT

Up to 3 working days are granted with pay for the death of next of kin (mother, father, children, grandchildren, brother or sister) or next of kin of spouse, if married. (This is calculated to the amount of hours you are working.)

LEAVE OF ABSENCE

A leave of absence may be granted to an employee for an extended absence without pay, when such time is needed for personal reasons. Such leave will be granted by the Pastor and the Personnel Committee after conferring with the Deacon body if the employee gives a reasonable explanation for the leave of absence and specifies the date of return to work.

An approved leave of absence assures the employee that his/her position will be guaranteed upon return to work. Without an approved leave of absence, no guarantee of employment will be granted.

ATTENDANCE & LEAVE ROSTER

Attendance, Vacation Time Notifications (Attachment A), Sick Leave Notifications (Attachment B), and Leave Roster will be documented and maintained by the church Treasurer and reviewed monthly by the Personnel Committee.

WORKER'S COMPENSATION

Will be provided in accordance with the laws of the Commonwealth of Kentucky.

GIFTS

No employee shall accept special offerings and/or gifts with the intent to influence the employee.

REVISIONS

A member of the church or an employee may institute revisions of this policy, by submission of a written request with a brief explanation of the proposed revision, or by the Personnel Committee. Final approval of any revision will be by the church.

When a revision is proposed, those staff members affected by the revision will be notified of the proposal prior to its consideration by the Personnel Committee. If the church approves the proposed revision, it will be the responsibility of the pastor and the Personnel Committee to interpret said revisions to the staff. Any staff employee, who desires a clarification or revision of these policies or has a grievance, should discuss his/her concern with his/her immediate supervisor, pastor and the Personnel Committee.

EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

RECEIPT OF PERSONNEL MANUAL

This statement is to acknowledge that I have received a copy of the Church's Employee Manual. I understand that it provides guidelines and summary information about the Church's personnel policies and procedures. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the guidelines that have been established. This position requires that I be a Christian and that I agree, adhere to, and comply with the Rineyville Baptist Church Constitution and By-laws.

I further understand that the Personnel Committee reserves the right to modify, supplement, rescind, or revise any of these guidelines from time to time, with or without notice, as they deem necessary or appropriate.

I also acknowledge that my employment may be terminated at any time with or without cause or advance notice, and that this employment "at will" relationship will remain in effect throughout my employment with the church unless it is specifically modified by an express written agreement signed by me and the Personnel Committee of the Church. I further acknowledge that this employment "at will" relationship may not be modified by any oral or implied agreement.

I further, understand and acknowledge that this Personnel Manual and any parts of its contents in no way, shape, or form create any contract of employment.

Employee's Name (Please Print)

Employee's Signature

Date

NOTE: This Employee Statement of Acknowledgement will be filed in the employee personnel file.

EMPLOYEE SICK LEAVE NOTIFICATION

Employee: _____

Date(s): _____ Total Number of Hours: _____

Comments:

Employee Signature: _____ Date: _____

Pastor's Signature: _____ Date: _____

Reviewed by Personnel Committee: _____ Date: _____