

First Baptist Church, Fairview

Employee Handbook

2025 Version

Approved _____, 2025

First Baptist Church, Fairview Business Meeting



7310 Overbey Rd

Fairview, TN 37062

<https://FBCFairview.org/>

About This Handbook...

This Employee Handbook is intended for the orientation of all staff. This book includes general rules of conduct, expectations of employees, policies, procedures, and discipline rules. Any administrative change (non-financial or non-policy) subject to revision, additions, or deletions can be made by the Personnel Committee of First Baptist Church Fairview, TN. (FBCF) Any policy change or added financial expense above the cost threshold requiring approval by the Financial Committee must be approved by the Church.

Nothing in this book or in any verbal statement should be construed as creating any type of employment contract either expressed or implied. Also, nothing contained in this book is intended to restrict the church's right to unilaterally change the policies and procedures described therein. The Personnel Committee shall be involved in all non-ministerial employee issues or discipline matters. The role of the Personnel Committee will be to make recommendations to the Senior Pastor. The Senior Pastor or designated staff representative may choose to convene a counsel including any pastoral staff, Deacon Chairman, and Personnel Chairperson who will have the final authority in all decisions concerning employment.

All employment at FBCF is **at-will**. This means either the employee or Church may end employment at any time, with or without cause, and with or without notice. No representative of FBCF has authority to create an employment contract or guarantee employment for any specific duration.

Employees should direct any questions regarding policies, expectations, or employment matters to their immediate supervisor.

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Welcome to First Baptist Church, Fairview

Welcome to the team at First Baptist Church, Fairview (FBCF). As a member of our staff, you play an important role in helping us serve our congregation and community with excellence. We expect all employees of FBCF to conduct themselves in a respectful, professional, and Christ honoring manner in all interactions - both with the church and with the public. At FBCF, our work is a form of worship. Scripture reminds us in Colossians 3:23 and 24: "Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving."

Pre-school workers are not subject to the procedures found in this handbook. They are under the direction of the Pre-School Director.

Our prayer is that your service here brings joy, spiritual growth, and the opportunity to use the gifts God has entrusted you for His kingdom.

The Vision Statement of FBCF:

Our vision is that we glorify God by knowing Christ through an intimate and personal relationship, by continually studying God's word, and faithfully living His command to go and make disciples of all people.

KNOW = Worship

GROW = Discipleship & Fellowship

GO = Evangelism & Missions

Core Values:

FBCF is a committed group of followers of Jesus Christ, who upon professing faith in Jesus Christ as the Lord and Savior, have been baptized by immersion, and have covenanted with one another to gather to worship the triune God in obedience of the Great Commandments (Matt.22:37-39) and the Great Commission (Matt. 28:18-20; Acts 1:8) for the glory of God through commitment to:

- Evangelism and Missions – The process of making disciples by sharing the Gospel with the lost and unchurched intending to lead the lost to salvation and the unchurched to fellowship through Jesus Christ.
- Worship – Expressing love for the triune God by magnifying and exalting His name through the declaration of His Gospel, through music, and through our service.
- Fellowship – The purposeful and life-changing involvement and commitment to the body of Christ. To build lasting relationships with fellow believers, share life together, and to love and support others in celebration and/or trials.
- Discipleship – To pursue a lifelong journey to equip ourselves and others to become more like Christ in thought, feelings, and actions.
- Ministry and Caring – Demonstrate God's love to others by meeting needs, healing hurts, and supporting each other in the trials of life in the name of Jesus Christ.
- Lordship – in our daily living a total commitment of our thoughts, actions, decisions, personality, and possessions to the Lordship of Christ.

Orientation Procedures

Employment At Will Statement

As previously stated, all employment of FBCF is **at-will**. This means either the employee or church may end employment at any time, with or without cause, and with or without notice. No representative of FBCF has authority to create an employment contract or guarantee employment for any specific duration without written approval from the Personnel Committee.

Equal Employment Opportunity

FBCF provides employment opportunities to qualified persons without regard to race, sex, age, national origin, physical or mental disability, veteran status, or marital status. We believe that denying a qualified person the opportunity to contribute to our ministries based on such characteristics is inconsistent with both fairness and biblical principles.

It is our intention to offer equal opportunity in all areas of employment, including, without limitation, hiring, promotion, compensation, benefits, and all the general terms and conditions of employment.

As a church, FBCF reserves the right, consistent with federal law, to employ persons who affirm a Christian testimony and whose beliefs, background, and philosophy of ministry align with the doctrinal and scriptural principles of FBCF. The Personnel Committee is responsible for determining whether an applicant's background and lifestyle are consistent with these expectations.

All employment decisions will be made in compliance with applicable laws, including Title VII of the Civil Rights Act of 1964, and its recognized religious exemptions for faith-based ministries.

Job Description & Performance Evaluation Process

Each employee will receive a written job description upon hire.

This job description outlines the primary duties and expectations of the position and serves as the foundation for performance evaluations. The job descriptions are reviewed and revised annually to ensure accuracy and relevance.

A performance evaluation will be conducted within an employees' first 90 days of employment. After this introductory review, additional evaluations may be completed as needed. Employees will receive **two annual evaluations**. The first will be completed between the employee and their direct supervisor. The second will be completed between the employee and the Personnel Committee.

Evaluations should provide the opportunity to discuss accomplishments, strengths, growth areas, job performance, and overall ministry effectiveness in an open and constructive environment. Employees and supervisors will sign the evaluation form to confirm the evaluation has taken place.

Compensation considerations may be influenced by factors such as Church resources, performance, and length-of-service. The Personnel Committee reviews staff compensation annually following the second performance evaluation.

Pre-Employment and Workplace Drug/Alcohol Screening

All offers of employment are contingent upon successful completion of required pre-hire screenings which include a criminal background check and drug screening.

