

**PERSONNEL POLICY AND PROCEDURES
MANUAL**

**WOODS CHAPEL BAPTIST CHURCH
2424 CALIFORNIA LANE
ARLINGTON, TEXAS 76015**

**OCTOBER 17, 2010
(REVISED)**

**Woods Chapel Baptist Church
Personnel Policy and Procedures Manual
Table of Contents**

Personnel Policy and Procedures	
Introduction	1
References	1
Employment	1
Categories of Employees	1
Category by Hours Worked.....	1
Category by Pay Status.....	1
Interim Personnel	2
Procedures for Filling Vacancies.....	2
Performance of Duties	2
Job Performance Evaluation.....	2
Performance Counseling	3
Termination	3
Resignation.....	3
Forced Termination	3
Periods of Work.....	3
Office Hours	3
Holidays	4
Unplanned Absences	4
Planned Absences.....	4
Vacations.....	5
Military Duty.....	6
Family Medical Leave Policy.....	6
Conduct	6
Personal Demeanor	7
Public Relations.....	7
Confidences.....	7
Drug and Substance Abuse.....	7
Disciplinary Actions.....	7
Reporting Sexual Harassment	8
Salary Plan	
Introduction	9
General Policy	9
Responsibility.....	9
Benefits	9
Pay Periods.....	9
Pay Freeze	10
Maximum Limits.....	10
Cost of Living Increases.....	10
Reimbursable Accounts.....	10
Salary Plans	10
Category A – Full Time Ministerial Staff	10
Category B – Full Time Program Directors	11
Category C – Full Time Support Staff.....	11
Category D – Part Time Employees.....	11

Estimate of Housing Expenses	12
Organization Chart	13
Job Descriptions	
Pastor	14
Minister of Education	15
Minister of Music and Youth	16
Minister of Senior Adults	17
Secretary	18
Custodian	19
Pianist	20
Facility Setup Worker	21
Application for Employment	22
Staff Review Procedure	
Purpose	24
Process	24
Personnel Evaluation and Review Form – Ministerial Staff	26
Personnel Evaluation and Review Form – Staff Members	28
Personnel Policy & Procedures Manual Acknowledgement of Receipt	29

WOODS CHAPEL BAPTIST CHURCH PERSONNEL POLICY AND PROCEDURES

Introduction

The local church is a body of believers who have banded together in their common faith to perform the ministry of sharing the gospel of Christ, worshiping God, and building up the body as well as the individual believer. From the body, certain individuals are led by the Holy Spirit to provide leadership, exhibit certain talents and gifts, and to minister and equip the other members of the body. This leadership can be categorized by two distinct groupings; the paid staff member and the volunteer leader. To provide uniform administration of the employment of those individuals who are paid by the church for their leadership and ministry, these policies and procedures are developed and promulgated. It will be the responsibility of each individual staff member to become familiar with the provisions of these policies and procedures as well as applicable federal, state, and local regulations concerning personnel employment practices. Development, modification, and additions or deletions to these policies and procedures will be the responsibility of the Personnel Committee. Implementation and administration of the policies and procedures will be the responsibility of the Pastor.

References

1. Documents
Constitution/Bylaws of Woods Chapel Baptist Church dated November 30, 2003
2. Forms
Terms of Employment Form (new)
Personnel Evaluation and Review Form (new)

I. Employment

It will be the policy of Woods Chapel Baptist Church to employ in paid positions those ministers and staff as designated by the Constitution/Bylaws of Woods Chapel Baptist Church and other positions as deemed appropriate by agreement of the Ministerial Staff and the Personnel Committee. All employees will be professing Christians and active members of evangelical, Christian churches. All full-time and part-time Ministerial Staff and Program Directors will be or will become members of Woods Chapel Baptist Church, Arlington, TX.

A. Categories of Employees: Administratively, three basic categories of individuals exist within the church organization:

1. Ministerial Staff: Pastor, Minister of Education, Minister of Music & Youth, and Minister of Senior Adults (Pastor and Ministerial Staff reporting directly to Pastor)
2. Program Directors: ECEC Director and any other age group ministers/directors (reporting to Ministerial Staff other than Pastor)
3. Support Staff: Secretary, Custodian, Organist, Pianist, and any other building/facilities personnel.

B. Category by Hours Worked: Individuals who receive payment for their service or work will be categorized as:

1. Full-time Professional (FTP): Professional ministry and director personnel who work the equivalent of 40 or more hours per week in their position.
2. Part-time Professional (PTP): Professional ministry and director personnel who work less than 40 hours per week in their position.
3. Full-time Support Staff (FTS): Support staff personnel who work the equivalent of 40 or more hours per week in their position.
4. Part-time Support Staff (PTS): Support staff personnel who work less than 40 hours per week in their position.

C. Category by Pay Status: Individuals will be categorized at the time of employment as either a salaried individual or an hourly wage employee. As a general rule, all FTP and PTP will be salaried personnel. Support staff will be salaried or hourly wage as determined by the Personnel Committee.

D. Interim Personnel: When vacancies occur in any permanent or part-time position, the church may, when it deems it appropriate, hire someone to fill the position on an interim basis until a permanent replacement can be hired.

E. Procedures for Filling Vacancies:

1. The Personnel Committee will act as an established search committee or will delegate such responsibility to a constituted temporary committee for the filling of all Ministerial Staff positions (except for the Pastor – the process for calling a Pastor is covered in the Constitution/Bylaws of the church) and Program Directors.
 - a) When a vacancy occurs either through termination of an incumbent or establishment of the position, the Personnel Committee will review the criteria for the position, the position description, and determine necessity for filling.
 - b) The Personnel Committee will seek qualified individuals from within the membership and other evangelical, Christian churches and agencies to fill the position as led by the Holy Spirit.
 - c) Recommendation and subsequent approval of individuals for the position will be in accordance with the provisions of the Constitution/Bylaws.
2. The Personnel Committee will act as employment authority for Support Staff personnel.
 - a) When vacancies occur either through termination of an incumbent or establishment of the position, the Personnel Committee will review the criteria for the position, the position description, and determine the necessity for filling.
 - b) The Personnel Committee will seek qualified individuals to fill the position as led by the Holy Spirit. All applications for paid position will complete the Personnel Application Form.
 - c) The church's secretary will be an individual from outside the membership; however, he or she must be a professing Christian and a member of an evangelical, Christian church, and may be selected only after satisfactory interview by the Pastor.
 - d) Selection and terms of employment will be made by the Personnel Committee in accordance with these policies and procedures and as directed by the provisions of the Constitution/Bylaws and applicable federal and state hiring regulations.
3. The Personnel Committee will document terms for employment and any other provisions for employment for all employees of Woods Chapel Baptist Church. A copy of these records will be given to the employee and placed in his or her permanent personnel file.
4. During the first week of employment the supervisor of the new staff member will conduct an orientation that will ensure the employee is familiar with the church, community, the policies and procedures, and requirements of the position.

II. PERFORMANCE OF DUTIES

It is the policy of Woods Chapel Baptist Church that the terms of employment be understood and agreed to prior to official recognition of acceptance. At the time of employment, the position description for the job will be reviewed and any changes or modifications agreed to by both the individual and employing committee. Subsequent revisions to the position description will be made with the agreement of both the church, as represented by the Personnel Committee, and the individual concerned. At the time of employment, the individual and supervisor will review the position description and establish in writing job expectations for each item of responsibility and assignment. That expectation sheet will become part of the individual's permanent personnel file. The terms of employment and agreed upon responsibilities and job expectations will be the basis for evaluation of job performance.

