

## SAMPLE STAFF POLICIES

A record of all leave time taken by all employees shall be kept in the church office.

### **FULL-TIME MINISTERIAL STAFF**

#### Annual Leave and Benefits Policies

**Vacation Leave:** Leave for full-time ministers will be based on the total years of full-time service at the church. Previous years service in ministry may be considered on an individual basis. No more than two weeks of leave may be carried over from one year to another. Leave carried over must be taken within the first six months of the new year and is figured from the anniversary date of employment.

Vacation leave will be earned as follows:

- 1 week 1<sup>st</sup> year, after the first 6 months employment.
- 2 weeks 2<sup>nd</sup> and 3<sup>rd</sup> year.
- 3 weeks 4<sup>th</sup> through the 10<sup>th</sup> year.
- 4 weeks after 10 years until the end of employment.

Each week of vacation will include one Sunday.

**Sick Leave:** Sick leave with pay shall accrue at a rate of 1 (one) calendar day per month. No more than 90 days may be carried forward to a new calendar year. Sick leave may be used for the illness of the minister or an immediate family member.

**Bereavement Leave:** Up to 3 (three) days bereavement leave with pay may be granted in connection with the death of an immediate family member.

**Study Leave:** The church recognizes the desirability of its ministers devoting uninterrupted periods of time to further study or theological research. Study leave is provided in the following manner:

After two years service at this church, up to two weeks study leave per year (in addition to vacation) to attend theologically-oriented short courses or the like which are conducted on an organized basis by recognized educational institutions or denominational agencies.

After completion of each seven years service in this church, six weeks study leave instead of two may be taken (in addition to vacation). Leave with pay for such purposes is authorized when the plan of study or research receives prior approval by the Staff Committee and Deacons and approved by the church in business meeting.

If it is deemed to be in the best interests of the minister, or the church, that earned study leave not be taken in the year earned, it may be deferred to a later year.

**Conference Leave:** At church expense, the Senior Minister may attend two national denominational conferences each year in addition to the state convention. Other full-time ministers may attend at church expense, one denominational-wide conference plus the state convention. Scheduling of attendance at the conferences will be coordinated by the Senior Minister with due regard being given to local ministerial needs during the conference period. In each case, reimbursable expenses will be limited to those actually incurred and documented. All reimbursable expenses must stay within the guidelines of the church approved budget.

**Court Leave:** Leave for court attendance is provided when in obedience to a subpoena, the minister is called to testify, to appear as a witness, or to serve on a jury. The difference between any compensation paid by the court and the minister's regular pay will be paid by the church.

**Leave Without Pay:** Leave without pay may be granted if recommended or requested by the minister, approved by the Staff Committee, and approved by the church in business meeting. Emergency leave may be granted at the request of the minister, upon notification of the Staff Committee. Vacation and sick leave will not accrue during extended leave without pay.

**Military Leave:** A minister who is a member of the military reserve forces will be granted up to two weeks military leave per year to perform duties to which he or she has been ordered. In the event one's military pay and allowances are less than his or her compensation from the church; the church will pay the difference between the two. If a minister is called up for extended active duty, the Staff Committee will make appropriate recommendations to the church.

**Holidays:** The following nine days will be allowed as paid holidays for full-time ministers:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Christmas (2 days)

A church-observed holiday falling within an annual leave period will entitle the minister to an additional day of leave. If a holiday falls on a Saturday or Sunday, it may be observed on the preceding or following workday.

**Health Insurance:** The church will provide health insurance coverage for full-time ministers and their families who are eligible to participate in the church group program. Should a minister not be eligible for, nor desire, the group coverage, the church will pay directly to the individual an amount equal to the cost of participation in the group program, with the agreement and documentation that the minister has secured adequate health insurance.

**Other Insurance:** The church will underwrite the costs of a term life insurance policy for the full-time minister.

The church will pay the costs of competitive disability insurance for the minister.