To maintain a safe, sober, and productive work environment, the church may require employees to undergo drug and/or alcohol testing under the following circumstances:

- **For Cause:**
 - When there is reasonable suspicion that an employee is impaired or under the influence of drugs, alcohol, or illegal substances while on duty or on church property.
- **Random Testing:**
 - Random testing may be conducted at the discretion of the Senior Pastor, the Personnel Committee, or the Senior Pastor's designated staff representative.

Employees are required to comply with any request for testing. **Refusal to submit to a required test will result in termination of employment.**

Confirmed violations of this policy, including positive test results, will result in disciplinary action up to and including termination of employment. (See Discipline Policy and Procedures, Page 31.)

General Employee Responsibilities

Dress Code

FBCF maintains a business-casual dress standard. Employees are expected to dress in a manner that is respectful, modest, and appropriate for the ministry responsibilities and service tasks they perform. Clothing should reflect the values of FBCF, project professionalism, and allow employees to carry out their duties comfortably and safely.

Energy Conservation

Employees are expected to help the Church steward its resources wisely. Please turn off lights, equipment, and other electrical devices in areas not in use. Report any leaking faucets, running toilets, unusual utility issues, or other maintenance concerns to the Chairperson of the Building and Grounds Team.

With everyone's cooperation, FBCF can significantly reduce unnecessary costs and ensure our facilities are maintained in a manner that honors the Lord and supports our ministry.

FBCF Membership Information

All membership information maintained by FBCF is confidential. This information may not be shared, distributed, or used for any commercial, for profit, or non-ministry purpose. To protect the privacy of our members and their families, access to membership data, including the church directory, pictorial directory, and certain areas of the church website, is restricted to members, regular attendees, and authorized staff. Most of the resources require a password and should only be accessed for legitimate purposes.

Employees are expected to safeguard all confidential information and to handle it with integrity and discretion.

FBCF Property & Equipment

FBCF may issue keys, fobs, cell phones, uniforms, computers, credit cards, or other equipment necessary for employees to perform their duties. All such items remain the property of FBCF and must be used exclusively for authorized ministry purposes.

Employees are responsible for safeguarding church property while in their possession. All items must be returned to the Senior Pastor or designated staff representative, or the Personnel Chairman at or upon request.

All employees, current or new, will be required to sign an Acknowledgment to Return Church Property and Equipment Statement. This acknowledgment affirms the employee's responsibility to return all church property upon termination.

Failure to return church property may result in the employee being held responsible for the replacement cost of the items. By signing the Acknowledgment to Return Church Property and Equipment Statement, the employee authorizes FBCF to deduct from their final paycheck the replacement cost of any church property not returned at the end of their employment.

Building Access

Employees will be issued a key fob to provide appropriate access to the church facilities. Key Fobs are issued by the Security Team Leader and the Church Office or Safety Team will maintain a list of key and code assignments.

Employees are responsible for safeguarding their access credentials and must report lost or stolen key fobs immediately. For additional details, please refer to the Policies and Procedures Manual.

Cash Handling

FBCF is committed to managing all offering contributions and any funds collected through church events, activities, or product sales, with the highest level of financial integrity. Established procedures are in place to safeguard the Church, its staff, and its volunteers and to ensure all funds are handled accurately and transparently. Employees and volunteers involved with receiving, counting, transporting, or recording funds must follow these procedures without exception. For detailed instructions, please refer to the Policies and Procedures Manual.

Church Calendar Maintenance

Responsible Employees – Church Secretaries

1. The Church Secretaries maintain the official church calendar, which is available in the church office. All scheduling requests, updates, and/or changes must be submitted through the office to ensure accuracy and coordination.
2. Staff members, organization and department directors, and committee chairpersons may schedule Church program activities such as meetings, fellowships, recreational events, and musical programs.
3. The Ministry Assistant will attend all Ministry Team and staff meetings to support accurate scheduling and ensure activities are properly coordinated on the church calendar.
4. Program activities and committee meetings must not conflict with the regularly scheduled church services including, morning and evening worship, Sunday School, and Mid-week services.
5. Use of church buildings for non-church-sponsored activities is subject to the Church policy on building use and is subject to space availability. In the event of a scheduling conflict, church activities take priority over privately sponsored events on a first-come, first-served basis.

Individual/Personal Responsibility

Employees are expected to conduct themselves in a manner that reflects the values and mission of FBCF. Both personal and professional behavior should demonstrate integrity, responsibility, and sound judgement so that neither the employee's reputation nor the reputation and ministries of FBCF are compromised.

Employees should avoid actions – whether inside or outside the workplace – that could reasonably raise ethical or moral concerns or call into question their ability to represent FBCF effectively.

Personnel Records

Employees are responsible for keeping their personnel records current. Notify the Senior Pastor and/or the Financial Secretary within fifteen (15) days of any changes to the following:

- Address and telephone number
- Marital status (for insurance and tax withholding purposes)
- Legal name
- Beneficiary designation as listed on employer-provided life insurance
- Number of dependents listed on employee medical insurance

- Person(s) to notify in case of an emergency.
- Banking or financial institution for direct deposit, if applicable.

Additionally, employees should inform their supervisor about the completion of any educational, training, enrichment, or certification courses relevant to their role.

Children at Work

Children of employees (regardless of age) or children for whom employees have custodial responsibility should not be present during working hours. FBCF recognizes occasional situations with child care may arise. In such rare circumstances, employees must obtain prior approval from their supervisor before bringing children to the workplace.

Employee Classifications, Staff Types, Meetings, Potential Benefits

Classifications:

FBCF organizes employment into categories to clarify work expectations, compensation, and benefits eligibility. All employees are also classified as either **EXEMPT**, or **NON-EXEMPT** in compliance with federal and state labor laws.