It will be the policy of this church that all individuals except the Pastor will have some designated supervisor (see Organization Chart on page 16) who will have the responsibility for directing, coaching, and evaluating the individual employee's performance.

A. Job Performance Evaluation

1. Each employee of the church shall be evaluated at least annually by his/her supervisor for job performance. The Pastor will be evaluated by the Chairman of the Personnel Committee and the Chairman of the Deacons.
2. The purpose of this evaluation will be to:
 - a) Improve relationships between supervisor and the particular employee.
 - b) Promote growth and development in job responsibilities.
 - c) Provide an accepted forum on the part of the employee and the church for a candid discussion of job

- performance.
- d) Provide an objective basis to change unsatisfactory performance and reward exceptional performance.
3. The standard by which employee performance will be measured will be the individual's position description, mutually agreed upon job expectations, and any other mutually agreed upon objectives for job performance improvement.
 4. Employee performance evaluations will be carried out using the Personnel Evaluation and Review Form. The supervisor will forward completed evaluations to the Personnel Committee prior to August 31 of each year. Evaluations will be completed following the guidelines as dictated by the Woods Chapel Baptist Church Staff Review Procedure (see page 26). Employee/supervisor conferences are required prior to an acknowledgment signature by the employee.

- B. Performance Counseling:** Evaluation must be redemptive. Whenever an employee does not measure up to the expectations of the supervisor, then it is the policy of this church that actions be taken by that supervisor to coach, counsel, and exhort that employee to desired performance. This plan for improvement must be set out in mutually agreed upon objectives for the next reporting period. The individual will be assessed during the next period upon these objectives as well as general job performance.

III. TERMINATION

It is the policy of Woods Chapel Baptist Church to ensure that professionally competent, theologically sound, and spiritually moral persons are retained in employment. Woods Chapel Baptist Church exercises the employment-at-will doctrine when administering the personnel actions of the church. Individuals may be terminated from their positions of employment or leadership in a variety of ways.

- A. Resignation:** The church expects any employee to give the church two weeks' written notice of intent to resign. The employee should continue to work for the two-week period unless he/she wishes to use any portion of unused vacation. The employee shall be paid for any unused vacation earned in that calendar year. Statements of resignation should include date of planned termination along with the reason(s) for such resignation. Failure to provide appropriate notice will result in not being compensated for unused vacation at the time of termination. Failure to report to work for three days without call or explanation to the appropriate supervisor will be considered resignation without notice.
- B. Forced Termination:** The church retains the right to terminate an employee for any reason not prohibited by law. This includes employee misconduct, impropriety, and marginal or unsatisfactory job performance.

Termination that is the result of punitive action will come as the result of the process discussed in the section titled V. CONDUCT in this personnel manual.

Any forced termination of an employee must receive the approval of the Pastor and the Personnel Committee. Employees terminated by virtue of forced termination will be expected to cease job performance and vacate the job site immediately.

Employment at Woods Chapel Baptist Church, Arlington, TX, is taken at the pleasure of the church. Termination because of reduction in work force and program modification is an option that may be exercised by the church. In the event of non-punitive forced termination for Ministry and Program staff, the church will provide written notice of up to two month's severance pay plus compensation of any unused vacation earned in the calendar year. In the event of non-punitive forced termination for support staff, the church will provide written notice of up to three weeks' severance pay plus compensation for any earned but unused vacation during the calendar year.

IV. PERIODS OF WORK

It will be the policy of Woods Chapel Baptist Church to be responsive to the needs of the membership, community, and others who need spiritual and ecclesiastical assistance. The Pastor will be responsible for ensuring a ministry staff member is available at all times, whether the church office is open or not, to provide assistance, support, or church action. The objective will be to provide office and ministry support to meet the needs of the community.

- A. Office Hours:** Office hours of ministerial staff and program director personnel will be scheduled by the Pastor. Hours may be flexible depending upon criteria of the position. Full-time staff members are expected to spend at

least one announced and consistent eight hour period weekly in his or her office in addition to Sunday. Normally, Part-time staff members are expected to spend at least one announced and consistent two hour period weekly in his or her office in addition to Sunday. Sunday is considered a mandatory working day for FTP and PTP personnel (except for the ECEC Director). Office hours for support staff will be designated by the Pastor in cooperation with the individual's immediate functional supervisor.

- B. Holidays:** All full-time employees of the church will receive paid holidays on the following specified days: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve Day, Christmas Day, and New Year's Eve. When the holiday falls on Saturday, Friday will be observed. When the holiday falls on Sunday, Monday will be observed. When Christmas Day falls on Thursday, the day after Christmas will be observed instead of Christmas Eve Day.
- C. Unplanned Absences:** It is the policy of Woods Chapel Baptist Church that consideration be granted employees and staff for certain unexpected and/or emergency absences. A record of all unplanned absences will be maintained by the Church Secretary.
1. *Absence due to death of a member of immediate family or household:* Immediate family is considered spouse, children, or parents. The employee may be paid for the absence from work for a period not to exceed one calendar week. Any additional paid absence must be approved by the Personnel Committee.
 2. *Absence due to death of relative other than immediate family:* The employee may be paid for the absence from work for a period of up to three work days. Additional paid absence must be approved by the Personnel Committee.
 3. *Absence due to legal responsibility:* Civic responsibilities such as jury duty, witness, and short-term military duty will be granted with pay for the period of time specifically fulfilling those responsibilities. If an employee's obligation does not require the full work day, then the employee is expected to report to the church for the remainder of the day. Pay or compensation received for civic duties will be retained by that employee in addition to his or her regular church pay. Personnel who are called to military duty in excess of two weeks will be retained in an employment status; however, base salary will be suspended until the individual returns.
 4. *Absence due to sickness:*
 - a) **Personal Illness:** Illness requiring absence from regularly assigned duties should be reported and recorded by the Church Secretary by 9:30 a.m. each day the individual is absent from work. The individual should provide to the Church Secretary the best possible information concerning the date they expect to be able to return. Under certain conditions as determined by the Pastor and the Personnel Committee, serious illness in the immediate family may be classified as "personal illness." Extended absences will be administered under the provisions of the Family Medical Leave Policy below.
 - b) **Sick Pay Allowance:** At the discretion of the Pastor and the Personnel Committee, absence from work will be granted with full benefits based upon the following schedule:
 - 1) FTP, FTS, PTP and PTS personnel may receive full pay for each day of absence up to a maximum of eight calendar weeks per year; this period may be extended, as deemed appropriate, by the Pastor and Personnel Committee. No sick leave may be accumulated or carried over to subsequent years.
 - 2) After all sick leave benefits have been used, then continued absence will be charged against any accumulated annual vacation. After this, the employee may be placed in a leave without pay status by the Personnel Committee in accordance with the provisions of the Family Medical Leave Policy.

