

POLICY AND PROCEDURE MANUAL

PERSONNEL MANUAL

PROPOSED CHANGES

I. Absence

ALL LEAVE [sick, vacation, maternal, and paternal] runs the fiscal year October 1 to October 1 **calendar year**.

- A. Bereavement Leave**-- Up to three (3) days of paid bereavement leave will be provided for the immediate family. Vinton Baptist Church defines "immediate family" as spouse, parent, child, or sibling, **Grandparents, Mother-in-law or Father-in-law**.
- B. Personal Illness.** Time will be granted as needed under direction and guidance of pastor and Human Resource Committee. Normally, three weeks sick leave per year is provided by the church with pay. Sick leave can be accumulated up to a maximum of fifteen weeks. Medical verification may be required for any leave beyond three consecutive days.

C. Conditions

1. One must, upon request, present evidence satisfactory to the church of inability to work because of illness.
2. One must adopt remedial measures as may be commensurate with his or her disability.
3. One must report by telephone the cause of absence the first day of each period of absence due to illness.

D. Maternity Leave. **Six** **eight** weeks paid leave. Any extended time will come out of sick leave.

E. Paternity Leave. Two weeks paid leave.

In case of need beyond granted leave, special consideration will be given in respect to compensation. .

F. Jury Duty. Employees are encouraged to cooperate in citizen responsibilities. The worker on jury duty will receive full pay in addition to his jury fees **the difference between jury fees and employee full pay.**

II. Employee Benefits

- A. Advance Salary.** An employee may receive in advance his salary check if its normal date of issue falls within his vacation time. Normally checks are not given in advance.

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- B. Automobile Reimbursement. Mileage will be paid at the IRS rate per mile.
- C. Medical Insurance. The church shall provide a group hospitalization plan for all full-time (32 or more hours per week) employees. Dependents are covered and the church shall pay the full plan, basic hospitalization, and major medical.
- D. Life and Disability Insurance. All full time (32 or more hours per week) ministerial, secretarial, custodial employees will be covered under the life and disability insurance plan of the Annuity Board of the Southern Baptist Convention.
- E. Holidays. The following holidays shall be included: New Year's Day, Easter, Memorial Day, July 4, Labor Day, Thanksgiving (two days), Christmas Eve and Christmas Day (one day). Ministerial, secretarial, custodial and part time salaried will be paid for these days. A holiday which falls on Saturday will be observed on the preceding Friday; a holiday which falls on Sunday will be observed on the following Monday; however, the Pastor may alter dates and stagger work schedules in order to maintain operational requirements.
- F. Moving Expenses. The church will pay all costs for moving the household goods of a ministerial staff member. In addition the church will pay the new worker who drives his/her car at the IRS rate per mile plus room and board expenses incurred enroute. The church will pay furniture storage charges not to exceed 60 days.
- G. Retirement Plan. All full time employees **(35+ hours)** will be included in the annuity plan eligible for benefits.
- H. Social Security. All non-ordained employees will participate in social security contributions upon employment. The church will pay its share and automatically deduct the employee's share. Once the Minister is ordained, the church part of the Social Security will be added back into the base salary of the employee.
- I. Vacation. When a holiday falls during vacation period the employee is entitled to add the holiday or take another day later.

For one year service--two weeks vacation
For five years service--three weeks vacation
For ten years service--**three four weeks vacation**
For twenty years of service--**four five weeks vacation**

Years in cumulative Christian service prior to employment will count toward vacation time. **Exceptions to any provisions of this vacation policy will be handled on individual basis with the approval of the Human Service Chairman and the Pastor.**

Part-time hourly employees will earn one day of vacation for every 200 hours worked. These hours cannot be carried over past a twelve-month period.

- J. Revivals and Educational Meetings. The ministerial staff is entitled to two weeks per

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year for revivals, assisting other churches or leading conferences, and two weeks for self-improvement type conferences, in addition to his regular vacation. Any additional time is to be determined in consultation with the pastor.