1. Exempt Employees (Salaried) – These employees are paid a fixed salary and are not subject to overtime requirements. Work hours are generally flexible to accomplish assigned responsibilities. Work may be done in the office, at home, or out of office on church business. See the Policies and Procedures Manual for additional details.
 - a. Full-Time Exempt: Employees who work a minimum of 40 hours per week. Positions include the Senior Pastor and Children's Director. These positions are eligible for full employee benefits.
 - b. Part-Time Exempt: Employees who work fewer than 40 hours per week. Positions include the Youth Minister. Eligible for benefits if desired.
 - c. Part-Time Salaried (Special Services): Employees who provide special services on a salaried basis (e.g. Pianist) Hours are flexible to meet position requirements.

2. Non-Exempt Employees (Hourly): Non-exempt employees are paid based on hours worked and are eligible for overtime according to law. Hours worked outside the office must be approved by the Senior Pastor or designated staff representative and must be recorded on the time sheet (not to exceed their normal weekly hours).
 - a. Full-Time Hourly: Employees who work a maximum of 40 hours per week.
 - b. Part-Time Hourly: Employees who work fewer than 40 hours per week, generally in support staff roles (e.g. Office Staff, Financial Secretary, Custodian, Koinonia Fellowship Manager.)
 - c. Contract/On-Call Employees: Employees hired for a specific period or on an as-needed basis.

Staff Type:

Staff at FBCF are categorized into three types: Ministerial, Program, and Support Staff. These classifications are representative but not exhaustive.

Ministerial Staff:

Responsible for spiritual leadership and pastoral care. Examples include:

- Senior Pastor
- Worship Leader
- Youth Minister

Program Staff:

Responsible for planning, coordinating, and leading church programs and ministries. Examples include:

- Preschool Director
- Children's Ministries Director

Support Staff:

Responsible for administrative, operational, and facility-related functions. Examples include:

- Ministry Assistant
- Administrative Assistant
- Financial Secretary
- Custodian
- Pianist
- Koinonia Manager

NOTE: Eligibility for employment benefits is based on the employee's type of employment. If an employee's status changes to exempt or non-exempt full-time hourly, benefits become effective on the same date as the status change, subject to any applicable waiting periods.

Staff Meetings

Membership: Senior Pastor, Ministry Assistant, Administrative Assistant, Preschool Director, Children's Director, Youth Pastor/Director/Minister, and Worship Leader.

All team members are expected to attend weekly staff meetings. Absences are permitted only in case of emergency or with prior approval for the Senior Pastor. Part-time staff members who have conflicting employment obligations should coordinate with the Senior Pastor to receive updates and relevant information from the meeting.

Personal appointments and non-emergency matters should be scheduled outside the regularly scheduled staff meeting times.

Leadership Council:

Membership: Senior Pastor, Ministry Assistant, Administrative Assistant, Chairperson of all standing committees, Building and Grounds Team Chairperson, Chairman of Deacons, Worship Leader, and Sunday School Director.

Purpose: The Leadership Council provide a forum for church leaders to collaborate on ministry initiatives, set and coordinate church calendar dates, and communicate a shared vision and other essential information.

Worship Planning:

The Worship Leader and Senior Pastor will meet to plan weekly worship needs. This is a time of planning worship for current and future services.

All Staff Meeting:

All Employees are requested to attend staff meetings whenever scheduled unless their supervisor approves of their absence. This is a time for sharing information, prayer requests, and general announcements. (This is the same as the Staff Meeting above but includes the Financial Secretary.)

Resignation Procedures

Employees who choose to resign are encouraged to provide their supervisor at least two (2) weeks' notice. While this notice is voluntary due to the "employment at will" relationship with FBCF, it allows time to adjust work schedules and/or begin the process of finding a successor.

Upon separation from employment, the employee's final paycheck will be issued on the next regular pay date. The final paycheck may be reduced by the replacement cost of all church property and equipment not returned or replaced, as stated in the Acknowledgement to Return Church Property and Equipment Statement.

Any non-paid volunteers should return all church property, keys, fobs, etc. upon notice of resignation from church ministries.

The Personnel Committee may request an exit interview to discuss the employee's experience and provide feedback for the Church.

All confidentiality requirements outlined in this handbook remain in effect after resignation or separation from FBCF.

Office Procedures

On Boarding

All new employees will have scheduled meetings with staff members and committee chairpersons to become acquainted and to receive detailed information about their specific job duties. The Technical Coordinator prepare laptops as needed, and the Church Secretary will assist with login ID's and credentials. The employee will also meet with the Security Team Leader to review all protocols, including keys, fobs, digital lock codes and other procedures necessary for their role. The Financial Secretary will guide the new employee through registering for direct deposits, completing tax forms, and related administrative requirements, etc. While all expected duties will be outlined in each job description, coordination of responsibilities within the staff team will be discussed during onboarding. The church staff is expected to work cooperatively, maintain a positive attitude, and serve in a unified manner to support the mission of the Church.

Church Office Hours

Regular Church office hours are 9 a.m. to 3 p.m. Monday through Thursday. Hours on Friday are 9 a.m. to 12 p.m. Office hours may be adjusted at the discretion of the Senior Pastor or his designated staff representative.

Employee Workday

The employee workday begins upon arrival at FBCF. Specific working hours are determined by job responsibilities and the needs of the employee's supervisor. Exceptions to regular working hours may occur when deadlines arise or when special circumstances require additional flexibility. In such cases, employees must obtain Supervisor approval before deviating from their assigned schedule. Significant issues in communication and coordination can occur when employees arrive excessively late or leave unusually early, and such situations should be avoided unless properly approved.

Workweek

A workweek consists of seven (7) consecutive days. FBCF's designated workweek begins on Sunday and ends on Saturday. While state law does not require the workweek to start or end on specific days, the start day may not be changed for the purpose of avoiding overtime obligations for non-exempt employees. Once an employee's workweek start time is established, it must remain fixed, regardless of variations in the employee's work schedule.