Any sick leave unused in the calendar year is forfeited without pay upon termination for whatever reason from employment.
 5. *Inclement Weather:* In the event of severe weather conditions, employees will not be expected to come to work. It will be the responsibility of the Pastor to determine whether weather conditions will cause a risk to employee travel or safety. When work is terminated due to inclement weather, all employees scheduled to work during the period of the work day canceled will be granted time off with pay.
- D. Planned Absences:** Absences from the workplace at the request of the individual employee will be granted as authorized by these procedures. A record of all planned absences will be maintained by the Church Secretary.
1. *Absences due to personal business:* Employees who desire to leave the office for short periods of time may do so as granted by their immediate supervisor. Up to two one-day absences may be granted by supervisors per year for personal business. Such absences must be coordinated through the Pastor. Periods of absence

due to personal business that extend beyond one day requires the employee to utilize vacation.

2. *Absences due to Leaves of Absence:* An unpaid leave of absence may be granted for medical or personal reasons when requested. Leave periods of up to three month increments will be considered.

If the Personnel Committee initiates a leave of absence, the employee will remain on health plans but will not be entitled to receive holiday pay. Rights to vacation time, seniority, promotion or other benefits are not affected by such a leave of absence.

The Personnel Committee may grant a personal leave of absence (with or without pay) to any employee accused of misconduct until the situation is resolved.

If the employee requests a leave of absence, except a medical leave, the employee may remain on health benefit plans at their expense. Vacation time will not be accrued during the leave of absence. Seniority, promotion or other benefits are not affected by such a leave of absence.

3. *Absence due to Church related business:*
 - a) Conferences, Conventions, Seminars, Workshops, etc.: Two weeks, which may include two Sundays, annually will be allowed away from the church. Absences will be approved by the Pastor and Personnel Committee. Requests for such absences must include dates, costs, and specific training or ministry objectives.
 - b) Training: Attendance at weekday training sessions conducted by denomination, state, association or other recognized instructional agencies may be authorized by the Pastor as the needs of the church dictate. Requests for such absences must include dates, times, costs, and specific training or ministry objective.
4. *Absence due to non-Church related professional business:* Non-church related professional business includes the minister's or director's participation in revivals, campaigns, leadership conferences, training sessions, etc. FTP staff members with up to four years of continuous service will be allowed ten days with a maximum of two Sundays away from the church. Those FTP staff members with five years and up of continuous service will be allowed fifteen days, with a maximum of three Sundays away from the church. Requests for such absences must be approved by the Pastor. The Personnel Committee will approve requests for such absences from the Pastor.

E. Vacations: It will be the policy of Woods Chapel Baptist Church to grant paid vacations to FTP, FTS and PTP personnel annually. Schedules for vacation periods will be coordinated and approved by the Pastor. Vacation periods will be granted based upon the church calendar and the individual's desires. When scheduling absences, sufficient staff personnel must be present daily to adequately carry out the functions of ministry and operations of the church. Periods of absence will be governed by the tables below. Under no circumstances will any FTP staff member be allowed a vacation period that includes more than three consecutive Sundays. The Church Secretary will maintain a record of vacation taken by FTP, FTS and PTP personnel.

VACATION ALLOWANCE FOR FTP AND FTS PERSONNEL

Length of continuous service	Vacation allowance
Five months	5 days / Max 1 Sunday**
Ten months	10 days / Max 2 Sundays
One to seven years	10 days / Max 2 Sundays
Eight to fifteen years	15 days / Max 3 Sundays
Sixteen years and up	20 days / Max 5 Sundays

**A day of vacation is interpreted to mean a working day

VACATION ALLOWANCE FOR PTP PERSONNEL

Length of continuous service	Vacation allowance
Six months	1 week**
One year and up	2 weeks / Max 2 Sundays

**A week of vacation is interpreted as a normal work week. Part-time personnel should use the flexibility of their work week when considering doctor appointments, academics, and personal days. Vacation allowance should be used when multiple days will be missed beyond normal weekly flexibility.

An employee who is unable to utilize vacation leave during the calendar year earned due to circumstance beyond their control may, at the discretion of the Pastor and the Personnel Committee, take that vacation period during January or February of the following year. Otherwise, vacation may not be accumulated from year to year. It is lost unless taken in the calendar year earned.

- F. Military Duty:** Employees who are in the Reserves of the U.S. Armed Forces or the National Guard shall be granted Military Training Leave of Absence to participate in the required active duty with their units. This type of absence normally will not exceed two weeks.

Employees who are members of the Reserves of the US Armed Forces or the National Guard who are called to active duty by Executive or Congressional call for an extended period of time will be placed on Military Leave of Absence without pay. Benefits may be suspended at the discretion of the Personnel Committee until the employee returns to active employment.

- G. Family Medical Leave Policy:** All employees may be eligible for 12 work weeks of unpaid family and medical leave every twelve months if they have worked for Woods Chapel Baptist Church at least one full year and at least 1,250 hours during the 12 months preceding the leave request.

Family Medical Leave (FML) may be requested for:

- Care of newborn child or adoption/foster care
- Care for immediate family member who has a serious health condition
- Recuperation from their own serious health condition

The 12-month FML period will be measured from the date the employee is absent for family/medical leave. Only one 12 week period will be granted per family per year in the event of multiple family employment. When approved by the Personnel Committee, employees may take periods of intermittent FML or reduced hours of employment.

The employee will be required to provide a 30 day advanced notice. Sufficient evidence should accompany the request to adequately determine appropriate FML utilization. When employees cannot give 30 days notice, they should give notice as soon as possible; as a minimum within 3 days by phone or other direct means. A certification by an authorized health care provider must accompany the request for FML. The Church reserves the right to require a second opinion at its expense to verify the condition of FML.

At the time of FML application, the Pastor will ascertain the amount of regular and other types of vacation and leave time available to be used before the employee is placed on a leave-without-pay FML status. Employees must use all available regular leave before being placed in a FML leave-without-pay status. The total period of 12 weeks FML includes the period of paid leave and unpaid leave.

During the period of FML all benefits granted to the position (medical, life/disability insurance, retirement, etc.) will continue as if the employee were not on leave. If the employee pays for coverage or a part of the coverage, arrangements must be made with the Finance Committee to make those payments. Failure to make employee contributions may result in benefit termination. In the event the employee fails to return to work at the end of the requested FML, the church may exercise the option to recover costs of any payments made to continue the coverage during the FML.

While the employee is on leave they should report periodically the status of their situation and intention to return to work. When the employee returns to work after leave due to their own serious medical condition, a certification by the attending physician will be required stating the employee is able to return to work. When an employee returns to work after FML they will return to their original or equivalent position with the same pay, benefits and other terms as if they had not taken leave.

V. CONDUCT

All persons who carry out ministry or support positions, whether they are being paid for their services or the person is a volunteer, is expected to carry out their life and ministry in a Christ-like and professional manner. Their demeanor is reflective not only of their personal character but reflects upon this church and the atmosphere of

ministry that Woods Chapel Baptist Church wishes to set.