**Retirement:** The church will contribute an amount equal to 10% of the full-time minister's base salary and housing allowance to a retirement fund of the minister's choice. This policy will be reviewed as Social Security laws change regarding employer contributions.

**Annual Evaluations:** Performance evaluations will be conducted at six months of service and after the first year of service for each new minister. Performance evaluations will be conducted annually after the first year of service. The process of evaluation will be established and supervised by the Staff Committee or designated supervisor. Such evaluation will provide opportunity for the Committee and the minister to dialogue with each other and address mutual concerns, problems, etc.

## **FULL-TIME SUPPORT STAFF**

### **Annual Leave and Benefits Policies**

**Vacation Leave:** Leave for full-time support staff will be based on the total years of full-time service at the church. No more than two weeks of vacation leave may be carried over from one year to another. Leave carried over must be taken within the first six months of the new year.

Vacation leave will be earned as follows:

- 1 week 1<sup>st</sup> year, after the first 6 months employment.
- 2 weeks 2<sup>nd</sup> and 3<sup>rd</sup> year.
- 3 weeks 4<sup>th</sup> through the 10<sup>th</sup> year.
- 4 weeks after 10 years until the end of employment.

**Sick Leave:** Sick leave with pay shall accrue at a rate of 1 (one) calendar day per month. No more than 90 days may be carried forward to a new calendar year. Sick leave may be used for the illness of the employee or an immediate family member.

**Bereavement Leave:** Up to 3 (three) days bereavement leave with pay may be granted in connection with the death of an immediate family member.

**Professional Development Leave:** The church recognizes the desirability of its employees developing skills and expertise related to their jobs. With this in mind, each full-time staff member is encouraged to attend one seminar or workshop annually that will directly enhance the staff member's ability to carry out his/her position. The church will pay expenses for this seminar or workshop. Attendance is subject to the approval of the Senior Minister. In each case, reimbursable expenses will be limited to those actually incurred and documented. All reimbursable expenses must stay within the guidelines of the church approved budget.

**Court Leave:** Leave for court attendance is provided when in obedience to a subpoena, one is called to testify, to appear as a witness, or to serve on a jury. The difference between any compensation paid by the court and the staff member's regular pay will be paid by the church.

**Leave Without Pay:** Leave without pay may be granted. In order to be granted such leave must be recommended by the Senior Minister, approved by the Staff Committee, and approved by the church in business meeting. Emergency leave may be granted at the Senior Minister's discretion upon notification to

the Staff Committee. Vacation and sick leave will not accrue during leave without pay.

**Military Leave:** A staff member who is a member of the military reserve forces will be granted up to two weeks military leave per year to perform duties to which he or she has been ordered. In the event one's military pay and allowances are less than his or her compensation from the church; the church will pay the difference between the two. If the staff member is called up for extended active duty, the Staff Committee will make appropriate recommendations to the church.

**Holidays:** The following nine days will be allowed as paid holidays for the church staff:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Christmas (2 days)

A church-observed holiday falling within an annual leave period will entitle the staff member to an additional day of leave. If a holiday falls on a Saturday or Sunday, it may be observed on the preceding or following work day.

**Health Insurance:** The church will provide health insurance coverage for full-time support staff who are eligible to participate in the church group program. The staff member may purchase insurance to cover family members who are eligible to participate in the group plan.

**Other Insurance:** The church will pay the costs of competitive disability insurance for full-time support staff.

**Retirement:** The church will contribute an amount equal to 5% of the staff member's salary to a retirement fund and pay the employer's cost of Social Security.

**Annual Evaluations:** Performance evaluations will be conducted at six months of service and after the first year of service. Performance evaluations will be conducted annually after the first year of service. The process of evaluation will be established and supervised by the Staff Committee or designated supervisor. Such evaluation will provide opportunity for the Committee and the staff member to dialogue with each other and address mutual concerns, problems, etc.