Overtime Pay

Non-exempt employees, whether full-time or part-time, are eligible for overtime compensation. When an employee's duties require more than 40 hours of work in a given workweek, overtime will be paid at one and one-half times the employee's regular rate for hours worked over 40. Supervisors may adjust an employee's schedule within the same workweek, including sending the employee home early to ensure appropriate time away from work and to prevent unnecessary overtime.

Lunch/Dinner Break

All full-time exempt employees are encouraged to take a work-free lunch or dinner break each day. Non-exempt employees are required to clock out for a 30-minute lunch break.

Employees should check with their supervisor to coordinate lunch schedules, as it is generally not feasible for all staff members to be away at the same time.

If a supervisor instructs an employee to work through their lunch or dinner break on a given day, employee will either be compensated accordingly or permitted to leave early that day, or arrive later than their regular start time the following day.

Attendance

Employee contributions to FBCF's work efforts are especially important; therefore, regular attendance is expected.

All full-time employees are expected to work at least 40 hours per workweek, and part-time employees are expected to work the hours as established. Employees must arrive on time for their scheduled shifts each day. If an employee is unable to report to work at their assigned time, they must contact their supervisor at least one (1) hour prior to their normal start time.

If an employee needs to be away from the office during regular work hours (for example for a doctor's appointment), they must inform both their supervisor and the church office of their planned departure time and their expected time of return.

Absenteeism

Accurate records of absenteeism are essential. Any employee who fails to request pre-approval for an absence or fails to report an absence as required will have the absence recorded as unexcused. Repeated tardiness or absenteeism may result in disciplinary actions, up to and including termination.

Payroll/Pay Period

FBCF pays all staff on a bi-weekly schedule, with payday occurring on Wednesdays. (26 pay periods per calendar year).

A payroll service processes payroll and deposits wages directly into each employee's designated bank account. Check stubs are available exclusively through the payroll website. All employees are required to participate in the automatic deposit system as a condition of employment. If a regular payday falls on a holiday, employees will receive their pay on the last regular workday before the holiday.

Time Clock Requirements

In accordance with FBCF Policy and applicable with Wage & Labor regulations, all non-exempt employees (those paid on an hourly basis), as well as all part-time employees regardless of classification, are required to use a timecard system.

Deductions

The following deductions are required and will be withheld employee's paycheck:

- Federal income tax
- FICA
- Medicare Insurance Deduction
- Any other taxes that may be enacted by law.

Optional deductions may also be withheld from an employee paycheck, based on the employee's instructions through the Guidestone Pre-Tax Plan. (GPP see page 24)

- Voluntary retirement plan
- Voluntary disability plan
- Dependent health insurance plan
- Additional income tax
- Other options which become legally and/or administratively available.

Wage Assessment and Garnishments

It is the employee's responsibility to manage personal finances to avoid wage assessments or garnishments. Employees should make immediate arrangements to settle any outstanding accounts. FBCF will comply with all legal requirements and proper notifications from appropriate agencies or organizations to implement wage assignments or garnishments as required by law.

Employee Benefits Statements

All regular full-time employees may be eligible to receive employer-paid benefits. Certain part-time employees may also qualify for pro-rated benefits, including specific paid time away (see the Senior Pastor or his designated staff representative for details).

Employee benefits are generally administered through the church's plan with Guidestone or other benefit providers chosen by the church.

Although the benefits outlined below are currently available, the benefits may be adjusted by written action of the Personnel Committee with approval of the Finance Committee. Factors that may necessitate changes include, but are not limited to, increased costs or the decreased funds or contributions received by FBCF's financial position.

Highlights of the current benefit plan are provided below. For complete details on benefits offered through FBCF, employees should consult the Senior Pastor or his designated staff representative.

Employee Benefits

Paid Time Off (PTO) Overview

Paid Time Off (PTO) provides eligible employees with paid time away from work for rest, renewal, and personal matters. **PTO includes both vacation and sick leave** and must be scheduled and approved in advance to ensure ministry operations continue smoothly, and adequate staffing is maintained.

General Guidelines:

- PTO must be **used in the year it is earned. However, up to five (5) days may be carried over and used in January of the following year.**
- If a **paid holiday or regular scheduled day off** occurs during the approved PTO, the day is not counted as PTO. *Example: If an employee requests Sunday through Saturday off but their regular days off are Tuesday and Saturday, only five (5) PTO days will be used.*
- PTO for employees **hired mid-year will be prorated** based on the remaining portion of the year.
- One PTO day is based on the employee's **budgeted workday**, up to a maximum of **six (6) hours per day.**
- PTO may be taken in **half-day or full day increments** and does not need to be taken in full-week segments.
- Employees may request PTO dates whenever possible. If conflicts arise, **seniority (length of service)** will determine priority.
- PTO requests must be submitted using the **FBCF PTO Request Form** and approved by the employee's supervisor at least **two (2) weeks in advance** and must be **approved** by the employee's **supervisor and/or the Senior Pastor, or his designated staff representative.**
- The **Ministry Assistant or Administrative Assistant** maintains the master schedule of all PTO requests.

Coverage During PTO:

Employees are responsible for arranging appropriate coverage during their absence. Every effort should be made to find a **volunteer** within the church family. If no volunteer is available, the **Personnel Committee** may hire a temporary worker at a rate of pay not to exceed the employee's current hourly rate.

For custodial absences, the Building and Grounds Team will assume the duties if a substitute cannot be found.

Payment Upon Termination:

- **Full-time salaried employees** will be **paid for unused PTO** accrued prior to termination.
- **Part-time salaried employees** in good standing will also be **paid for unused PTO** accrued prior to termination.
- **Part-time hourly employees** will **not** receive payment for unused PTO accrued prior to termination.