- A. Personal Demeanor:** All personnel who fill staff positions at Woods Chapel Baptist Church, whether volunteer, part-time, or full-time, must recognize the leadership example that is required of them. While no specific dress code is required, individuals should dress cleanly and appropriately for the task they are accomplishing. Beyond the external aspects of the individual's demeanor, the staff member is expected to be positive in attitude, Christian in service, and aggressive in the ministry of the Gospel of Christ. Staff personnel are in the people business. The client is the member and nonmember that each will encounter daily, both in the church and in the community. Staff members of Woods Chapel Baptist Church are expected to set the example of Christian ministry and lifestyle.
- B. Public Relations:** It will be the policy of Woods Chapel Baptist Church that the Pastor will be the spokesperson for the church in all matters of publicity or official comment. No employee will originate or release any news that is concerned with the policies, doctrines, procedures, convictions, finances, or activities of the church for use in newspapers, radio, television or any other medium of communication. All such inquiries will be referred to the Pastor. Any publicity release must come from the Pastor and under his signature.
- C. Confidence:** It will be the policy of Woods Chapel Baptist Church that matters relating to members and nonmembers private and personal lives will not be made matter of public discussion or disclosure; nor will the general operations of the church office, financial office, or records office be discussed outside the working environment of that office. All staff members, paid and volunteer, full-time and part-time are expected to use the utmost tact and discretion in carrying out the functions of their position. Failure to exercise such tact and discretion may be grounds for misconduct counseling. Queries by individuals concerning operations of the church, its finances, or its members should be directed to the Pastor, one of the Ministerial Staff, or Program Directors.
- D. Drug and Substance Abuse:** Woods Chapel Baptist Church does not desire to interfere with an employee's personal life unless their conduct affects or could affect the church's mission, public image, reputation or the safety or security of any of its employees. It will be the policy to not retain in employment any individual who is an abuser of any drug or illegal substance.

Any employee who is found intoxicated from either alcoholic beverage, illegal or controlled drugs, or inhalants, or who may be found to be in possession of such items as alcoholic beverages or illegal drugs while on church property will be dealt with under the provisions of this policy. Individuals committing an offense under the provisions of this policy will be asked to immediately leave the church property. They will be placed in a leave without pay status until they can meet with the Pastor and Chairman of the Personnel Committee in a sober condition.

At the direction of the Pastor and Chairman of the Personnel Committee the employee may be required to seek appropriate and suggested treatment for the abuse as a condition of continued employment. The Pastor will maintain a listing of treatment facilities. Treatment will be at the expense of the employee. A letter of warning will be entered into the employee's files. Any subsequent substantiated violation of this drug and substance abuse policy will result in the immediate termination of the employee.

- E. Disciplinary Action:** It will be the policy of Woods Chapel Baptist Church to ensure fair and equitable disciplinary action is accomplished whenever an employee of the church merits such action. Pursuant to this policy the following table of disciplinary actions will form a guide.

Table of Disciplinary Actions

Rule Violation	Occurrence Occasion				
	1 ST	2 ND	3 RD	4 TH	5 TH
Assault	Termination				
Molestation	Termination				
Insubordination	Unpaid Suspension	Termination			
Drug Abuse	Unpaid Suspension	Termination			

Rule Violation	Occurrence Occasion				
	1 ST	2 ND	3 RD	4 TH	5 TH
Sexual Harassment	Unpaid Suspension	Termination			
Unchristian Language	Written Warning	Unpaid Suspension	Termination		
Unchristian Behavior	Written Warning	Unpaid Suspension	Termination		
Safety Violation	Written Warning	Written Reprimand	Unpaid Suspension	Termination	
Excessive Absences	Written Warning	Written Reprimand	Unpaid Suspension	Termination	
Marginal Work	Verbal Warning	Written Warning	Written Reprimand	Unpaid Suspension	Termination

This schedule of disciplinary action may be set aside if, in the opinion of the Pastor and the Personnel Committee, the individual has violated several of the rule violations simultaneously or within a brief period of time. In such eventuality, the more severe disciplinary actions may be imposed which may include termination of employment.

- F. Reporting Sexual Harassment:** Under no circumstances will any form of sexual intimidation occur at Woods Chapel Baptist Church. It will be the policy to investigate and take positive action to eliminate any form of sexual harassment by a staff member, member, or nonmember. Sexual Harassment is defined as unwelcome advances of a personal nature by another person. This can take the form of inappropriate requests or physical contact. Reports of sexual harassment should be made to the Pastor and the Chairman of the Personnel Committee.

Reports of sexual harassment will be thoroughly investigated by the Pastor and a member of the Personnel Committee appointed by the chairman. Appropriate action will be initiated by the Pastor to cause the harassment to cease. This action may result in either dismissal, exoneration, or warning and probation as recommended by the Pastor and authorized by the Personnel Committee if the harassment is being conducted by an employee of Woods Chapel Baptist Church. An employee will be automatically dismissed upon a second substantiated offense of sexual harassment with the same or other individual. The Pastor will take appropriate action to cause the harassment to cease if it is being perpetrated by an individual who is not an employee of Woods Chapel Baptist Church. Involvement of municipal law enforcement authorities will occur only after approval by the Pastor and the Personnel Committee.

SALARY PLAN

Introduction

It will be the policy of Woods Chapel Baptist Church to provide adequate and appropriate salary to its employees commensurate with the duties and requirements of the position and without regard to race, gender, age, or status. It is an understanding between the church and the employee that salary is paid for satisfactory performance of duties required of their position.

Four categories of salary plans will be used: A. Ministerial Staff; B. Program Directors; C. Support Staff; and D. Part-time employees of the three previous categories.

Salary Plans will be composed of the following elements:

1. A minimum starting salary and maximum salary that the particular position may reach.
2. Benefits for which the employee may be eligible.

I. GENERAL POLICY

- A. Responsibility:** The Personnel Committee is responsible for the proper administration of the Salary Plan. An individual pay scale for each position will be created. All employees will begin in the minimum of the pay scale that they are assigned unless modification is specified during the interview process.

At the time of employment, the Personnel Committee will determine benefits and establish any other terms of employment. This agreement will be documented and placed in the employees permanent personnel file and retained for five years after termination.

It will be the responsibility of the Personnel Committee to develop a pay scale for every position description prior to the consideration of employment. The position's pay scale will be initially based upon the requirements of the position and research of positions of like nomenclature. The pay scale shall be reviewed and revised, as appropriate, every two years (even-numbered years).

Upon employment of the individual, it will be the responsibility of the Personnel Committee to authorize what starting salary the individual will be assigned. Such criteria as previous experience, advanced education, professional performance should be considered when placing the employee.

Additionally, if any allowance for vacation time is to be granted during the first year (probationary year) due to previous tenure at another ministry position, that agreement must be a part of the contract for employment.

- B. Benefits:** Employees will receive church-provided benefits as determined by the Personnel Committee and defined in the Salary Plan. Benefits will include: Medical and Health Insurance, retirement insurance/contributions, life insurance, spousal life insurance, accidental death and disability insurance, and reimbursable business expenses that relate to professional development, convention expenses, and travel. (Reimbursement plans are described in section G below.)

Annually, during budget preparation periods, the Personnel Committee will ascertain from each ordained employee that portion of the salary package to be declared as housing allowance (see form on page 14). The Personnel Committee will review benefit packages for each employee and make adjustments as necessary.

Benefit packages described for each Category of employee must be available for each person in that category; however, the church's level of participation in payment of the benefit may vary from employee to employee. Employees who are not provided 100% funding for a certain benefit must be given the option of personal contribution toward that benefit. When the member makes such contribution, it will be treated as a "before tax" allocation and will not appear as a portion of salary as reported on the individual's W-2 Report of Wages and Earnings.

- C. Pay Periods:** Employees will be paid twice monthly on the fifteenth day of the month and the last day of the month. If the pay day falls on a Saturday or Sunday, then payment will occur on Friday. When the pay day falls on authorized holidays, payment will occur on the nearest previous regular work day.