## **PART-TIME SALARIED MINISTERS AND EMPLOYEES**

### **Annual Leave and Benefits Policies**

Hours to be worked per week will be defined for each part-time minister or employee. While hours may necessarily vary somewhat, they should average the defined number. All leave time will be figured on the defined number of work hours per week.

**Vacation Leave:** Each salaried minister or employee will have the equivalent of two work weeks paid

vacation each calendar year, after the first complete year of employment.

**Sick Leave:** Each salaried minister or employee will have the equivalent of two work weeks sick leave with pay each calendar year. Sick leave may be used for the illness of an immediate family member as well, but is not to be used as vacation time. Any illness necessitating leave time will be reported to and approved by the Senior Minister.

**Bereavement Leave:** Up to 3 (three) days or equivalent of one work week (whichever is less) with pay may be granted in connection with the death of an immediate family member.

**Professional Development Leave:** The church recognizes the desirability of its employees developing skills and expertise related to their jobs. With this in mind, each part-time staff member is encouraged to attend one seminar or workshop annually that will directly enhance his or her ability to carry out his or her position. The church will pay expenses, however, all reimbursable expenses must stay within the guidelines of the church budget and the Senior Minister must approve attendance.

**Court Leave:** Leave for court attendance is provided when in obedience to a subpoena, one is called to testify, to appear as a witness, or to serve on a jury. The difference between any compensation paid by the court and the staff member's regular pay will be paid by the church.

**Military Leave:** A staff member who is a member of the military reserve forces will be granted up to two weeks military leave per year to perform duties to which he or she has been ordered. In the event one's military pay and allowances are less than his or her compensation from the church; the church will pay the difference between the two. If the staff member is called up for extended active duty, the Staff Committee will make appropriate recommendations to the church.

**Holidays:** If a church observed holiday falls on a normal work day for part-time employees who normally work 20 or more hours per week, the employee is entitled to time off with regular pay for that day. If a holiday falls within an annual leave period, the employee will be entitled to an extra day of leave time. In no case will a holiday entitle a minister or employee to additional pay over and above regular pay. Part-time ministers or employees who normally work less than 20 hours per week are not entitled to Holiday pay.

**Insurance:** While the church does not pay for life, health or disability insurance for part-time employees, such coverage is available to part-time employees who work 20 or more hours each week. The employee will pay the cost of the insurance.

**Retirement:** The church will contribute the employer's portion of Social Security.

**Annual Evaluations:** Performance evaluations will be conducted at 90 days, at six months and after the first year of service. Performance evaluations will be conducted annually after first year of service. The process of evaluation will be established and supervised by the Staff Committee, designated supervisor, or the appropriate standing church committee. Such evaluation will provide opportunity for the supervisor or committee and the employee to dialogue with each other and address mutual concerns, problems, etc.

## **PART-TIME HOURLY EMPLOYEES**

Part-time hourly employees are not eligible for paid leave time or benefits. The church will pay the employer's share of Social Security. Performance evaluations will be conducted at 90 days, six months, and at one year of service. Annual evaluations will be conducted after the first year of service. The process of evaluation will be established and supervised by the Staff Committee, designated supervisor, or the appropriate standing church committee. Such evaluation will provide opportunity for the supervisor or committee and the employee to dialogue with each other and address mutual concerns, problems, etc.

## **ALL MINISTERS AND EMPLOYEES**

THIS STAFF POLICY, WHILE DESIGNED TO MEET CURRENT CIRCUMSTANCES AND TERMS OF EMPLOYMENT, CANNOT NECESSARILY BE COMPLETELY COMPREHENSIVE. DUE TO FUTURE CONSIDERATIONS THAT CANNOT BE FORESEEN, THE CHURCH BAPTIST CHURCH MAY REVISE THIS POLICY AT THE DISCRETION OF THE STAFF COMMITTEE AND UPON APPROVAL FROM THE CHURCH MEMBERS.

Revision Date: July 14, 2000  
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