K. The above employee benefits are designed to help and protect the employee but they are also to help and protect the church; therefore, these benefits are always over and above the base salary and can never be considered a part of the cash remuneration paid by the church. **An employee cannot take the cash equivalent in the place of any benefit.**

Rational:

Requested by the Human Resources Committee to have Policy & Procedures and Employee Handbook consistent

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BAPTISMAL COMMITTEE

Membership: This committee will consist of at least four couples **members**.

Responsibilities:

1. To meet with the candidates and the Pastor for instructions prior to each baptismal service.
2. To assist the candidates before, during, and after the baptism.
3. To ascertain the custodian baptismal duties have been completed. The Chairman of the committee checks this.
4. To recommend in writing its request for equipment and supplies to the property committee, and the property committee will submit request to the budget committee.
6. To prepare names on flash cards for identification purposes.

Rational:

To have Policy & Procedures and Bylaws consistent

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Budget Committee

This committee shall consist of the following members:

Chairman, Fellowship of Deacons	Church Treasurer
Sunday School Director	Chancel Choir President
WMU Director	Finance Committee (3)
Chairman, Human Resource Committee	Chairman, Property Committee
Senior Adult Council Representative	
Minister of Youth	

At large Members (3) ~~Chosen by Pastor~~

The duty of this committee shall be to make a careful study of the financial needs of the church and on the basis of its findings compile a suggested budget.

Rational:

Requested by the Senior Pastor and will require a bylaw change

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BUS COMMITTEE

~~The Bus Committee Chairman will be selected by the nominating committee annually.~~

RESPONSIBILITIES:

1. To enlist new drivers as deemed necessary.
2. To oversee all maintenance and repair work on buses.
3. To work with responsible individuals in securing and maintaining proper insurance coverage on buses.

MEMBERSHIP: This committee shall consist of the active drivers. These members will serve an indefinite period of time.

RESPONSIBILITIES:

1. To assist the Bus Committee Chairman.
2. To receive and recommend all major purchases and policy changes.
3. To establish safety rules.

Rational:

To have Policy & Procedures and Bylaws consistent

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DEACONS

Membership: The Fellowship of Deacons will consist of twenty-four (24) members and at least 1/3 (8) will rotate off each year.

Responsibilities:

1.

Membership: The Fellowship of Deacons will consist of twenty-seven (27) members and at least 1/3 (9) will rotate off each year. There shall be no more than twenty-seven deacons actively serving, except that provision shall be made for the Fellowship of Deacons to increase this number, as it deems necessary, in keeping with the growth and needs of the church. The term of office shall be three years. Nine deacons (or one third of the total) shall rotate off each year. All vacancies shall be filled to bring the deacon body to 27. In accordance with the meaning of the work and the practice of the New Testament, the Deacons are to be the servants of Jesus Christ, expressing their commitment through the local church.

Deacon Qualifications

The personal qualifications and scriptural precedent for the office of Deacon may be found in Acts 6:1-9 and/or 1 Timothy 3:8-13. The deacon shall possess the following qualities:

- A. Be at least 21 years of age.
- B. Have been a member of the Vinton Baptist Church at least two years or a member who has had previous experience, satisfactory to the church, such as a deacon in another Baptist Church.
- C. Be a faithful and loyal supporter of the entire church.
- D. Be a faithful supporter of the missions of the church.
- E. Be faithful and generous in the giving of tithes and offerings.
- F. Be a person of vision for the Kingdom of God and the church.
- G. Set a good example by faithfully discharging the duties of any additional church office or committee to which they have been or may be elected.
- H. Conduct should be at all times the type that will bring honor to the name and cause of Christ and be a credit to the church and community in which they live.

Expectations for Deacon Service

- A. Attend regularly scheduled meetings the first Sunday of each month and any additional meetings called as needed.
- B. Assist in the serving of Communion each month.
- C. Visit (or call) members in hospital on scheduled days approximately six times per year.

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- D. Participate in the ongoing ministry of VBC through faithful attendance and consistent giving.**
- E. Commit to consistent prayer for our church and its ministries.**
- F. Participate in training provided for Deacons.**

Deacons Selection Process

- A. On or before the first of October a deacon selection committee shall be formed composed of the pastor, the deacon chair, vice-chair, and at least three deacons rotating off active service. It shall be this committee's responsibility:**
 - 1. to inform the congregation of the role, responsibilities, and qualifications of a deacon.**
 - 2. to provide the congregation a listing of those active and life deacons not eligible for nomination.**
 - 3. to conduct the nomination and selection of new deacons.**
- B. Nominations for deacons shall be submitted by the church at large, and deacons shall be elected by the majority of votes as weighed against the deacon qualifications.**
 - 1. Members are requested to bring to the church on or before the first Sunday in November a list of names to be nominated for deacon. Ballots must be signed by the member submitting in order to be considered.**
 - 2. The deacon election committee shall formulate a list of candidates in descending order based on the number of nominations received keeping the deacon qualifications as criterion.**
 - 3. These candidates shall be contacted in turn by a member of the committee concerning their willingness to assume the responsibilities of service as a deacon.**
 - 4. If the nominations do not generate enough qualified deacons to fill the vacancies, additional names may be supplied by the committee.**
 - 5. When the numbers of candidates have been gained to replace the required number rotating off and fill any other vacancies that exist, selections will be complete.**
 - 6. The list of candidates generated by the deacon election committee shall be presented for a congregational vote at the December business meeting.**
 - 7. Newly elected deacons who have not been ordained will be set aside before the congregation in a service of ordination.**
 - 8. After serving for a term of three years, no deacon shall be eligible for re-election until the lapse of at least one year.**

Rational:

Requested by the Fellowship of Deacons and was not included in the revision completed in 2010.

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FINANCE COMMITTEE

Membership: This committee will consist of at least nine (9) members in addition to the treasurer and the professional church staff who will serve as ex-officio members. They will serve a three-year term with three members rotating off each year.

Responsibilities:

1. To lead in stewardship promotion.
2. To work with the Budget Committee in preparation of the annual budget. The chairman of the Finance Committee will be a member of the Budget Committee.
3. To administer the church budget.
4. To approve budget expenditures other than normal operating expenses.
5. To hear requests for extra budgeting financial expenditures and budget revisions and make recommendations as necessary to the Church.
6. To advise the Church on financial undertakings as to soundness and effect on financial structure and credit standing of the Church.
7. To review expenditures monthly in terms of budget allocations, including the financial report submitted by the Treasurer, which report will subsequently be presented to the Church. Such report will also be presented to the Fellowship of Deacons for their information.
8. To promote special offerings (Easter, Thanksgiving, etc.) and consider all requests to receive additional special offerings and make the recommendations for disbursement.
9. To provide for anbi-annual review of all church financial records and books.
10. To develop and maintain an adequate insurance program for the Church.
11. To carry out specific assignments as approved by the congregation of church members.
12. To administer any special church funds.

Rational:

To have Policy & Procedures and Bylaws consistent

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HOSTESS COMMITTEE

Membership: This committee will consist of at least six members. Membership may be increased from time to time as the need arises and at the discretion of the church hostess. The committee will be responsible for supervision and consultation in the area of weddings, wedding receptions, churchwide fellowships and special occasions. ~~It will be its duty to maintain a calendar for the use of the kitchen and dining facilities.~~

Responsibilities:

1. To plan and supervise the food and decorations for church receptions, fellowships, etc.
2. To supervise arrangements for flowers at services where desired.
3. To perform other duties as assigned by the Church Hostess.

Rational:

To have it conform with current practices. The calendar is maintained in the church office.