- D. Pay Freeze:** Employees are expected to perform in their position in a satisfactory manner. Whenever an employee is producing at a marginal or unsatisfactory level, the Personnel Committee may choose to prevent the employee from receiving any increases in pay, including increases due to cost of living, for a specified period of time. This may be in addition to any disciplinary action imposed because of marginal performance of duties. During periods when pay has been frozen, tenure is also frozen and the period is neutral time for the purposes of determining future pay increases.
- E. Maximum Limits:** No employee will be paid beyond the maximum limits that are assigned in the Salary Plan. After the employee reaches the maximum limit, pay is frozen. The employee will still be eligible for cost of living increases for the remainder of their employment if they remain in that position.
- F. Cost of Living Increases:** Annually, in September of each year, the Personnel Committee will research available data to determine if a cost of living increase for the ensuing year is deemed appropriate. The Personnel Committee will then submit its recommendation to the Finance Committee for its consideration in preparation of the budget for the forthcoming year.
- G. Reimbursable Accounts:** Each budget year, the Personnel Committee will establish reimbursable accounts for professional and business expenses to be drawn upon by the employees of the church. Budget line items will be established for the categories of:

Convention Expense
Automobile Allowance
Book Allowance
Training Allowance

At the time of establishment of the amount of funds available in each account, the Personnel Committee will designate which employees may use funds from these accounts and may limit the use by any individual to a specified amount.

Reimbursable accounts are church business expenses and will not be considered compensation for the employee. All employees must either produce receipts or a duly executed purchase order in order to receive reimbursement for the expenses claimed.

II. SALARY PLANS

CATEGORY A COMPENSATION FULL-TIME EXECUTIVE MINISTERIAL STAFF

Compensation is divided into two categories—base salary and benefits. Base salary is the taxable income equal to the total amount expended by the church to or on behalf of the employee as take-home pay and, when authorized, housing allowance.

The following benefits are not considered part of salary but are part of the total compensation granted the individual and will be comprised of elements of church related business expenses in the budget determination for personnel administration purposes.

1. Church approved medical insurance for individual and family.
2. Church approved disability and/or life insurance for individual.
3. Transportation, book, convention, training allowance.
4. Woods Chapel Baptist Church will match 25% of each participant's annuity contribution up to \$2400.

CATEGORY B COMPENSATION FULL-TIME PROGRAM DIRECTORS

Compensation is divided into two categories—base salary and benefits. Base salary is the taxable income equal to the total amount expended by the church to or on behalf of the employee as take-home pay and, when authorized,

housing allowance.

The following benefits are not considered part of salary but are part of the total compensation granted the individual and will be comprised of elements of church related business expenses in the budget determination for personnel administration purposes.

1. Church approved medical insurance for individual.
2. Church approved disability and/or life insurance for individual.
3. Transportation, book, convention, training allowance.
4. Woods Chapel Baptist Church will match 25% of each participant's annuity contribution up to \$2400.

CATEGORY C COMPENSATION
FULL-TIME SUPPORT STAFF

Compensation is divided into two categories—base salary and benefits. Base salary is the taxable income equal to the total amount expended by the church to or on behalf of the employee as take-home pay and, when authorized, housing allowance.

The following benefits are not considered part of salary but are part of the total compensation granted the individual and will be comprised of elements of church related business expenses in the budget determination for personnel administration purposes.

1. Woods Chapel will match 25% of each participant's annuity contribution up to \$2,400.
2. Transportation and training allowance.

CATEGORY D COMPENSATION
PART TIME EMPLOYEES

Included in this category are all personnel who are employed by the church and who work less than 40 hours per week. This will include both professional and support staff personnel.

BASE PAY (Current Year) – Base salary is the taxable income equal to the total amount expended by the church to or on behalf of the employee as take-home pay and, when authorized, housing allowance.

Base pay will be computed using the following formula.

1. A minimum and maximum pay scale will be created for each position.
2. The individual will be paid a percentile of step assignment based upon the hours they work each week.

Example:

Individual's position is assigned a salary of \$16,000/Yr
Individual works 24 hours per week
Pay will be

$$\frac{24}{40} \times \$16,000 = \$9,600/\text{Yr} = \$400/\text{semi-month} = \$7.69/\text{hour}$$

BENEFITS

The following benefits are not considered part of salary but are part of the total compensation granted the individual and will be comprised of elements of church related business expenses in the budget determination for personnel administration purposes.

1. Woods Chapel Baptist Church will match 25% of each participant's annuity contribution up to \$1200.
2. Transportation and training allowance.

WOODS CHAPEL BAPTIST CHURCH
ESTIMATE OF HOUSING EXPENSES FOR THE YEAR _____

TO: PERSONNEL COMMITTEE

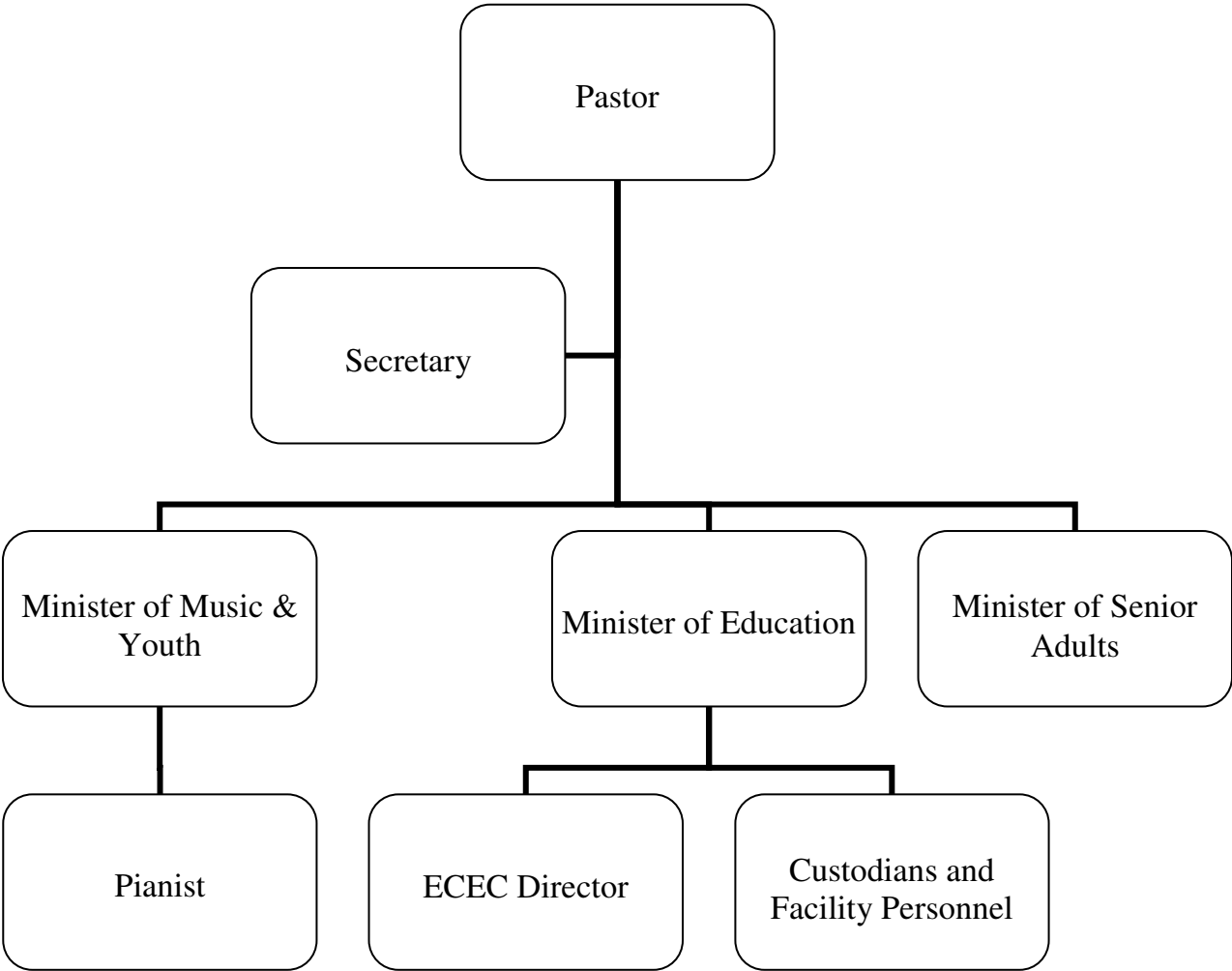
The amounts below are an estimate of the payments I expect to make during this year to provide a home:

- | | |
|---|----------|
| 1. (if you own) Payments on purchase of home – down payment | \$ _____ |
| 2. (if you own) Mortgage payments on a loan – to purchase/improve your home (include both principal and interest) | _____ |
| 3. (if you own) Real estate taxes | _____ |
| 4. (if you rent) Rent on leased premises | _____ |
| 5. Utilities (gas, electricity, water, trash pickup, sewer, local telephone) | _____ |
| 6. Property or renters insurance | _____ |
| 7. Furnishings and appliances (purchase and repair) | _____ |
| 8. (if you own) Structural repairs and remodeling | _____ |
| 9. Yard maintenance and improvements | _____ |
| 10. Maintenance items (household cleaners, light bulbs, pest control, etc.) | _____ |
| 11. (if you own) Homeowners association dues | _____ |
| 12. Other miscellaneous expenses | _____ |
| 13. _____ | _____ |
| 14. _____ | _____ |
| Total estimated expenses | \$ _____ |

Date: _____

Printed Name of Minister **Signature of Minister**

Organization Chart



Pastor Job Description

Position title: Pastor

Recruited by: Pastor Search Committee

Supervisor: None

Status: Full-time, salaried

Principal Function:

The pastor is responsible for proclaiming the Gospel of Christ and encouraging the church body to do so, for guiding the spiritual development of the congregation, for providing pastoral care in meeting the needs of persons in the church and community, and for providing administrative leadership for the church.

Description of Responsibilities:

- Lead or delegate the leadership of the congregational services: plan, coordinate and evaluate congregational services in cooperation with the Minister of Music and other staff.
- Provide guidance for planning, organizing, directing, coordinating, and evaluating the Church's programs with and through the Church Council.
- Preach at all worship services that include preaching or arrange for someone else to perform this function.
- Serve as an evangelist and lead the congregation in seeking the salvation of the lost and nurturing of the saved.
- Lead the staff and the church in a caring ministry for persons in the church and the community.
- Lead the staff and church members to become involved in missions support through prayer and missions offerings as well as personal involvement, when possible, through missions activities in the local community and state as well as nationally and internationally.
- Serve as church administrator, giving supervision to other members of the church staff according to the staff organization set forth in the Church Organizational Chart.
- Plan for and provide leadership in the observance of the church ordinances.
- Conduct counseling sessions as appropriate.
- Conduct funeral services and wedding ceremonies.
- Work with deacons, church officers, and committees as they perform their assigned responsibilities.
- Cooperate with associational, state, and denominational leaders in matters of mutual interest and concern; keep the church informed of denominational development; represent the church in civic matters.
- Serve as ex-officio member of all church committees and as staff advisor for church committees as needed.
- Spend a reasonable amount of time visiting members who are in the hospital, nursing homes, etc., as well as prospects, delegating these responsibilities to other staff, deacons and other church lay leaders as appropriate.
- Comply with all established church policies and procedures as well as all applicable federal and state laws.
- Be reasonably available nights and weekends for emergency pastoral care, delegating these responsibilities to other staff members, deacons and other lay leaders as appropriate.

Minister of Education Job Description

Position title: Minister of Education

Recruited by: Personnel Committee and Pastor

Supervisor: Pastor

Status: Full-time, salaried

Principal Function:

The Minister of Education is responsible for providing leadership and support to the education ministries of the church.

Description of Responsibilities:

General Responsibilities

- Develop and evaluate the Education ministry of the church.
- Oversee the over-all maintenance and administration of church buildings.
- Serve as administrator of the church office.
- Advise the over-all ministry of the Early Childhood Education Center.
- Provide and promote the Children's and Adult Ministries.
- Assist with youth and/or Sr. Adult ministers in the development of their respective ministries.
- Assist in the recruitment and training for members of church committees.
- Develop annual budgets for the education ministry of the church.
- Develop goals and objectives for the education ministry of the church.
- Assist in pastoral care to the church family and community. Including, but not limited to:
 - Hospital visitation.
 - Assisting with weddings and funerals.
 - Providing guidance and care to families in need.
 - Lead in the recruitment and training of church workers in educational ministries of the church.

Area Responsibilities

Sunday School

- Be familiar with Bible Study materials from LifeWay and the BGCT, as well as other materials available for Bible Study for all age groups.
- Work with the Sunday School director and Sunday School teachers to select and order appropriate curriculum for each Sunday School class.
- Work with the Nominating Committee in recruiting, developing and training Sunday School leaders.
- Develop and oversee the church's outreach ministry through the Sunday School program.

Discipleship

- Provide discipleship and spiritual growth opportunities for the church.
- Develop and administer the discipleship training ministry of the church. Including, but not limited to:
 - Discipling new Christians
 - Topical and Spiritual Growth Courses
 - Men's and Women's Ministry
 - Married Couples Ministry

Church Maintenance and Administration

- Provide supervision to the custodial staff and lawn maintenance staff.
- Assist the Pastor and appropriate committees in the administration of the church building and grounds.
- Work with church leaders in developing future goals and plans for existing as well as new buildings.
- Work with other leaders and staff to develop budgets for the maintenance and administration of the church, as necessary.
- Serve as Staff Advisor for church committees as assigned by the pastor.
- Perform other duties as assigned by pastor.

Minister of Music and Youth Job Description

Position title: Minister of Music and Youth

Recruited by: Personnel Committee and Pastor

Supervisor: Pastor

Status: Full-time, salaried

Principal Function:

The Minister of Music and Youth shall plan, implement and evaluate the music ministry of the church and shall plan, direct, and coordinate the youth ministry of the Church.

Description of Responsibilities:

Music Ministry responsibilities

- Planning in conjunction with the Pastor for all services, including song selection, overall worship and service flow, creating special worship elements, coordinating volunteers and scheduling all instrumentalists, vocalists, and anyone else who will take part in the service.
- Overseeing and leading the rehearsal of the adult choir in preparation for the Sunday morning worship services.
- Lead the congregational singing at all services.
- Direct the planning, promotion, and supervision of children's, students, and senior adult choral programs.
- Planning, coordinating, and overseeing all worship/music special events.
- Prepare an annual Music Ministries budget for approval and administer the approved budget.
- Supervise the care and maintenance of the music library and other musical materials, supplies, and equipment.
- Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate.
- Serve as liaison with committees as assigned.
- Perform other duties as assigned by the Senior Pastor.