PTO for Part-Time Salaried Employees with Regular Sunday Duties:

Employees who regularly serve on Sundays are eligible for **four (4) paid Sunday absences** per calendar year after completing one (1) year of service.

Employees starting mid-year will receive a **prorated** number of paid Sunday absences.

Employees **must notify the Financial Secretary in advance** of planned Sunday absences and provide the **name and pay arrangements** for an approved substitute.

PTO Eligibility by Employment Classification

Exempt Ministerial and Program Staff

- **Hired on or before June 24:** Eligible for **one week** of PTO during the first calendar year after six (6) months of service.
- **2nd year: Twenty (20) days**
- **3rd year – 4th year: Twenty-Five (25)**
- **5th year and beyond: Thirty (30)**

Regular Full-Time Salaried Support Staff

- **Hired on or before June 24: One week** of PTO after six (6) months of service.
- **2nd year – 4th year:** Twenty (20) days
- **5th year -9th year:** Twenty-Five (25)
- **10th year and beyond:** Thirty (30)

Part-Time Hourly Support Staff

- **After 1 year of service:** Two (2) weeks of PTO based on normal workweek.
- **5th year:** Three (3) weeks based on normal workweek.
- **10th year and beyond: Four (4)** weeks based on normal workweek.

Additional Provisions:

- The **Personnel Committee** may adjust PTO allowances at the time of hire based on prior experience or tenure in vocational ministry.
- For positions that require Sunday service, PTO days may not be used for **more than four (4) Sundays per calendar year.**

Personal Days

All employees are provided with two (2) personal days annually, which may be used for personal matters without interruption of regular pay.

Personal days must be used in the year earned and cannot be carried over to the following year.

Personal days must be taken in Half-Day and Full-Day increments.

Employees must submit a request using the Personal Day Request Form.

Personal days cannot be cashed out or exchanged for other types of paid time off.

Church Observed Holidays

FBCF observes nine (9) paid holidays annually for all regular full-time employees. There is no employer-paid holiday coverage for part-time employees; however, part-time employees can arrange with their supervisor to make up the hours if a holiday falls on a scheduled workday.

The church office is closed on holidays. Additionally, the church offices will close at 11 a.m. the day before a holiday (or on Friday if the holiday falls on a Sunday or Monday).

The Personnel Committee recommends that all programs follow the holiday schedule. If an employee is required to work on a holiday due to church program needs, they will receive either appropriate pay or an alternate day. See the Senior Pastor or his designated staff representative for details.

Part-time hourly staff do not have holiday benefits. If they want to reduce the hours lost due to a holiday, they may make up for the lost time another day of the week.

Holiday Schedule:

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

Bereavement Leave

Full-time and exempt employees are eligible for bereavement leave.

For the death of an immediate family member (spouse, children, parents, siblings, parents-in-law), employees may take up to five (5) day of paid leave.

For the death of extended family members, (sister/brother-in-law, nieces/nephews, uncles, aunts, and grandparents), employees may take up to three (3) days of paid leave.

Part-time hourly employees who miss work due to bereavement may make up those hours, if desired.

Jury Duty

In addition to other absence policies, employees summoned for jury duty will be granted time off without loss of pay.

Retirement

All full-time exempt and non-exempt employees may be eligible to participate in the FBCF retirement plan.

Ministerial Staff: No waiting period; eligible immediately upon hire.

Other Full-Time Employees: There is a 30-day waiting period following the date of hire. Once enrolled in the FBCF plan, employees are immediately vested.

In addition, a voluntary 403(b) Retirement Plan is available to all employees, including part-time employees. Employees should contact Guidestone to determine enrollment dates and qualifications needed to participate. For further details, consult the Senior Pastor or designated staff representative.

Major Medical Insurance

All regular full-time exempt employees are eligible for medical coverage through the FBCF plan. Members of the Ministerial Staff are eligible for paid family coverage. Full-time program staff are eligible for paid employee coverage. Employees who are covered under another insurance plan may be eligible for medical insurance reimbursement.

Part-time employees who work a minimum of 20 hours per week elect employee medical coverage through payroll deduction.

Employees already receiving employer-paid medical insurance through the church carrier may fund dependent coverage through payroll deduction and participation in the Guidestone Pre-Tax Plan. Coverage begins once approved by the insurance carrier. Contact the Senior Pastor or his designated staff representative for more information to obtain the necessary paperwork for payroll deduction and the Guidestone Pre-Tax Plan.

Employee Life Insurance

All regular full-time exempt employees are eligible to receive access to life insurance coverage through the FBCF plan, if desired. Coverage begins once approved by the insurance carrier. Employees should consult the Senior Pastor or his designated staff representative for details on coverage amounts.

Part-time hourly employees working at least 20 hours per week, as well as part-time exempt employees may elect to obtain to obtain life insurance through payroll deduction via the benefits provider.

Dental & Vision Insurance

All regular full-time exempt employees are eligible for dental and vision coverage through the FBCF plan. Part-time employees who work at least 20 hours per week may also elect coverage. This coverage is optional, and employees are responsible for the cost. For details on plan options and enrollment, employees should consult the Senior Pastor, or his designated staff representative.

Guidestone Pre-Tax Plan (GPP)

All employees are eligible to participate in the Guidestone Pre-Tax Plan (GPP) offered by the church. The GPP allows employees to set aside pre-tax dollars to fund optional insurance coverage and to contribute additional retirement amounts to the FBCF plan.

Employees should contact the Senior Pastor or his designated staff representative for plan details, including enrollment dates and required documentation.

Unemployment Benefits/Insurance

Church employees are not eligible for unemployment benefits as the church is exempt from participating in the state unemployment insurance program.

Workers' Compensation Insurance

Workers' Compensation coverage is provided for all employees. Any accident occurring on church premises or during a church sponsored event off campus must be reported immediately to the employee's supervisor, the Financial Secretary, and the Senior Pastor or his designated staff representative. The Senior Pastor or his designated staff representative is responsible for reporting the incident to the insurance carrier within 48 hours of the occurrence.

Continuing Education (C.E.) / Professional Development

Time away for the purposes of continuing education or professional development includes study time, classroom events, conferences, conventions, and other extraordinary events that help enhance an employee's effectiveness in fulfilling their job duties.

Employees must submit a Continuing Education Request Form to the Personnel Committee at least one (1) month prior to the desired start date of the course or event.

The Personnel Committee will review each request individually and may approve up to ten (10) days away from the office per year, with regular pay for Ministerial or Program Staff. Approval is based on the employee's need, coverage of duties during the absence, and other pertinent factors.

Each August, staff are required to submit to their supervisor a tentative schedule of proposed Continuing Education activities for the upcoming year, including estimated costs. Approval is subject to budgeted C.E. funds, the church event calendar, potential impact of the employees' absence, and approval from the supervisor concurrence with the Senior Pastor, designated staff representative, or the Personnel Committee.

The Ministry Assistant or Administrative Assistant prepares an C.E. annual report – approved by the Senior Pastor or designated staff representative - for the Personnel Committee.

Any change to the number of approved C.E. days must receive prior approval from the Personnel Committee.

Sabbatical Leave

Sabbatical leave is defined as a temporary stepping away from daily job duties to focus on vision setting, ministry development, research, extended professional development, rest, prayer, and learning. The purpose of a sabbatical is to provide dedicated time for study, reflection, and renewal that is beneficial for improved mental and physical health and spiritual well-being of the ministerial staff.

Paid sabbatical leave is available to full-time exempt ministerial staff upon written approval of the Personnel Committee, Finance Committee and the concurrence of the Senior Pastor. Sabbatical leave is not required but is strongly encouraged. Upon returning, the ministerial staff member must provide a written report and present a summary of their sabbatical experience at a subsequent business meeting.

The Church should cover travel, lodging, and food for the pastor during the sabbatical when such expenses are necessary for gaining experience, increasing knowledge, visiting other churches, or otherwise enhancing ministry effectiveness. Family expenses are generally not covered unless a family member is serving as a church delegate to a convention or conference.

The Personnel Committee, Finance Committee, and ministerial staff member will work together to plan for sabbatical leave by determining an overall budget plan and presenting to the church

for approval. Funding may be set aside annually in a designated budget line item or allocated during the year of the Sabbatical as determined by the Finance Committee.

Sabbatical leave ranges from 4 – 12 weeks depending on years of service at FBCF:

- 5th Year: 4 weeks
- 10th Year: 6 weeks
- 15th Year: 10 weeks
- 20th Year: 12 weeks

Requests for sabbatical leave must be submitted in writing to the Personnel Committee at least six (6) months prior to the planned start date. The employee is responsible for arranging appropriate substitute coverage during their absence.

Sabbatical leave...

- Should be taken within 12 months of the eligible anniversary milestone whenever possible.
- Must be taken within the 5 year period between milestone anniversaries.
- Must be taken at least four years apart.
- May not be carried over, combined, or accumulated
- May not be cashed in for reimbursement.
- Replaces regular Continuing Education time away for the applicable year.

Ministerial staff are expected to continue employment at FBCF for at least one year after following their return from sabbatical leave. If the staff member does not remain employed for the full year, the church should be reimbursed for the sabbatical leave expenses on a prorated basis reflecting the number of months not completed.

Leadership Leave

FBCF Camp or Mission Trip Responsibilities

Ministerial Staff and program staff may be required, as part of their job responsibilities and staff liaison assignments, to lead or participate in FBCF Camps and/or FBCF Mission Trips. When camp or mission participation is a job requirement, the staff member will receive their regular compensation, and no vacation or personal time will be deducted.

All staff members, regardless of position, are eligible to participate in an FBCF-approved camp or mission trip without taking vacation days. The staff members participating in approved

mission trips may also be eligible for assistance from the Missions Committee in accordance with established guidelines.

Non-FBCF Programs

Ministerial Staff and program staff may be away from the church to fulfill leadership or participation responsibilities not directly related to FBCF (e.g. guest speaking engagements, involvement with community or professional organizations, revivals, seminars, workshops, or non-FBCF mission trips.) Such absences require prior approval from the staff member's supervisor or the Personnel Committee. Employees may use paid time off during their absence.

Leave of Absence

A Leave of Absence may be granted with the approval of the Personnel Committee, the employee's supervisor, and the Senior Pastor or designated staff representative. The types and conditions of leave of absence are below:

Jury Duty Leave: If an employee is summoned for jury duty, time away is without interruption of regular pay.

Medical or Maternity Leave: Medical or maternity leave may be granted **without pay** once the employee has used all accumulated paid time away. FBCF complies fully with all Family and Medical Leave Act (FMLA) regulations.

Military Leave: FBCF follows the guidelines of the Uniformed Services Employment and Reemployment Rights Act. (USERRA) Military leave may be granted **without pay** for required services. Employees are entitled to re-employment in accordance with federal regulations. Employees who are members of a reserve unit may be granted up to two (2) weeks away without pay or may choose to use accrued vacation time.

Serious Illness or Injury Leave: In the case of serious illness or injury, the Personnel Committee may grant up to three (3) additional months of PTO. Requests for extended paid sick leave must be supported by a doctor's certificate.

Personal Leave: Personal leave may be granted **without pay** for reasons of extreme personal necessity.

Employee Service Award Program

FBCF values the dedication and service of its employees and provides recognition in several meaningful ways throughout the year.

Employees are recognized at their first anniversary and every fifth year thereafter. A one-time service award, in the amounts listed below, will be added to the employee's payroll check closest to the anniversary date. Written recognition will also be included in the church bulletin. The Personnel Committee, may, at its discretion, provide additional recognition each ten (10) year milestone.

Employees will receive a card and service award on anniversaries as follows:

▪ 5th Year	\$50
▪ 10th Year	\$75
▪ 15th Year	\$100
▪ 20th Year	\$125
▪ 25th Year	\$150
▪ 30th Year	\$175
▪ 35th Year	\$200

Birthday Recognition

Employees will receive a birthday card and \$50 on their birthday each year.

Pastor Appreciation Month

Pastoral staff will receive a card and \$50 during Pastor Appreciation Month.

Staff Christmas Bonus

Employees will receive a bonus for Christmas each year in an amount determined by the Finance Committee.

Accounting / Travel / Fiscal & Legal Procedures

Financial Guidelines

Purchases: Purchase orders are required for any purchase made in the name of the church. Employees should either visit the church office to complete a **purchase order form**, or call the office to provide the necessary information **prior** to making the purchase. This requirement applies to:

- Purchases from businesses where the church maintains charge accounts
- Purchases made using a church credit check
- Purchases for which reimbursement will be requested.

If the exact amount of the purchase is unknown at the time the order is initiated, the employee is responsible for submitting the final amount to the Financial Secretary after the purchase is completed. **All receipts must be submitted to the church office so they may be properly filed.**

Special Events: Coordinators of any church-related trip, event, or outing that requires the church to make payments on behalf of participants are responsible for collecting all required monies from participants. Funds may be accumulated through the church office; however, payments will not exceed the amount collected.

It is the coordinator's responsibility to communicate with the church office regarding all payment deadlines ensuring that sufficient funds have been collected prior to any required prepayments. Refunds of money that has already been sent on behalf of participants will only be issued after the church receives the corresponding refund from the vendor or entity that was paid.

Solicitation of Funds: Funds collected through the church are to be used exclusively for ministry and missions. Individual members participating in non-church related charitable or community activities may inform the congregation of fundraising opportunities associated with those activities. Any participation or support by church members must be voluntary

Tax Exempt Purchases: Purchases made using tax-exempt status must be made using a church check or credit card and receipts for the purchases must be given to the Financial Secretary. Tax exempt privileges cannot be extended to outside vendors.

Benevolence Requests: Benevolence requests must be submitted using the designated application for assistance. The benevolence policy is designed to honor Biblical principles by responding to financial crises with compassion, wisdom, and accountability.

Benevolence funds as allocated in the church's annual budget, are intended to assist individuals within the Fairview Community – including FBCF – who are experiencing financial hardship. Applicants are expected to pursue other available sources of assistance including local charities, community organizations, and including their own personal resources in conjunction with the request.

For more detailed guidelines and eligibility requirements, refer to the Policies and Procedures Manual.

Accountable Reimbursement Procedure

FBCF maintains an accountable-expense reimbursement procedure that complies with federal and state regulations. All business expense reimbursements and accounts payable will generally be processed by the following Wednesday. Exceptions may be made at the discretion of the Financial Secretary. All reimbursement or payment requests, must meet the following requirements:

1. A Request for Payment Form (RFP) must be completed and submitted to the Financial Secretary. The form must include the appropriate church budget account and billing address information.
2. All requests for business reimbursement must be submitted within thirty (30) days of the expense being incurred.
3. Original sales receipts, invoices, or other proof of payments must be attached to the RFP. If a receipt is lost, employees should contact the Financial Secretary.
4. For items purchased online or by phone, the credit card statement may serve as the receipt. Whenever possible, attach the packing slip when the item is received.

Travel Procedure

When work responsibilities require an employee to travel for church business, a travel advance may be arranged in accordance with the church's purchasing and reimbursement procedures. If an employee attends a church-approved and church-paid conference and their spouse also attends, all travel, entertainment, and direct conference expenses related to the spouse must be paid or reimbursed by the employee.

- If the spouse or guest attends in a lay-leadership role representing the church (e.g., an elected delegate) expenses will not be charged back to the employee and will not be treated as taxable income.
- If the spouse is not representing the church, and the employee is not being charged for these expenses, the amount of expenses will be treated as taxable income in accordance with IRS regulations.

Mileage Reimbursement Procedure

FBCF follows the standard business mileage rate set by the I.R.S. If an employee's work responsibilities require the use of their personal vehicle, they may request mileage reimbursement by completing a Mileage Log or submitting a Request for Payment. (RFP)

The submission must include:

- Beginning and ending mileage for each trip
- The business purpose of the trip

Reimbursement will be calculated based on the IRS standard mileage rate and processed according to the reimbursement procedures.

Fiscal & Legal Procedure

Per FBCF Bylaws, only the Senior Pastor and/or the Trustees are authorized to sign contracts or service agreements on behalf of FBCF.

- Ministry events: For events such as camps, guest speakers, or similar activities, the Senior Pastor may require the employee and/or lay-leader overseeing the event to co-sign the contract or service agreement prior to finalizing any arrangements.
- Real Property Contracts: Any contract involving real property must first be approved by vote of the congregation. Once approved, the Trustees may sign on behalf of the church.
- Legal Review: Prior to signing most contracts or service agreements, the Senior Pastor forwards the document to an attorney for review to ensure compliance and protect the church's interests.

Discipline Policy & Procedures

Purpose

FBCF's discipline policy and procedures are designed to provide a structured process for improving employee performance and preventing recurrence of detrimental behavior. This policy is intended to promote accountability, clarity, and fairness while protecting the ministry of FBCF.

FBCF reserves the right to combine, skip, or modify steps depending on the facts of each situation and the nature of the offense. Factors considered include;

- Whether the offense is repeated despite coaching, counseling, or training
- The employee's overall work record
- The impact of the conduct or performance issue on FBCF's ministry.

Gross Misconduct: Certain actions may result in immediate termination, including but not limited to embezzlement, assault, battery, theft, sexual misconduct, and abuse whether verbal, physical, sexual, or emotional.

Nothing in this policy provides contractual rights regarding discipline, nor does it alter the **at-will** employment relationship between FBCF and its employees.

Discipline Procedures and Steps

Step 1: Counseling and Verbal Warning

- The immediate supervisor brings attention to a performance, conduct, or attendance issue.
- The supervisor discusses the problem, expectations, and steps required for improvement.
- Within five (5) business days, the supervisor documents the coaching in writing, and the employee signs to acknowledge understanding.
- Documentation is placed in the employee's personnel file.
- If another issue occurs within six months, the process will move to Step 2.
- If a third issue occurs within one year, FBCF may move to Step 3 or Step 4, or proceed to immediate termination for offenses with potential harm to others or financial detriment.
- After twelve (12) months without incidents, a new verbal warning may be issued. Any additional incidents will move to Step 2 immediately.

Step 2: Written Warning

- Documentation of the issue and consequences is prepared by the supervisor and reviewed with the Senior Pastor or designated staff representative.
- A performance improvement plan (PIP) is issued within five (5) business days detailing required corrective action.
- Written warnings may include a statement that failure to take immediate and sustained corrective action may result in further discipline, up to termination.
- Documentation is placed in the employee's personnel file. After eight (8) months, repeated issues require a new written warning.
- If the same violation occurs within six (6) months or two written warnings have been issued, Step 3 is implemented.

Step 3: Suspension and Review by the Personnel Committee

- Suspension may occur for continued performance or conduct issues that threaten safety or the ministry.
- The immediate supervisor may suspend an employee pending review by the Personnel Committee, with approval from the Senior Pastor or his designate staff representative.
- Suspension without pay may occur in full day increments consistent with federal, state, and local wage laws.

- Non-exempt/hourly employees cannot substitute accrued vacation or sick time for unpaid suspension.
- Exempt/salaried employees' unpaid suspension is reserved for serious workplace safety or conduct issue, in compliance with FLSA.
- Pay may be restored if the employee is absolved of wrongdoing.

Step 4: Recommendation for termination of employment

- The final step is a recommendation for termination, which is typically preceded by counseling, written warnings, or suspension.
- Suspension may occur while an investigation is conducted. The Personnel Committee may involve an outside party for assistance, if necessary. Recommendations for termination must be approved by the Senior Pastor and Personnel Committee. Final approval may require a congregational vote.

Appeals Process

- Employees may present information to dispute the basis for the disciplinary action.
- Extenuating circumstances may be considered to reach an equitable solution.
- Employees have five (5) business days after each disciplinary meeting to submit additional information

Performance and Conduct Issues Not Subject to Progressive Discipline

The following behaviors may result in immediate termination and may be reported to law enforcement authorities.

Illegal Behavior: Theft, substance abuse, sexual abuse, intoxication, fighting, or violence.

Documentation

- Employees receive copies of all discipline documentation, including PIPs.
- Employees sign to acknowledge receipt and understanding.
- Documentation is placed in the employee's personnel file.

Grounds for Disciplinary Action and/or Dismissal

Grounds for disciplinary action include, but are not limited to:

- Absence without notice or consent
- Possession, distribution, or use of illegal drugs, alcohol, substances at work
- Possession, distribution, or use of pornography at work
- Reporting to work impaired
- Unauthorized/illegal possession, distribution, or use of firearms/weapons
- Unauthorized absence from the work area and no one knows where the employee can be found.
- Security violations (breach of confidentiality, open/close procedures, etc.)
- Willful destruction, loss, or theft of church property
- Fighting (verbal or physical incidents occurring at FBCF)
- Sexual harassment of fellow staff, church members, or visitors to FBCF
- Insubordination
- Financial Impropriety: Misuse of church credit cards, improper use of church funds, embezzlement
- Excessive absenteeism or lateness.
- Any repeated disrespectful behavior or attitude that interferes with team unity of the church staff.

Workplace Grievance and Appeal Procedure

1. Purpose

This procedure ensures that employees can raise concerns about workplace issues, such as unfair treatment, policy violations, or disputes, in a structured and respectful manner. It also provides a clear process for appeals if the resolution is unsatisfactory.

2. Grievance Procedure

Step 1: Informal Resolution

Employees are encouraged to discuss their concerns directly with their manager or supervisor.

The aim is to resolve the issue quickly and amicably without formal escalation.

Step 2: Formal Grievance Submission

If the issue remains unresolved, the employee should submit a written grievance to the Personnel Committee.

The grievance should include:

A clear description of the issue.

Relevant dates, events, and evidence.

Desired outcome or resolution.

Step 3: Investigation

Personnel Committee or an impartial investigator will review the grievance.

This may involve interviews with the employee, witnesses, and other relevant parties.

A written report will be prepared summarizing findings and recommendations.

Step 4: Outcome and Communication

The employee will receive a written response detailing the decision and any proposed actions.

If the grievance is upheld, corrective measures will be implemented promptly.

3. Appeal Procedure

Step 1: Submitting an Appeal

If the employee is dissatisfied with the grievance outcome, they may file an appeal within five (5) days of receiving the decision.

The appeal must outline specific reasons for disagreement and any additional evidence.

Step 2: Appeal Review

A senior manager or independent panel will review the appeal.

This process may involve re-evaluating evidence, conducting further interviews, or consulting external advisors.

Step 3: Final Decision

The appeal decision will be communicated in writing.

This decision is final and concludes the grievance process.

4. Confidentiality and Non-Retaliation

All grievance and appeal matters will be handled confidentially.

Retaliation against employees for raising concerns is strictly prohibited and may result in disciplinary action.

This procedure ensures transparency, fairness, and respect for all parties involved while fostering a positive workplace culture

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