Youth Ministry Responsibilities

- Prepare an annual Youth Ministry budget for approval and administer the approved budget.
- Evaluate and recommend curriculum to the pastor and/or minister of education.
- Organize and coordinate a balanced approach to youth ministry that includes Bible study, discipleship training, outreach, recreation, fellowship, mission action, and music.
- Recruit volunteers for all areas of youth ministry and coordinate background checks; coordinate with the Minister of Education.
- Minister to and counsel with youth and their families, especially during times of personal or family crisis.
- Develop a program to meet the unique needs of parents of young people and involve them in the youth ministry.
- Plan and lead monthly youth council meetings.
- Provide detailed advance planning and conduct summer camps, retreats, lock-ins, and other youth activities.
- Participate in mission projects with youth.
- Coordinate and participate in Wednesday night and Sunday night programs.
- Attend youth events outside of church (i.e., athletic events, performances, etc.), when possible.
- Plan and conduct summer events for youth.
- Plan and coordinate small group discipleship programs.
- Create youth ministry brochures and newsletters, as necessary.
- Provide youth ministry information to those responsible for other church publications (e.g., church newsletter, Sunday bulletin).
- Update the youth ministry page on the church website regularly.
- Initiate and conduct parent meetings, as needed, for informational purposes.
- Secure adequate adult chaperones for all youth activities.

Minister to Senior Adults Job Description

Position title: Minister to Senior Adults

Recruited by: Personnel Committee and Pastor

Supervisor: Pastor

Status: Part-time, salaried

Principal Function:

The Minister of Senior Adults is responsible for the planning, coordination, operation, and evaluation of a total program of activities and ministries involving and relating to senior adults.

Description of Responsibilities:

- Survey the needs and consider realistically the areas of concern to be included in a ministry to senior adults.
- Keep church informed of senior adult needs and ministry plans through all appropriate channels.
- Plan and participate in a continuous visitation program for senior adult members, particularly those in hospitals, nursing homes, and homebound.
- Plan activities, trips and special events for senior adults.
- Help enlist and supervise senior adults to do volunteer work in the ministries of the church.
- Formulate a budget for the Senior Adult Ministry.
- Serve as Staff Advisor for church committees as assigned by the pastor.
- Perform other duties as assigned.

Church Secretary Job Description

Position title: Church Secretary

Recruited by: Personnel Committee and Pastor

Supervisor: Pastor

Status: Full-time, salaried

Principal Function:

The Church Secretary is responsible for the day-to-day operation of the church office; serves as the receptionist for the church staff; maintains the church financial records including receipt and disbursement of church funds and preparation of periodical financial reports; and prepares, mails, and files correspondence as directed by the Pastor.

Description of Responsibilities:

- Answers and processes all telephone calls and messages.
- Receives all visitors to the church office.
- Maintains the church calendar of activities, events, and programs.
- Prepares mail for mailing, delivers or arranges for delivery of outgoing mail; receives sorts, classifies, and delivers all incoming mail.
- Provides notification of meetings, conferences, and other events as directed.
- Types miscellaneous items as directed by the Pastor.
- Posts receipts and disbursements of all accounts according to church financial procedures.
- Posts offerings weekly to individual accounts; files offering envelopes.
- Prepares bank reconciliation statements monthly.
- Prepares monthly, quarterly and annual budget financial reports for the Finance Committee.
- Receives and answers queries concerning financial matters from authorized staff and committee personnel; maintains a file of invoices, correspondence, and reports.
- Checks and totals all invoices when approved; informs responsible persons of their budget status.
- Prepare and issue checks in accordance with church policy.
- Maintains a record of planned and unplanned absences and vacations for church staff.
- Maintains church rolls, keeping all vital information up-to-date.
- Maintains program organization records.
- Requests and forwards church letters; compiles and types list of members lettered out.
- Maintains and files pertinent historical documents and records; maintains a file of all minutes of church business meetings and other special called business sessions.

Custodian Job Description

Position title: Custodian

Recruited by: Personnel Committee, Pastor, and Minister of Education

Supervisor: Minister of Education

Status: Part-time, salaried

Principal Function:

The custodian is responsible for all custodial work at the church facilities. This includes cleaning, light maintenance and some facilities setup. Preparation for the Sunday morning services is considered to be the top priority.

Notes:

- At the discretion of the supervisor, a checklist system may be implemented to assure timely completion of tasks.
- At the discretion of the supervisor, a background security check may be required.
- The custodian is not required to be present during operating hours of the church office or the Early Childhood Education Center (ECEC).

Description of Responsibilities:

Cleaning

- Daily clean and sanitize all restrooms; stock paper goods; mop restroom floors.
- Daily empty all trash containers; vacuum carpet in traffic areas; dust mop floors; spot clean glass surfaces; clean drinking fountains.
- Weekly dust all offices; vacuum and clean worship and Sunday school areas; thoroughly vacuum all carpeted areas.
- Each Saturday, check all buildings and perform any necessary cleaning in preparation for Sunday.
- Monthly accomplish high dusting to remove cobwebs, etc; vacuum upholstered furniture.
- Shampoo carpets, strip and wax hard floors annually or as needed.
- The custodian is not responsible for cleanup after weddings.

Maintenance

- Change light bulbs in all buildings as needed; replace fluorescent light ballasts as required.
- Perform minor repairs on building fixtures such as door hardware, toilet and sink fixtures, etc.
- Do touchup painting.
- Replace all facility air filters monthly.
- Replace restroom batteries as required.

Facilities setup

- Set up church facilities for church functions, i.e., Sunday services, Sunday school, committee meetings, Wednesday night events, special events, etc. The custodian will not be responsible for setting up and taking down of the worship area in the Family Life Center.
- Insure temperature controls are properly adjusted and buildings are locked at the end of the day.

Pianist Job Description

Position title: Pianist

Recruited by: Personnel Committee, Pastor, and Minister of Music and Youth

Supervisor: Minister of Music and Youth

Status: Part-time, salaried

Principal Function:

Serve as the pianist in worship services, activities, and rehearsals for the church.

Description of Responsibilities:

- Play for services of the church, both regular and special as directed by the supervisor.
- Accompany choir rehearsals as directed by the supervisor.
- Review and recommend piano music and literature.

Facility Setup Worker Job Description

Position title: Facility Setup Worker

Recruited by: Personnel Committee, Pastor, and Minister of Education

Supervisor: Minister of Education

Status: Part-time, salaried

Principal Function:

The facility setup worker is responsible for setting up the Family Life Center for Sunday worship services.

Notes:

- At the discretion of the supervisor, a background security check may be required.

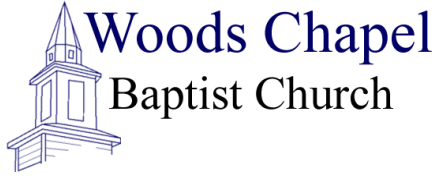
Description of Responsibilities:

Setup - Saturday

- Remove chairs from storage and arrange them in the worship area of the Family Life Center as directed by the supervisor; setup will include the stage area.
- Place hymnals in the chairs.
- Set up the sound system control panel and microphones.
- Setup will be accomplished on Saturdays after all other events have been completed.
- Check all locks in the Family Life Center after setup is complete.
- The facility setup worker is not responsible for setting up the Family Life Center for weddings or special events.

Takedown - after Sunday evening services

- Remove chairs and hymnals from the worship area and place them in the storage area.
- Disconnect the sound system control panel and microphones and place them in the prescribed storage area.
- Takedown may be completed any time after the evening worship service and before Wednesday. There may be exceptions due to special events. It will be the responsibility of the supervisor to make the facility setup worker aware of exceptions.



2424 California Lane
Arlington, Texas 76015
Phone: 817.275.2308
www.woods chapel.org

Application for Employment

Personal Information

Name (Last, First, Middle):

Social Security Number:

Birth date:

Home Address:

City:

State:

Zip:

Home Phone:

Cell Phone:

Birth Date:

Marital Status:

Date of Marriage:

Spouse's Name:

Children – Age:

Are you legally eligible for employment in this country?

Yes

No

Position You Are Applying For

Title:

Date you Can Start:

Please Attach Your Personal Testimony and Resume to Include:

- 1) Salvation Experience
- 2) Call to Ministry
- 3) Spiritual Gifts
- 4) Church Work Experience (Volunteer or Paid) with References
- 5) Educational Background
- 6) Other Information You Feel Relevant

Provide the names, addresses, and phone numbers of two character witnesses other than employers.

I am currently a church member of (include city and state):

I understand that this application may be withdrawn or my employment terminated if I have made any misrepresentation on this form

I authorize the church to contact all references (Unless other wise noted) to seek job-related information about me. This may include former employers, character references, police files, and credit files. I release the church and all other persons or companies from liability for furnishing such information

Signature of Applicant

Date of Application

Printed Name of Applicant

WOODS CHAPEL BAPTIST CHURCH STAFF REVIEW PROCEDURE

Purpose

The purpose of this procedure is to provide a method of communicating to paid church staff members an annual review of their work performance for the previous year. It is meant to promote growth and development of the staff and serve as an accepted forum for candid discussion of job performance. Likewise, it is to be an avenue for staff members to communicate to their supervising staff member, the church personnel committee and the deacon body, their personal and corporate goals and objectives, and any concerns or issues. The annual reviews will play a role in church planning, personnel administration and compensation.

Process

Personnel to be Reviewed – Paid church staff members will be reviewed annually. Personnel are categorized as: Church staff, Ministerial staff, or the Pastor.

Review Period – The annual personnel review period will run from September to August each year.

Review Form – The Personnel Evaluation and Review Form will serve as a primary communication tool for staff members. On the form, personnel will identify personal achievements from the previous year, personal strengths and areas for improvement, objectives for the coming year, and any concerns or issues they have. The form will be completed in August by each staff member and returned to the Chairman of the Personnel Committee.

Basis for the Evaluation – The performance of staff members will be measured against the responsibilities of their position, the objectives listed on the previous years' evaluation form, personal achievements and any other pertinent information they choose to list on the evaluation form.

Review Procedure – The following steps outline the annual review procedure.

Staff Members

- 1) Staff members complete the Personnel Evaluation and Review Form for Staff Members and return to their supervising minister. Staff members are free to add additional information such as specific accomplishments or goals achieved on separate sheets.
- 2) The personnel committee and supervising minister will review the evaluation form and rate performance as E = Exceeded Expectations, M= Met Expectations, DN= Did Not Meet Expectations.
- 3) The supervising minister will meet with each staff member to discuss job performance, objectives for the coming year, and any concerns the staff member might have. Notes from the meeting will be captured on the review form in the Conference Notes section. Staff members may request a meeting with the full personnel committee if they so desire.
- 4) The signed and dated review form will be kept in the staff member's personnel file.
- 5) At the 6-month point of the review period, supervising ministers or staff members may request an informal meeting to discuss how well staff members are meeting job responsibilities for the year.

Ministerial Staff

- 1) Ministerial staff members complete the Personnel Evaluation and Review Form for Ministerial Staff Members and return to their supervising minister. Staff members are free to add additional information for consideration on separate sheets.
- 2) The personnel committee and supervising minister will review the evaluation form and rate performance as E = Exceeded Expectations, M= Met Expectations, DN= Did Not Meet Expectations.
- 3) The supervising minister will meet with each staff member to discuss job performance, objectives for the coming year, and any concerns the staff member might have. Notes from the meeting will be captured on the review form in the Conference Notes section. Ministerial staff members may request a meeting with the full personnel committee if they so desire.
- 4) The signed and dated review form will be kept in the staff member's personnel file.
- 5) At the 6-month point of the review period, supervising ministers or staff members may request an informal meeting to discuss how well staff members are meeting job responsibilities for the year.

Pastor

- 1) The Pastor completes the Personnel Evaluation and Review Form for Ministerial Staff Members and returns it to the chairman of the personnel committee. He is free to add additional information for consideration on separate sheets.
- 2) The personnel committee and chairman of the deacons will review the evaluation form and rate performance as E = Exceeded Expectations, M= Met Expectations, DN= Did Not Meet Expectations.
- 3) The chairman of the deacons and chairman of the personnel committee will meet with the Pastor to discuss job performance, objectives for the coming year, and any concerns. Notes from the meeting will be captured on the review form in the Conference Notes section. The Pastor may request a meeting with the full personnel committee if he so desires.
- 4) The signed and dated review form will be kept in the Pastor’s personnel file.

Designated Review Teams – Face-to-face staff interviews with staff members will be conducted by the following teams:

Staff Member	Review Team
<i>Support Staff</i>	
Church Secretary	Pastor
Church Custodian	Education Minister
Facility Personnel	Education Minister
Pianist	Music Minister
Organist	Music Minister
ECEC Director	Education Minister / C of ECEC Com
<i>Ministerial Staff and Program Dir.</i>	
Music & Youth Minister	Pastor / C of PC
Education Minister	Pastor / C of PC
Sr Adult Minister	Pastor / C of PC
Pastor	C of PC / C of D

C of PC = Chairman of Personnel Committee

C of ECEC Com = Chairman of Early Childhood Education Committee

C of D = Chairmans of the Deacons

PERSONNEL EVALUATION AND REVIEW FORM
Ministerial Staff Members

Name of Person Reviewed _____

Position _____ Review Period _____ to _____

Person being reviewed complete this section.

List your achievements during the reporting period:

Status of your personal and corporate objectives during the reporting period:

What do you feel are your strengths:

In what areas do you feel that you need to improve:

What specific areas of your job do you feel your supervisor can help you improve:

List your personal objectives for the coming year:

Your primary job responsibilities for the review period.

1.

2.

3.

4.

5.

Employee Review - Conference Notes:

Signature of Supervisor Date

Signature of Employee Date

Signature of Personnel Committee Chairman

PERSONNEL EVALUATION AND REVIEW FORM
Staff Members

Name of Person Reviewed _____

Position _____ Review Period _____ to _____

Your primary job responsibilities for the review period.

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Employee Review - Conference Notes:

Signature of Supervisor Date

Signature of Employee Date

Signature of Personnel Committee Chairman

PERSONNEL POLICY & PROCEDURES MANUAL
ACKNOWLEDGMENT OF RECEIPT

I _____ have read, understand and
(Printed Name of the Employee)
agree to adhere to the above Personnel Policy & Procedures Manual.

Signature:

Date:

Signature of Supervisor:

Date: