

# First Baptist Church Port Neches

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## **Personnel Manual**

**Adopted by Congregation January 29, 2017**

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## PERSONNEL MANUAL RECEIPT

I, \_\_\_\_\_, (staff member) acknowledge receipt of a copy of the Personnel Manual. I understand that this Personnel Manual describes important information about my employment with FBCPN. I further understand that I am responsible for reading, understanding, and complying with the contents of this Personnel Manual, and that I should consult the Personnel Committee regarding any questions about the content of this Personnel Manual or any questions about my employment that are not answered in the Manual.

I have entered into my working relationship with FBCPN voluntarily and acknowledge that there is no specified length of service. Accordingly, either FBCPN or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. I understand that no representations made or information distributed by any representative of FBCPN shall be considered to alter the at-will status of my service.

I further understand that this Personnel Manual is not a contract of employment nor a legal document, and nothing contained herein creates a contract between FBCPN and me. FBCPN may revise the information contained in this Personnel Manual to supersede, modify, or eliminate existing policies.

Finally, I understand that this Personnel Manual is FBCPN's property that must be returned to the ministry and/or deleted from personal electronic files when I leave my service with FBCPN.

STAFF MEMBER'S NAME (printed): \_\_\_\_\_

STAFF MEMBER'S SIGNATURE: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

## I. INTRODUCTORY STATEMENT

Welcome to FBCPN! We are pleased that God has called you to serve Him together with us. The Bible has much to say about the employment relationship. Employers are taught to treat employees considerately and are to be fair with them. (Col. 4:1; Eph. 6:9, The Message) Servants (employees) are to “*work with a smile on your face, always keeping in mind that no matter who happens to be giving the orders, you're really serving God.*” (Eph. 6:5-8, The Message)

In keeping with these Biblical commands and to ensure that things may be “done decently and in order,” we have designed this Personnel Manual to acquaint you with FBCPN and provide you with information about working conditions, employee benefits (where applicable), and some of the policies affecting your service.

Our FBCPN ministry team is comprised of both paid employees and unpaid volunteers. Whether a staff member is a full- or part-time paid employee, or a full- or part-time volunteer, it is absolutely essential that each member’s testimony be above reproach. In this Manual, the term *staff member* is used to describe all of these various groups of individuals, whether paid or unpaid. The term *employee* is used in those sections—such as employment benefits—which apply only to paid staff positions and does not include unpaid volunteers. Where the term *Senior Pastor* is used, it shall refer to the person serving in the office of Senior Pastor. In the event such office is vacant, it shall refer to the Interim Senior Pastor, if one is in place, or, if there is no Interim Senior Pastor, to the Personnel Committee, or its designee.

You should read, understand, and comply with all provisions of the Manual. It describes many of your responsibilities as a member of our ministry team and outlines the programs developed by FBCPN to benefit staff members. As we hope you will see by the policies contained in this Personnel Manual, FBCPN is committed to providing an environment that is pleasing to the Lord and that is conducive to spiritual, personal, and professional growth.

No Personnel Manual can anticipate every circumstance or question. As FBCPN continues to grow, the need for changes may arise. FBCPN reserves the right to revise, supplement, or rescind any policies or portions of the Manual from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the Manual as they occur. The only policy in this Personnel Manual that is not subject to change is our employment-at-will policy permitting you or FBCPN to end our relationship for any reason at any time.

**A. ADMINISTRATION OF THIS POLICY**

The Senior Pastor shall be responsible for the administration of this policy on a day to day basis and may call on the Personnel Committee as necessary. The Personnel Committee shall be the responsible supervisor of the Senior Pastor.

The Personnel Committee reserves the right to revise, supplement, or rescind any policies or portions of the Manual from time to time as it deems appropriate, in its sole and absolute discretion, always yielding to instruction provided by the church.

No Personnel Manual can anticipate every circumstance or question. As FBCPN continues to grow, the need for changes may arise. Employees will, of course, be notified of such changes to the Manual as they occur. The only policy in this Personnel Manual that is not subject to change is our employment-at-will policy permitting you or FBCPN to end our relationship for any reason at any time.

**B. AUTHORITY OF THIS POLICY**

This is not intended to be a legal document, nor the letter of the law, but to help foster the spirit of understanding and cooperation among all employees. By impartially enforcing this policy, the attitude of trust and interdependence can be established and maintained. In summary; this policy shall serve as a guide for personnel and procedure decisions.

## II. PERSONNEL POLICIES

### A. NATURE OF EMPLOYMENT

Employees who do not have a written employment contract with FBCPN for a specific, fixed term of employment are employed at the will of FBCPN for an indefinite period. Such employees are deemed at-will employees.

At-will employees are subject to termination at any time, for any reason or no reason whatsoever, with or without cause or notice. At the same time, these employees may terminate their employment at any time and for any reason.

No FBCPN representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will employment relationship. No statements made in pre-hire interviews, discussions, or recruiting materials alter the at-will nature of employment or imply that discharge will only occur *for cause*.

The provisions of this Personnel Manual have been developed at the discretion of the Personnel Committee and, except for its policy of employment-at-will, may be amended or cancelled at any time, at FBCPN's sole discretion. These provisions supersede all existing policies and practices and may not be amended or added to without the express approval of the Personnel Committee or by action of the Church.

### B. CLASSIFICATION AND ELIGIBILITY OF EMPLOYEES

Status	Time	Type	Insurance	Annuity	Vacation	Sick Leave
Permanent	Full	Ministerial	Yes	Yes	Yes	Yes
Permanent	Part	Ministerial	None	None	Paid Leave	None
Permanent	Full	Support	Yes	Yes	Yes	Yes
Permanent	Part	Support	None	None	None	None
Temporary	Part	Ministerial	None	None	None	None
Temporary	Part	Support	None	None	None	None

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the federal and/or state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws, including the provisions requiring overtime pay. Nonexempt employees are commonly referred to as "hourly" employees, whereas exempt employees are commonly referred to as "salaried" employees.



Upon hire, an employee will be notified whether he is considered a nonexempt or an exempt employee. If the employee's exemption status changes during the course of his/her employment, the employee will be notified of that change in writing.

In addition to the exempt classification, each employee will be classified in one of the following employment categories:

Regular full-time employees are those who are regularly scheduled to work thirty-five (35) hours or more a week and who are not in a temporary or introductory status. Regular full-time employees are eligible for FBCPN's benefit package, subject to the terms, conditions, and limitations of each benefit.

Regular part-time employees are those who are regularly scheduled to work less than thirty-five (35) hours per week and who are not in a temporary or introductory status. Regular part-time employees receive all legally mandated benefits such as Social Security, but they are ineligible for all of FBCPN's other benefits.

Introductory employees are newly hired employees who are being evaluated to determine whether further employment with FBCPN is appropriate. Introductory employees are entitled to the same benefits as their regular counterparts, depending on whether they are full-time or part-time, subject to eligibility requirements set forth in applicable plan documents. Employees who satisfactorily complete the introductory period will be categorized as regular full-time or regular part-time employees.

Temporary employees are those who are hired to work a fixed or limited period of time or who are hired to assist in the completion of a certain project. Examples of temporary employees include summer interns and interim employees. Employment of a temporary employee beyond any initially stated period of time does not change the employee's temporary status. Temporary employees retain that status unless and until notified of a change in writing. Temporary employees receive all legally mandated benefits such as Social Security, but are ineligible for all of FBCPN's other benefits, unless a specific written agreement to the contrary exists.

The foregoing classifications and categories do not guarantee employment for any specified period of time, and nothing contained in this policy in any way alters the at-will status of FBCPN employees.

For further classification of supervisors see organizational chart see Appendix H.

**C. EMPLOYMENT PROCESS**

The process of employment will be directed by the Personnel Committee in accordance to church approved procedures.

Employment of the Senior Pastor will be assisted by the Personnel Committee in compliance to a congregational approved process.

Employment of Ministerial Staff will require the action of the Personnel Committee, the Deacon Body, and the Senior Pastor. All aspects pertaining to employment will comply with this Manual.

Employment of Support Staff will require the approval of the supervisor, the Senior Pastor and Personnel Committee. All aspects pertaining to employment will comply with this Manual.

**D. EMPLOYMENT APPLICATIONS**

FBCPN relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

In processing employment applications, FBCPN may obtain a consumer credit report for employment purposes only concerning credit worthiness, credit standing, and credit capacity. If FBCPN takes an adverse employment action based in whole or in part on the consumer credit report, a copy of the report and a summary of rights under the Fair Credit Reporting Act, as well as any other documents required by law, will be provided to the employee.

Background checks are conducted to promote a safe work environment and to protect the Church's most important assets: the people we serve and the people with whom we serve. They assist hiring authorities in making prudent employment decisions based upon more comprehensive job-related information. Prior to employment, or serving the staffing needs of the church, all candidates (employees and volunteers) must provide authorization to conduct a background check. An offer of employment is contingent upon the following:

- A determination by The Church that the candidate's criminal history does not preclude him/her from employment or volunteering with FBCPN.

In addition, if the Church knows or has reason to believe that an employee or volunteer has a criminal conviction that was not previously disclosed, that individual will also be requested to consent to further background checks as described above, or the Church may terminate the employee or volunteer. FBCPN specifically reserves any and all rights to conduct criminal background checks regarding applicants, employees, or volunteers without the consent of such individuals, as permitted by law.

## **E. EQUAL EMPLOYMENT OPPORTUNITY**

FBCPN believes that spiritual unity among all its employees is essential to the fulfillment of its mission. (1 Cor. 1:10; Eph. 4:1-4, 16). FBCPN further believes that all men are created equal in the image of God (Gen. 1:27; Acts 17:26) and therefore, are to be afforded equal opportunity in employment. (See also Eph. 6:9.)

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at FBCPN will be based on merit, qualifications, and abilities. FBCPN does not unlawfully discriminate in employment opportunities or practices on the basis of race, color, sex (as determined at birth and not subject to change), national origin, age, disability, or any other characteristic protected by law, except when an otherwise protected characteristic is a bona fide occupational qualification and except as provided below.

As a religious entity, FBCPN is legally permitted to make employment decisions based upon religious criteria, including doctrinal and lifestyle issues. It is the policy of FBCPN to utilize only staff members of like faith who subscribe without reservation to FBCPN's Statement of Faith and Standards of Conduct and who are living out these doctrines and standards in all areas of their lives, both at and away from ministry functions.

Furthermore, FBCPN is legally permitted to make employment decisions concerning its ministerial employees based upon any criteria it deems appropriate, regardless of whether those criteria include otherwise legally protected characteristics. Ministerial employees are defined as employees who have administrative responsibility for the church's ministry to the membership and/or the general public. Support employees are defined as employees who support ministerial employees in the execution of church ministries.

FBCPN will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any staff members with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Senior Pastor (or to a member of the Personnel Committee if they are not comfortable discussing with their supervisor or church staff). Staff members can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of service.

## **F. DISABILITY ACCOMMODATION**

FBCPN is committed to fully complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with

disabilities. All employment practices and activities are conducted in a manner that does not illegally discriminate on the basis of disability.

FBCPN's hiring procedures provide persons with disabilities meaningful employment opportunities. Upon request, job applications will be made available in alternative, accessible formats, and assistance will be provided in completing the application.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement and are given only after a conditional job offer has been made. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with relevant criteria, not disability of the individual.

Qualified individuals with disabilities are entitled to equality in pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, lines of progression, and seniority lists. Leaves of all type will be available to all employees on an equal basis.

FBCPN is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. FBCPN will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. FBCPN is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

## **G. SERIOUS DISEASES**

Staff members with infectious, long-term, life-threatening, or other serious diseases or illnesses may continue to serve as long as they are able to perform the duties of their position without undue risk to their own health, to that of other staff members, or to that of the people to which FBCPN ministers. Serious diseases and illnesses for the purposes of this policy include, but are not limited to the following: cancer, heart disease, major depression, multiple sclerosis, hepatitis, tuberculosis, certain musculoskeletal disorders, human immunodeficiency virus (HIV), and acquired immune deficiency syndrome (AIDS).

FBCPN will support, where feasible and practical, educational programs to enhance staff member awareness and understanding of serious diseases and illnesses.

A staff member afflicted with a serious disease or illness is to be treated no differently than any other staff member. Therefore, if the serious disease or illness affects his/her ability to perform assigned duties, the staff member will be treated like other staff members who have disabilities which limit their job performance.

A staff member who is diagnosed with a serious disease or illness, and who wants an accommodation should inform his/her supervisor of his/her condition as soon as possible and provide his/her supervisor with any pertinent medical information needed to make decisions regarding job assignments, ability to continue working, or ability to return to work. FBCPN may require a doctor's certification of a staff member's ability to perform job duties. In addition, FBCPN may require such a staff member to undergo a medical examination.

A staff member whose disease or illness directly threatens the health or safety of the staff member or others must inform his/her supervisor of his/her condition as soon as possible.

FBCPN will attempt to maintain the confidentiality of the diagnosis and medical records of staff members with serious diseases and illnesses, unless otherwise required by law. Information concerning a staff member's serious disease or illness will be treated as confidential. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of service.

Staff members concerned about being infected with a serious disease or illness by a co-laborer or a recipient of ministry services should convey this concern to their supervisor. Staff members who refuse to work with or perform services for a person known or suspected to have a serious disease or illness, without first discussing their concerns with a supervisor, will be subject to disciplinary action, up to and including termination of service. Where there is little or no evidence of risk of infection to the concerned staff member, the staff member's continued refusal may result in disciplinary action, up to and including termination of service.

## **H. EMPLOYEE MEDICAL EXAMINATIONS**

To help ensure that certain employees are able to perform their duties safely, medical examinations may be required of certain positions (as stated in their job descriptions) where such information is needed to prevent a health and safety threat. After a conditional offer of employment has been made to an applicant entering a designated job category, a medical examination may be performed at FBCPN's expense by a health professional of FBCPN's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Medical examinations required by and paid for by FBCPN are the property of FBCPN. Information on an employee's medical condition or history will be kept

separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

#### **I. IMMIGRATION LAW COMPLIANCE**

FBCPN is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with FBCPN within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Senior Pastor or his staff employed designee. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

#### **J. OTHER EMPLOYMENT AND PURSUIT OF HIGHER EDUCATION DEGREE**

All employees must obtain prior approval from their supervisor, Senior Pastor and Personnel Committee prior to undertaking any outside employment or work activity, including self-employment or prior to pursuing a degree of higher education. Employees are cautioned to consider carefully the demands that additional work activity will create before requesting permission to seek or accept outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or additional hours.

If FBCPN, in its sole discretion, determines that an employee's outside work interferes with performance or the ability to meet the requirements of FBCPN as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with FBCPN. If outside work activity causes or contributes to job-related problems, it must be discontinued; and, if necessary, normal disciplinary procedures, as outlined in the performance evaluation and other policies, will be followed to deal with the specific problems.

Employees who have accepted outside employment may not use paid sick or personal absence time to work on the outside job. Fraudulent use of sick or personal absences will result in disciplinary action, up to and including termination.

#### **K. PERSONAL RELATIONSHIPS IN THE WORKPLACE**

The service of individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and staff member morale. In addition to claims of partiality in treatment at work, personal

conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual “romantic” relationship. Absent specific approval of the immediate supervisor, individuals involved in a dating relationship with a current staff member may not occupy a position that will be working directly for or supervising the staff member with whom they are involved in a dating relationship. FBCPN also reserves the right to take prompt action if an actual or potential conflict of interest arises involving individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If after a staff member begins serving a dating relationship established between staff members who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to the immediate supervisor of the staff member involved and to the Personnel Committee. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within thirty (30) calendar days, immediate supervisor and Personnel Committee will decide who is to be transferred or, if necessary, terminated from service.

In other cases where a conflict or the potential for conflict arises because of a relationship between staff members, even if there is no line of authority or reporting involved, the staff members may be separated by reassignment or terminated from service. Individuals in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

Absent the express approval of the immediate supervisor and Personnel Committee, no full-time staff member may maintain a dating relationship with an individual to whom he/she directly ministers. Because ministry staff members often maintain a position of trust and influence, and because staff counseling positions involve ethical considerations of confidentiality and fiduciary responsibility, dating an individual to whom one directly ministers is strictly prohibited. Under no circumstances may a full-time staff member maintain a dating relationship with a minor.

## **L. PERSONNEL FILES**

FBCPN maintains a personnel file on each employee. The personnel file includes such information as the employee’s job application, resume, and other employment records.

Employees have a duty to keep their personnel records up to date and should notify the Senior Pastor or his staff employed designee in writing of any changes, including

the following: name, address, telephone number, marital status, number of dependents, and persons to be notified in case of emergency.

Personnel files are the property of FBCPN, and access to the information they contain is restricted. Only supervisors and Personnel Committee members of FBCPN who have a legitimate, employment-related reason to review information in a personnel file are allowed to do so. Employees who wish to review their own file should contact the Senior Pastor or his staff employed designee.

Current employees who believe that any personnel file material is incomplete, inaccurate, or irrelevant may submit a written request for file revisions to the Senior Pastor or his staff employed designee. If the request is not granted, the employee may place a written statement of disagreement in the file and make a complaint using the regular grievance procedure.

## **M. EMPLOYMENT REFERENCE CHECKS**

### **1. Applicants**

It is the policy of FBCPN to check the employment and personal references of all applicants to ensure that individuals who join FBCPN are spiritually, professionally, and personally qualified for the position to which they have applied.

### **2. Former Employees**

FBCPN will respond in writing only to those reference check inquiries that are submitted in writing. No specific employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

## **N. INTRODUCTORY PERIODS**

It is the policy of FBCPN to give all new employees the opportunity to demonstrate their ministry spirit and their ability to perform their duties at a satisfactory level and to determine whether the new position meets their expectations. FBCPN uses an initial introductory period to evaluate employees' ministry spirit, talents, abilities, work ethic, and overall performance. This initial introductory period applies to all new and rehired non-exempt employees and will begin the date of hire and end ninety (90) calendar days after the date of hire. Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

During the initial introductory period, employees are eligible for those benefits that are required by law, such as Social Security. They may also be eligible for other FBCPN-provided benefits, subject to the terms and conditions of each benefits program. Employees should direct any questions concerning benefits to the Senior Pastor or designee.



Employees who are promoted to a new position within FBCPN must complete a second introductory period ninety (90) calendar days beginning on the effective date of the promotion. An employee who, in the sole judgment of FBCPN, is not successful in the new position can be removed from that position at any time during the second introductory period. If this occurs, the employee may be allowed to return to his/her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and FBCPN's needs.

The introductory period may be waived for an employee at the discretion of the Personnel Committee and Senior Pastor.

Nothing contained in this policy shall be deemed to alter the at-will status of an employee's employment with FBCPN. Either the employee or FBCPN may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

## **O. PERFORMANCE EVALUATION**

Supervisors and staff members are strongly encouraged to discuss the staff member's spiritual and professional development, job performance, and ministry goals on an informal, day-to-day basis. (See Appendix H Organizational Chart for clarification of supervisor(s).)

Formal performance evaluations will be conducted annually as scheduled by the Senior Pastor coordinated with the Personnel Committee to provide all staff members the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive approaches for meeting goals. (See Appendix J 20 pt Evaluation System)

Personnel Committee serves as the responsible supervisor of the Senior Pastor. Senior Pastor serves as the chief supervisor of the church staff.

Salary adjustments are based on merit, job responsibility and economic conditions. All adjustments are determined by the Personnel committee and the Senior Pastor within the confines of the church budget. Adjustments outside of the church budget must be recommended by the Pastor, Personnel Committee and Finance Committee.

Nothing in this policy alters the employment-at-will relationship between FBCPN and its employees.

## **P. OBSERVANCE OF SERVICE ANNIVERSARIES**

The Church will observe the ministry anniversaries of employees at the conclusion of every five-year tenure milestone. Ministry organization related part-time employees will be assisted by the Personnel Committee to provide appropriate 5 year recognitions by their ministry organization.

Each January the anniversary observance date(s) will be set for that year by the Personnel Committee in consultation with the Senior Pastor. In the event that more than one staff member anniversary is to be calendared, care will be given to set the dates of observance to be separately and appropriately spaced for each to receive proper and individual significance.

The observance may include a free will love offering collected from among the congregation and a fellowship gathering.

## **Q. TERMINATION OF EMPLOYMENT**

An employee's employment with FBCPN may be terminated by either the employee or the Church at any time for any reason, without limitation.

### **1. Resignation**

Resigning employees are requested to give written notice of their intent to resign as far in advance as possible. It is requested that supervisory and managerial employees should give at least 30 days notice. Clerical and administrative employees are requested to give at least two (2) weeks notice. All other employees are requested to give at least seven (7) days' notice to the ministry to facilitate the search for a replacement employee. Employees who fail to give written notice in accordance with these time periods may be ineligible for reemployment.

### **2. Retirement**

All retiring staff members will notify the Personnel Committee in writing of their effective retirement date. Retiring employees are requested to give notice of their intent to retire as far in advance as possible. (See **Resignation** for recommended notice timelines.)

### **3. Reduction of workforce or reorganization of staff**

In cases where an employee is discharged for reasons other than misconduct, FBCPN will endeavor, in its sole discretion, to give the employee advance notice of the discharge or pay in lieu of notice.

### **4. Discharge**

Discharge may be for any reason not prohibited by law. Since employment with FBCPN is based on mutual consent, both the employee and FBCPN have the right to terminate the employment-at-will relationship, with or without cause, at any time.

FBCPN is committed to handling all issues related to the termination of employment in a Christ-like manner and trusts that its employees will do likewise.

Nothing contained in this policy shall be deemed to alter the at-will status of an employee's employment with FBCPN.

For a more thorough but not exhaustive explanation of misconduct, refer to Workplace Rules and Staff Conduct.

Termination of the Senior Pastor will be by majority vote of the church upon recommendation of the Personnel Committee and the Deacon Body.

Termination of ministerial staff, other than the Senior Pastor, will be by action of Senior Pastor with the approval of the Personnel Committee and the Deacon Body.

Termination of support staff will be by the appropriate supervisor with approval of the Senior Pastor and Personnel Committee.

Employees who are absent from work for three (3) consecutive days without being excused or giving proper notice will be considered as having voluntarily quit.

FBCPN may schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, repayment of outstanding debts to FBCPN, or return of FBCPN-owned property. The departing employee may voice suggestions, complaints, or questions at that time. The departing employee will be asked to sign a written authorization for the release of information requested for an employment reference.

Employees will receive their final pay in accordance with applicable state law. All accrued, vested benefits that are due and payable at termination will be paid. If the employee is entitled to the continuation of certain benefits, the employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. Nothing contained in this policy in any way alters the employment-at-will relationship between employees and FBCPN.

Upon involuntary termination of service, full-time employees will receive severance pay accordingly:

- If the employee has completed one full year of employment, compensation will be one week's pay or additional compensation as determined by the Personnel Committee and Finance Committee.
- If the employee has completed two or more years of employment, compensation will be two week's pay or additional compensation determined by the Personnel and Finance Committee.
- Further consideration by Personnel Committee may include Appendix I.

### **III. WORK POLICIES**

#### **A. WORK SCHEDULES**

The normal work schedule for all non-exempt employees is 7 hours a day, 5 days a week. Supervisors will advise employees of the beginning and ending times of their shifts. Although FBCPN will attempt to give employees schedules as stable as possible, the needs of FBCPN and the people it ministers to sometimes require

variations in employee scheduling. Employees are required to work the hours they are scheduled unless they are given advance permission by the appropriate supervisor to deviate from the schedule. (See Appendix E)

## **B. REST AND MEAL PERIODS**

All full-time regular employees are provided with one meal period of sixty (60) minutes in length each workday. Supervisors will schedule meal periods to accommodate ministry requirements.

## **C. OVERTIME**

Overtime is defined as all hours worked in excess of forty (40) hours in one week or as otherwise defined by state law. The workweek begins on Monday at 12:00 AM and ends on Sunday at 11:59 PM. Non-exempt employees are prohibited from working overtime without prior approval from their supervisor. It is FBCPN's desire not to require overtime work of its employees. However, when ministry requirements or other needs cannot be met during regular working hours, non-exempt employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory overtime assignments will be provided.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour requirements. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

The practice of granting hour-for-hour compensatory time, often referred to as "comp" time, for overtime hours worked is prohibited.

Failure to work scheduled overtime or working overtime without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

## **D. EMERGENCY CLOSINGS**

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt ministry operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.

Operations will be officially closed at the discretion of the Senior Pastor or officers of the Personnel Committee based upon availability to declare. In most situations the church will follow the declarations as determined and published by Port Neches – Groves Independent School District.

When operations are officially closed due to emergency conditions, non-exempt employees will be paid at regular rate at the discretion of supervisor. The supervisor may require make up time as work load dictates.

In cases where an emergency closing is not authorized, non-exempt employees who fail to report for work will not be paid at their regular rate. Such employees may request available paid leave time such as unused vacation benefits.

Non-exempt employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, such employees who work will receive regular pay.

#### **E. VOLUNTEERING AT THE CHURCH**

Non-exempt employees are prohibited from serving as a volunteer in the same area of ministry specifically stated in their job description. All non-exempt employees must properly record all time worked in their ministry area. Any questions regarding this policy should be directed to the Senior Pastor or his staff employed designee.

### **IV. PAY POLICIES**

#### **A. TIMEKEEPING**

Non-exempt employees are responsible for ensuring that their time worked is accurately recorded. Federal and state laws require FBCPN to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end each shift, the beginning and ending time of each unpaid meal period, and any departure from work for personal reasons. As previously stated, overtime work must always be approved before it is performed.

Non-exempt employees must sign their time records to certify the accuracy of all time recorded. The supervisor will review the time record and, if accurate, will initial the time record and submit it for payroll processing. If the time record is inaccurate, the supervisor will make the appropriate correction to the time record, and both the employee and the supervisor must initial the changes before submitting it for payroll process.

Altering or falsifying time records, tampering with time recording equipment, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

**B. PAY PERIODS**

All employees are paid semi-monthly on the 14<sup>th</sup> and 28<sup>th</sup> of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will be paid no later than the first day of work following the regularly scheduled payday.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to FBCPN. Employees will receive an itemized statement of wages when FBCPN makes direct deposits.

**C. ADMINISTRATIVE PAY CORRECTIONS**

FBCPN takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount or timing of pay, the employee should promptly bring the discrepancy to the attention of the Senior Pastor or his staff employed designee so that corrections can be made as quickly as possible.

**D. PAY DEDUCTIONS**

The law requires that FBCPN make certain deductions from every non-ministerial employee's compensation. Among these are applicable federal, state, and local income taxes. FBCPN must also deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." FBCPN pays the employer's portion of Social Security and Medicare taxes at the rate prescribed by law.

Please direct your questions concerning any pay issue or leave of absence to the Senior Pastor or his staff employee designee.

**E. GROUP INSURANCE**

At this time, FBCPN does not offer group health insurance to staff members.

**F. RETIREMENT CONTRIBUTIONS**

At this time, FBCPN offers retirement contributions to full time staff members. Employer (Church) contributions are calculated on the base salary of support staff and the minister's base salary (inclusive of benefits: housing, medical, etc) as evidenced by the approved annual church budget.

Employer contributions are limited to 1% per year of fulltime employment to a maximum employer contribution of 5% upon five years of fulltime employment and are recognized in the approved annual church budget.

Years of fulltime employment is understood as having been employed in similar tasks and responsibilities with a congregational/denominational employer.

## **G. ACCOUNTABLE REIMBURSEMENT ALLOWANCE**

FBCPN provides an accountable reimbursement allowance for each minister or staff member which allows the minister or staff member to receive reimbursement for business related expenses. Pursuant to income tax regulations 1.162-17 and 1.274-5(e):

1. Any minister now or hereafter employed by FBCPN shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the church, up to the predefined amount for each party, if the following conditions are satisfied: (1) the expenses are reasonable in amount (auto mileage will be at the rate currently allowed by the IRS); (2) the minister or staff member documents the amount, time and place, business purpose, and business relationship of each such expense with the same kinds of documentary evidence as would be required to support a deduction of the expense on the minister's federal income tax return; and (3) the minister or staff member documents such expenses by providing the Senior Pastor or his staff employed designee with an accounting of such expenses, no less frequently than monthly. In no event will an expense be reimbursed if substantiated more than 60 days after the expense is paid or incurred by a minister.
2. The church shall not include in a minister's W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to the preceding paragraph, and the minister should not report the amount of any such reimbursement as income on his/her Form 1040.
3. Any church reimbursement that exceeds the amount of business or professional expenses properly accounted for by a minister pursuant to this reimbursement policy must be returned to the church within 120 days after the associated expenses are paid or incurred by the minister, and shall not be retained by the minister.
4. If, for any reason, the church's reimbursements are less than the amount of business and professional expenses properly substantiated by a minister, the church will report no part of the reimbursements on the minister's W-2, and the minister may deduct the unreimbursed expenses as allowed by law.
5. Under no circumstances will the church reimburse a minister for business or professional expenses incurred on behalf of the church that are not properly substantiated according to this policy. Church and staff understand that this

requirement is necessary to prevent our reimbursement plan from being classified as a "non-accountable" plan.

6. All receipts and other documentary evidence used by a minister to substantiate the business nature and amount of his/her business and professional expenses incurred on behalf of the church shall be retained by the church. The minister may make copies of such evidence for his/her file.

#### **H. FBCPN MINISTRY TRAVEL EXPENSES**

Staff members may be required to travel away from the local area to perform ministry business. FBCPN will reimburse staff members for reasonable ministry travel expenses incurred while on ministry business. All ministry travel must be approved in advance by the staff member's immediate supervisor. (See Appendix G)

Staff members whose travel plans have been approved should coordinate with the Senior Pastor or his staff employed designee to ensure that all travel arrangements are made in the most cost effective manner possible. FBCPN will directly pay, will advance, or will reimburse actual costs of travel, meals, lodging, and other expenses directly related to accomplishing ministry business, provided that the staff member used the most cost effective manner possible.



Expenses that generally will be reimbursed include the following:

- Airfare at the lowest available fare
- Car rental fees at the lowest available rate
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel
- Taxi fares, only when there is no less expensive alternative
- Mileage costs for use of personal cars, only when less expensive transportation is not available
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings
- Cost of meals, no more lavish than would be eaten at the employee's own expense
- Tips not exceeding 20% of the total cost of a meal or 10% of a taxi fare
- Charges for telephone calls, fax, and similar services required for ministry business purposes

Whenever possible, FBCPN will directly pay or advance the major expenses of travel such as airfare and lodging to ensure that staff members are not required to pay major expenses out-of-pocket subject to reimbursement.

Staff members who are involved in an accident while traveling on ministry business must promptly report the incident to the Senior Pastor or his staff employed designee. Vehicles owned, leased, or rented by FBCPN may not be used for personal use without prior approval.

Staff members operating their own vehicle in performing their job, are personally responsible for any accidents, fines or traffic violations.

With prior approval, staff members on ministry travel may be accompanied by their spouse or a family member when the presence of such a family member would further or would not interfere with the ministry purposes for the travel.

Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, staff members should submit completed travel expense reports within five (5) days. Reports should be accompanied by receipts for all individual expenses. No reimbursement will be made without supporting receipts or other satisfactory evidence of the expenditures.

Staff members should contact the Senior Pastor or his staff employed designee for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, shall be grounds for disciplinary action, up to and including termination of employment.

## **I. WORKERS' COMPENSATION INSURANCE**

FBCPN provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither FBCPN nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by FBCPN. All coverage is subject to the terms of the applicable plan documents in place for such insurance.

## **J. CONTINUATION OF BENEFITS**

FBCPN does not currently offer continuation of benefits.

# **V. WORKPLACE RULES AND STAFF CONDUCT**

## **A. BEHAVIOR OF STAFF MEMBERS**

Staff members are expected to uphold the doctrines and standards of FBCPN as articulated in the Bible and FBCPN's Articles of Faith (Constitution, Article 1) and Standard of Conduct in all aspects of their lives, both at and away from FBCPN employment and functions.

## **B. STANDARD OF CONDUCT**

Staff members must uphold by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model in judgment, dignity, respect, and Christian living both at and away from FBCPN. Staff members who are also church members should faithfully attend ministry services and take an active part in the total ministry program.

Staff members must be loyal to the administrative leadership of FBCPN in word and deed. Public or private insinuations, decorum and contributions in church business meetings, and in staff meetings should be constructive and contributing to the stable and declared leadership of the church and the administrative leadership.

To ensure orderly operations and provide the best possible work environment, FBCPN expects staff members to follow rules of conduct that will protect the interests and safety of all staff members and the organization.

Although it is impossible to list all forms of behavior that are expected and prohibited of FBCPN staff members, the following lists provide examples of expected and prohibited behaviors.

Staff members are expected at all times to conduct themselves in a Christ-like manner in order to present a good personal and ministry testimony. Expected staff member conduct includes, but is not limited to:

- Treating all members, visitors, and coworkers in a courteous and loving manner
- Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to FBCPN's best interests
- Reporting to administrative leadership suspicious, unethical, or illegal conduct by coworkers, members, or suppliers
- Reporting to administrative leadership suspected or actual violation of FBCPN's policies
- Reporting to the administrative leadership any threatening or potentially violent behavior by coworkers, members, or visitors
- Cooperating with all FBCPN investigations
- Complying with all FBCPN's policies
- Wearing appropriate clothing and jewelry
- Performing assigned tasks efficiently and in accordance with instructions from supervisor and/or Senior Pastor
- Reporting to work punctually as scheduled and being at the proper place, ready to work, at the assigned starting time
- Giving proper advance notice whenever unable to work or report to work on time
- Maintaining cleanliness and order in the workplace
- Complying with these Standards of Conduct

Staff members who deviate from these and other similar forms of expected behavior are subject to discipline, up to and including termination.

The following are examples of conduct that is prohibited. Staff members engaging in such conduct or similar conduct, as determined by the Senior Pastor in consultation with the Personnel Committee, will be subject to discipline, up to and including termination of service:

- Stealing, destroying, defacing, or misusing FBCPN's property
- Falsifying or altering any FBCPN record or report, such as an employment application, medical reports, timekeeping records, financial records, travel reimbursement voucher, personnel record, membership record, counseling record, or invoice
- Engaging in any form of homosexuality, fornication, adultery, transvestitism, bestiality, deviant gender identity, viewing or possessing pornography, or any other deviant sexual behavior as determined by the Personnel Committee
- Possessing, distributing, selling, transferring, or using illegal drugs
- Abusing, distributing, or selling alcohol or tobacco
- Using profanity, vulgarity, or abusive language
- Engaging in or threatening acts of workplace violence, including but not limited to:
  - Illegally possessing firearms, other weapons, explosives or other dangerous materials on FBCPN's property
  - Fighting or assaulting a coworker or any other person
  - Threatening or intimidating a coworker or any other person
- Engaging in any form of sexual or other harassment
- Disclosing confidential information of FBCPN
- Misusing FBCPN's communications systems, including electronic mail, computers, Internet access, and telephones
- Refusing to follow the Senior Pastor or a supervisor's instructions concerning a ministry-related matter or being insubordinate or disrespectful
- Failing to follow safety or health rules
- Sleeping on the job without authorization
- Engaging in gambling
- Playing pranks or engaging in horseplay
- Wearing inappropriate clothing or jewelry, or displaying inappropriate tattoos, or otherwise having an inappropriate personal appearance as

defined in the ministry's Personal Appearance policy (refer to F. Personal Appearance on pages 30 & 31)

- Engaging in boisterous or disruptive activity in the workplace
- Engaging in negligent or improper conduct leading to damage of ministry-owned or other property
- Engaging in excessive absenteeism or any absence without notice
- Engaging in unauthorized absence from work station during the workday
- Violating employment policies
- Unsatisfactorily performing job responsibilities

These examples of prohibited behaviors are not intended to be an all-inclusive list. At FBCPN's discretion, any violation of FBCPN's policies or any conduct considered inappropriate or unsatisfactory may subject the staff member to disciplinary action, up to and including termination.

### **C. CONFLICTS OF INTEREST**

FBCPN expects that each staff member will use good judgment, high Biblical and ethical standards, and honesty in all business dealings with and on behalf of FBCPN. Staff members have a responsibility to avoid any conflict of interest or appearance of conflict of interest.

### **D. SEXUAL AND OTHER FORMS OF HARASSMENT**

FBCPN seeks to promote a productive work environment in which all staff members reach their full spiritual and professional potential in ministry service. FBCPN will not tolerate verbal or physical conduct by any staff member or other person that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile work environment.

No form of harassment will be tolerated, including harassment because of a staff member's race, national origin, disability, pregnancy, age, or sex. Special attention should be paid to sexual harassment. No staff member, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Behavior that amounts to sexual harassment shall result in disciplinary action, up to and including dismissal from service.

Staff members are prohibited from threatening or insinuating, either explicitly or implicitly, that a staff member's willingness or refusal to submit to sexual advances will affect the staff member's terms or conditions of service.

Staff members are also prohibited from engaging in other sexually harassing or offensive conduct in the workplace, including but not limited to:

- Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions
- Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references
- Demeaning, insulting, intimidating, or sexually suggestive comments about an individual
- The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs
- Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, sex, national origin, disability, pregnancy, or age is also prohibited.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, and that is personally offensive, and that debilitates morale, and that, therefore, interferes with work effectiveness.

Sexual harassment includes gender-based harassment of a person of the same sex as the harasser.

Any staff member who experiences or witnesses harassment of any form in the workplace, must report it immediately to the Minister of Education/Administration or the Senior Pastor. If the Senior Pastor is the alleged harassing party, a staff member may report the harassment to a member of the Personnel Committee. Any supervisor or staff member who witnesses sexual harassment or learns of an allegation of sexual harassment and does not report it to the Minister of Education/Administration or the Senior Pastor (or to the Personnel Committee if the Senior Pastor is the alleged harasser), is subject to disciplinary action, up to and including termination of service.

All allegations of sexual harassment will be promptly investigated in as impartial and confidential manner as possible. A timely resolution of each complaint will be communicated to the parties involved.

FBCPN will permit no employment-based retaliation against anyone who brings a bona fide complaint of harassment or who provides true information as a witness in the investigation of a complaint of harassment. However, an individual who

makes a false complaint or provides false information to an investigator will be subject to disciplinary action, up to and including termination of service.

Any staff member found to have violated this policy is subject to disciplinary action, up to and including termination.

## **E. ATTENDANCE AND PUNCTUALITY**

FBCPN requires employees to report to work punctually and to work all scheduled hours and any required overtime. Absenteeism and tardiness disrupt the work flow and place a burden on other employees and on FBCPN. Employees should notify their supervisor as far in advance as possible whenever they are unable to report to work, know they will be late, or must leave early. The notice should include the reason for the absence and an indication of when the employee can be expected to report to work. Failure to notify FBCPN of any absence may lead to disciplinary action.

Poor attendance and excessive tardiness will not be tolerated. Either may lead to disciplinary action, up to and including termination of employment.

## **F. PERSONAL APPEARANCE**

Each staff member's dress, grooming, and personal cleanliness standards reflect not only on the Christian testimony of the staff member, but also on the testimony of FBCPN. Staff members are expected during service hours and when representing FBCPN to present a professional, Christian image.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed as the Dress Code:

- Both male and female staff members are expected to be tasteful in the styling of their clothing, accessories, and hair, exhibit cleanliness, and exemplify Godly principles of decorum and modesty. Extremes in styling or color are not professionally appropriate.
- If there is any question regarding what is considered appropriate dress for the occasion, the individual is encouraged to speak to their supervisor or the Senior Pastor.
- Inappropriate or offensive tattoos or other permanent bodily markings inconsistent with a good Christian testimony should never be acquired by any ministry staff. Any tattoos acquired prior to the staff member's conversion to Christ which might be deemed inappropriate must be covered—to the extent possible and to the satisfaction of the Senior Pastor—by clothing or other means.
- Offensive body odor and poor personal hygiene are not professionally acceptable.

- Perfume, cologne, and aftershave lotion should be used in moderation.

The Dress Code is in effect at all staff functions and ministry services unless specifically stated otherwise by the Senior Pastor.

The Personnel Committee reserves the right to modify this policy from time to time, in its sole discretion. Compliance with these policies must be accomplished to the full satisfaction of the Senior Pastor and Personnel Committee. The Personnel Committee also reserves the right to require any staff member whose personal appearance is considered by it to be inappropriate or immoderate to correct the matter immediately to the full satisfaction of the Senior Pastor or supervisor at hand.

#### **G. RETURN OF PROPERTY**

Staff members are responsible for the care and upkeep of all of FBCPN's property, materials, or written information that has been issued to them or that is in their possession or control.

Staff members must return all FBCPN property immediately upon request or upon termination of service. Where permitted by applicable laws, FBCPN may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. FBCPN may also take all action deemed appropriate to recover or protect its property.

#### **H. SECURITY**

It is the policy of FBCPN to make reasonable efforts to provide for the security of FBCPN's property, staff members, and authorized visitors.

Staff members, church members (if applicable), and visitors are prohibited from illegally possessing firearms, other weapons, explosives or other dangerous materials on FBCPN's property or at FBCPN functions. Staff members are further prohibited from carrying illegal firearms, other weapons, explosives or other dangerous materials in ministry-provided vehicles or in personal vehicles while on ministry business.

Desks, lockers, filing cabinets, and other storage areas or devices may be provided for the convenience of staff members, but remain the sole property of FBCPN. Staff members have no expectation of privacy in any employer-provided desk, locker, filing cabinet or other storage area or device, computer records, or email. Accordingly, they, as well as any articles found within them, may be searched and inspected by any properly authorized agent or representative of FBCPN at any time, either with or without prior notice. FBCPN may remove all ministry property and other items that are in violation of the ministry's rules and policies found in these storage areas and devices.



Staff members are expected to exercise reasonable care for their own personal protection and personal property while on FBCPN's premises. FBCPN assumes no responsibility for loss, damage, or theft of personal property.

## **I. SAFETY**

To assist in providing a safe and healthy work environment for our staff members and the people to which we minister, staff members are expected to exercise caution in all work activities. Staff members must immediately report any unsafe condition to their supervisor. Staff members who cause hazardous or dangerous situations, who fail to report, or, where appropriate, fail to remedy such unsafe conditions, may be subject to disciplinary action, up to and including termination of service.

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all FBCPN activities. We want to protect our staff against industrial injury and illness, as well as minimize the potential loss of production.

Please report all injuries (no matter how slight) to a Supervisor immediately, as well as anything that needs repair or is a safety hazard. Below are some general safety rules. Your Supervisor may post other safety procedures in your department or work area:

- Avoid overloading electrical outlets with too many appliances or machines.
- Use flammable items, such as cleaning fluids, with caution
- Walk - don't run
- Use stairs one at a time
- Report to your Supervisor if you or a co-worker becomes ill or is injured
- Ask for assistance when lifting heavy objects or moving heavy furniture
- Keep cabinet doors and file and desk drawers closed when not in use
- Sit firmly and squarely in chairs that roll or tilt
- Wear or use appropriate safety equipment as required in your work
- Avoid "horseplay" or practical jokes
- Start work on any machine only after safety procedures and requirements have been explained (and you understand them)
- Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats, hearing protectors, etc., in designated areas or when working on an operation which requires their use
- Keep your work area clean and orderly, and the aisles clean
- Stack materials only to safe heights

- Watch out for the safety of fellow employees
- Use the right tool for the job, and use it correctly
- Wear gloves whenever handling castings, scrap, barrels, etc.

A Supervisor may post other safety procedures in a department or work area, at any time.

## **J. HOUSEKEEPING**

Neatness and good housekeeping are signs of good stewardship and efficiency.

You are expected to keep your work area neat and orderly at all times - it is a required safety precaution. Easily accessible trash receptacles are located throughout the building. Please put all litter in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your Supervisor immediately.

## **K. USE OF MINISTRY EQUIPMENT AND VEHICLES**

God has entrusted FBCPN with resources such as equipment and vehicles to use to perform His work. Every ministry staff member must recognize that they are a steward of these resources. As stewards, it is imperative that staff members exercise due care to use and maintain all ministry resources in the manner intended.

Staff members are expected to exercise care, see that required maintenance is performed, and follow all operating instructions, safety standards, and guidelines for each piece of equipment used in carrying out their ministry tasks. Staff members must promptly inform their supervisor if any equipment, machines, tools, or vehicles are or appear to be damaged, defective, or in need of repair.

Staff members operating ministry vehicles must comply with all applicable laws and regulations. Staff members who are involved in an accident while operating a ministry vehicle must promptly report the incident to the Senior Pastor or his staff employed designee. Vehicles owned, leased, or rented by FBCPN may not be used for personal use without prior approval. Fines and traffic violations are the personal responsibility of the employee.

The improper, careless, destructive, unsafe, or illegal use or operation of equipment or vehicles subjects the staff member to disciplinary action, up to and including termination of service.

**L. VISITORS IN THE WORKPLACE**

FBCPN expects that unknown visitors will come to FBCPN looking for physical, emotional, and spiritual needs to be met. Regardless of their appearance or dress, all visitors should be courteously treated in a Christ-like manner. Unknown and unexpected visitors should be directed to the Senior Pastor or his staff employed designee, who will ensure that all visitors are presented the gospel of Jesus Christ, and that the visitors' legitimate needs are met.

FBCPN recognizes that the call to ministry service is a call to the entire family and that the ministry is a gathering place for members and friends of FBCPN. Staff members should ensure, however, that visits by family members, friends, and members do not unduly interfere with the staff member's performance of ministry duties.

**M. SOLICITATION AND DISTRIBUTION**

FBCPN encourages its staff members to "exhort one another" by sharing resources such as Christian books, tapes, sermons, and articles with each other that would promote spiritual growth. FBCPN further encourages its staff members to support ministry fundraising efforts and allows solicitation of funds for ministry fundraisers. Staff members engaging in these activities should ensure that they do not unduly interfere with the staff member's performance of ministry duties.

Staff members may not solicit donations or sales to non-FBCPN-related causes on the ministry premises without the prior approval of the Senior Pastor. Furthermore, staff members may not distribute secular literature or other media or solicit funds or sales for non-FBCPN-related causes approved by the Senior Pastor during working time. Working time does not include lunch periods, breaks, or any other periods in which staff members are not on duty.

The posting of written solicitations on FBCPN's bulletin boards is restricted. These bulletin boards display important announcements and memoranda concerning ministry and employment information and should be regularly reviewed by all staff members. If staff members have a message of interest to the entire staff, they may submit it to the Senior Pastor or his staff employed designee for approval before posting.

**N. MINISTRY COMMUNICATION SYSTEMS**

Communication services and equipment provided by FBCPN, including the messages transmitted and stored by them, are the sole property of FBCPN. Accordingly, FBCPN may access and monitor staff member communications and files as it considers appropriate. Staff members do not have any expectation of privacy in any communications or files made using or stored upon FBCPN's communication services and equipment, regardless of whether the communications or files are designated or intended as private by the sender or the recipient. FBCPN

may monitor at any time any staff member's use of any ministry communication service or equipment.

Communication services and equipment include, but are not limited to: mail, electronic mail (email), courier services, facsimiles, telephone systems, personal computers, computer networks, computer files, computer software, online services, internet connections, intranets, video equipment and tapes, tape recorders and recordings, pagers, cellular telephones, voice mail systems, answering machines, and bulletin board.

Staff members should ensure that no personal correspondence appears to be an official communication of FBCPN since staff members may be perceived as representatives of FBCPN and, therefore, damage the reputation of or create liability for FBCPN. All outgoing messages, whether by mail, facsimile, email internet transmission, or any other means, should be accurate, appropriate, and ministry-related. Staff members may not use FBCPN's stationery or postage for personal letters.

Most communication services and equipment have toll charges or other usage-related expenses. Staff members must be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each ministry communication. Staff members should consult their supervisor if there is a question about the proper mode of communication. Staff members are not permitted to use FBCPN's telephone system for personal long-distance and toll calls. Staff members should practice discretion when making local personal calls and may be required to reimburse FBCPN for any charges resulting from their personal use of the telephone.

All incoming telephone calls should be answered promptly, courteously and professionally. Messages taken for other staff members should be written legibly; should include the caller's name, telephone number, message, and the date and time of the telephone call; and should be promptly delivered to the recipient.

FBCPN's communications property and equipment may not be removed from the premises without prior authorization from the Senior Pastor or his staff employed designee.

Other than the public access account provided by the Church, all online services and the internet may be accessed only by staff members specifically authorized by FBCPN. Staff members' online use should be limited to ministry-related activities, except as allowed below. In addition, staff members should not duplicate or download from the internet or from an email, any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without the express written permission of the owner of the material. When appropriate internet materials or email files are downloaded, they should be

scanned using FBCPN's antivirus software. All compressed files are to be scanned before and after decompression.

FBCPN's policies that prohibit offensive, intimidating, harassing, or disruptive materials in the workplace apply with equal force to material communicated through or stored on FBCPN's communication services and equipment.

Incidental personal use by staff members of FBCPN's communications services and equipment is allowed as long as the use does not interfere with the staff member's work or FBCPN's operations, does not violate any of FBCPN's policies, and does not result in any additional expense to FBCPN. Each staff member will be required to reimburse FBCPN for any expenses incurred for the staff member's incidental personal use of the ministry's communications services.

In order to assure access to church files in the event the staff person is inaccessible, all staff members must disclose their current passwords to the care of the Personnel Committee. Updates are to be strictly maintained. This listing of passwords will be held in safe keeping and available for registered request. Staff members should not share the passwords with other staff members. Staff members may not monitor, retrieve or review any communication or file to which they are not a party, unless they have prior authorization. In the case of accessing files not authored by the individual will require the identification of two witnesses.

Abuse of FBCPN communication services and equipment provided by the ministry in violation of law or ministry policies will result in disciplinary action, up to and including termination of service. Staff members may also be held personally liable for any violations of this policy. Staff members should notify their immediate supervisor or the Senior Pastor or his staff employed designee upon learning of violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements

- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person, or refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- sending broadcast email messages from the FBCPN email account to all users or large groups of users unless specifically authorized to do so
- Using the internet for political causes or activities
- Using the internet for gambling of any sort
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

#### **O. WORKPLACE VIOLENCE PREVENTION**

FBCPN is committed to preventing workplace violence and to maintaining a safe ministry environment. Given the increasing violence of society in general, FBCPN has adopted the following guidelines to deal with intimidation, harassment, and threats and incidents of violence that may occur on its premises.

Staff members are prohibited from fighting, "horseplay," or other conduct that may be dangerous to others. Illegal firearms and weapons, explosives or other dangerous materials are prohibited from ministry premises.

Conduct that threatens, intimidates, or coerces another staff member, visitor, member, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

Staff members who observe or learn of threats or incidents of violence or who observe or learn of suspicious individuals or activities must report such information to their immediate supervisor or another supervisory employee as soon as possible. This includes threats by staff members, as well as threats by visitors, members of FBCPN, or members of the public. The report must be as specific and detailed as possible. When necessary to protect life, health, or property, or when otherwise appropriate, employees should call the police before reporting the threat or incident to a supervisory staff member. Staff members should not place themselves in peril in attempting to intervene in a suspicious or a potentially violent situation.

FBCPN will promptly and thoroughly investigate all reports of threats or incidents of violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, FBCPN may place employees on administrative leave, either with or without pay, pending investigation.

Any staff member determined to be responsible for a threat or incident of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of service.

#### **P. DRUG AND ALCOHOL USAGE**

In addition to being sinful behavior in violation of FBCPN's Standard of Conduct, alcohol abuse and illegal drug use pose serious safety and health risks. Staff members must immediately report any observations of unusual behavior or other indications that another staff member is under the influence of alcohol or drugs.

Staff members should report to their supervisor and Senior Pastor or his staff employed designee their use of over-the-counter or prescription medication that may impair their ability to perform their job safely and effectively.

The sale, use, purchase, transfer or possession of an illegal drug or drug paraphernalia is a violation of the law. The Church will report information concerning possession, distribution, or use of any illegal drugs to law enforcement officials and will turn over to the custody of law enforcement officials any such substances found during the search of an individual or property. The Church will cooperate fully in the prosecution and/or conviction of any violation of the law.

#### **Q. MOBILE DEVICE AND CELLULAR TELEPHONE USAGE**

FBCPN may provide mobile devices (e.g., tablets, mobile hotspots, etc.) and/or cellular telephones to some staff members as a ministry tool to assist them in communicating with other staff members, church members (if applicable), and others with whom they interact as part of their ministry. Mobile device and/or cellular telephone use is primarily intended for ministry-related calls. However, occasional, brief personal use is permitted within a reasonable limit. If the church

supplies a mobile device and/or cellular telephone the invoices are regularly monitored.

In some instances, a monthly ministry reimbursement stipend may be provided as a means of defraying the cost the employee bears as a convenience to the church for ministry purposes.

Staff members who have access to a mobile device or cellular telephone while operating a motor vehicle should remember that their primary responsibility is driving safely and obeying the rules of the road. Staff members are prohibited from using mobile devices and/or cellular telephones while driving Church vehicles or non-Church vehicles while on Church business and should safely pull off the road and come to a complete stop before using electronic devices.

As a representative of FBCPN, cellular telephone users are reminded that the regular etiquette used when speaking from office telephones or in meetings applies to conversations conducted over a cellular telephone.

## **R. RIGHTS TO CREATIVE EFFORTS; OWNERSHIP OF WORK PRODUCT**

Work product of church employees created from or during the work relationship with the church is church property. If a church employee creates, writes, composes, produces, designs, invents, manufactures, develops or otherwise generates any work or creative product while working for a church ministry assignment, arising from the work relationship, while at work, using church time, materials, resources, compensation, personnel or other matters or relationships, any such product or result, including the possession, value, sales, rights to income, marketing or other forms of promotion or commercial exploitation belong to the church, and are not the property of the employee.

If an employee believes that he/she may be or become involved with an activity or enterprise that will develop property, real or intangible, with value, while such person is an employee of the church, the matter should be discussed thoroughly with appropriate church personnel in order to avoid any confusion regarding the activity, enterprise, or project, and the rights to or benefits arising from, such activity.

Violations of these guidelines will be treated seriously, and strictly enforced, to the extent necessary and appropriate, including seeking available remedies through legal and judicial means. The Church's policy is to ensure full and fair disclosure regarding all creative work product matters, in order to protect the Church and employee.

Employees may seek permission from the Senior Pastor or Personnel Committee Officers to temporarily offer specified examples of their skill or creativity as needed.



## **S. DISCIPLINE**

Disciplinary action may call for any of four steps—verbal warning (recorded in file), written warning, suspension with or without pay, or termination of employment—depending on the severity of the offense and the number of occurrences.

During the course of an investigation of an allegation of employee misconduct, the employee may be relieved of his/her duties and placed on administrative leave with pay pending the outcome of the investigation. Employees on administrative leave with pay remain subject to all employment rules and policies, and will continue to receive the pay and benefits to which they are otherwise entitled.

Employees who believe that they have been disciplined too severely or who question the reason for discipline may use the dispute resolution procedure.

## **T. DISPUTE RESOLUTION**

FBCPN recognizes that disagreements are inevitable in the life of every ministry. The important thing is not the fact that disagreements exist, but the manner in which staff members express and resolve them. FBCPN believes that the process for dealing with conflict given by Christ to believers (recorded in Matthew 18:15-20) also applies to managing interpersonal conflict relating to ministry service. FBCPN thus requires staff members with grievances to use the following procedures for dealing with their grievances. FBCPN will attempt to promptly resolve all disputes that are appropriate for handling under this policy.

## **U. PROCEDURES FOR ADDRESSING GRIEVANCES**

A. An appropriate dispute is defined as a staff member's expressed dissatisfaction concerning any interpretation or application of a work-related policy by supervisors or other staff members. Charges of workplace harassment fall under a different dispute category, and should be reported immediately as outlined in the Harassment Policy. Examples of matters that may be considered appropriate disputes under this policy include:

1. A belief that ministry staff policies, practices, rules, regulations, or disciplinary procedures have been applied improperly or unfairly to a staff member
2. Alleged discrimination because of a legally protected status such as race, color, sex, age, national origin, or disability
3. Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, or salary

B. Staff members should notify their supervisor, the Senior Pastor, or a

member of the Personnel Committee in a timely fashion of any dispute considered appropriate for handling under this policy. The dispute resolution procedure is the exclusive remedy for staff members with appropriate disputes.

As used in this policy, the terms “timely fashion,” “reasonable time,” and “promptly” generally shall mean five (5) business days.

- C. The dispute resolution procedure has a maximum of four steps, but disputes may be resolved at any step in the process. Disputes will be processed until the staff member is satisfied, does not file a timely appeal, or exhausts the right of appeal under the policy. A decision becomes binding on all parties whenever a staff member does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.
- D. Staff members who feel they have an appropriate dispute should proceed as follows:

**Step One:** Promptly bring the written complaint to the attention of the immediate supervisor within 5 (five) business days of the action leading to the grievance. If the dispute involves the supervisor, then the staff member may proceed directly to step two. The supervisor shall investigate the complaint, attempt to resolve it, and give a decision to the staff member within 10 (ten) business days. The supervisor shall prepare a written and dated summary of the dispute and proposed resolution for the employee’s personnel file (if applicable).

**Step Two:** Appeal the decision to the supervisor's supervisor or Senior Pastor, if dissatisfied with the supervisor’s decision, or initiate the procedure with the Personnel Committee if Step One has been bypassed. This appeal or initial dispute notification must be made in a timely fashion in writing.

The supervisor’s version of the dispute and decision will then be submitted in writing. The supervisor’s supervisor or Senior Pastor will, in a timely fashion, confer with the staff member, the supervisor, and any other members of administrative leadership considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved.

**Step Three:** Appeal an unsatisfactory Senior Pastor decision to the Personnel Committee. The timeliness requirement and procedures to be followed are similar to those in Step Two. The Personnel Committee will take the necessary steps to review and investigate the dispute and will then make a final decision that shall be put in writing and will become the final agreement.

- E. Final decisions on disputes will not be precedent-setting or binding on future disputes unless they are officially stated as ministry policy. When appropriate, the decisions will be retroactive to the date of the staff member's original dispute notification.
- F. Information concerning an employee dispute should be confidential. Supervisors and other administrative leadership who investigate a complaint may discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.
- G. Time spent by employees in dispute discussions with administrative leadership or Personnel Committee during their normal working hours will be considered hours worked for pay purposes.
- H. Staff members will not be penalized for proper use of the dispute resolution procedure. However, it is not considered proper use if a staff member raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raises meritless disputes. Implementation of the dispute resolution procedure by a staff member does not limit the right of the ministry to proceed with any disciplinary action that is not in retaliation for the use of the dispute resolution procedure. In addition, staff members and supervisors are prohibited from retaliating against a staff member who properly uses the dispute resolution procedure.
- I. The Personnel Committee may, at its discretion, refuse to proceed with any dispute it determines is improper under this policy. Further, this policy does not alter the employment-at-will relationship in any way.

## VI. LEAVES OF ABSENCE

### A. SICK LEAVE

FBCPN provides paid sick leave benefits to regular full-time employees for periods of temporary absence due to illnesses or injuries. Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence.

Sick leave for all regular full-time employees will be accumulated at the rate of one day per month for any part of a calendar year that the employee is employed by FBCPN. Staff members, employed prior to **January 2017**, accumulation of sick leave shall not exceed a maximum of seventy (70) working days. Any unused portion of the (70) days may be carried over into next year, provided the accumulated total does not exceed 13 weeks. Sick days may be carried forward with a maximum carry forward of 10 days. Upon termination or resignation, all remaining sick leave is forfeited.

Authorization of sick leave for any employees not covered by the preceding policies must be authorized by the supervisor and the Senior Pastor or his staff employed designee on the basis of specific needs.

Paid sick leave can be used in minimum increments of one half day. An employee may use sick leave benefits for an absence due to his/her own illness or injury, or that of a child, parent, or spouse.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for five or more consecutive days due to illness or injury, a physician's statement must be provided verifying the medical condition and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Before returning to work from a sick leave absence of ten (10) calendar days or more, an employee may be asked to provide a physician's verification that he or she may safely return to work.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or FBCPN-provided disability insurance programs. The

combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and any request involving extended absence beyond the regular sick leave authorized, or requiring other special consideration, must be made through the Senior Pastor to the Personnel Committee and will be considered on an individual basis.

Sick leave may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

#### **B. LONG-TERM DISABILITY**

At this time, FBC does not offer long-term disability to staff members.

#### **C. PARENTAL LEAVE (Maternity/Paternity Leave)**

Prior to delivery, any employee may request up to 6 weeks parental leave with a maximum of 4 weeks paid by submitting a written request to their supervisor for approval by the Senior Pastor and the Personnel Committee. Leave will be granted on an individual basis.

#### **D. PERSONAL BUSINESS**

It is occasionally necessary for an employee to be absent from work briefly for personal reasons. Such absences may be arranged by securing the approval of the immediate supervisor. The maximum number of paid days permitted shall be three (3) in any calendar year. Personal business days may not be scheduled against holidays of the church unless approved by the Pastor. When possible, personal days should be requested a minimum of three weeks in advance.

#### **E. VACATION BENEFITS**

It is the policy of FBCPN to provide regular full-time employees with vacation time off with pay to provide opportunities for spiritual renewal, physical rest and relaxation, and family time. Vacation time off is paid at the employee's base pay rate at the time of vacation. Vacation benefits will be communicated to the new staff member at the time of their employment.

Each permanent full time employee (ministerial and support) shall receive one week of vacation absence with pay (including one (1) Sunday) after having worked six (6) months, and another week, including one (1) Sunday after having worked one year. Thereafter, each employee shall receive two (2) weeks vacation absence with pay (including two (2) Sundays) in each calendar year. At the end of five (5) years of continuous service and the beginning of the sixth (6) year, each employee will receive three (3) weeks vacation, four (4) weeks vacation after the end of ten (10) years, and so forth. A week of vacation time shall be defined as a work week length identified in the employee's job description. Years' service means total full-

time denominational service. Staff members with more than fifteen years of service with FBCPN prior to January 2017 will receive a maximum of 5 weeks vacation.

Permanent part-time support staff may request unpaid time away. Appendix D will be used to place the request before the supervisor.

### VACATION EARNED

Service	MAX Vacation	1 week	2 weeks	3 weeks	4 weeks
1 - 5 years	2 weeks	after 6 months	within final 6 months		
6 - 10 years	3 weeks	after 4 months	after 8 months	within final 4 months	
11+ years	4 weeks	after 3 months	after 6 months	after 9 months	within final 3 months

- a. Granted unearned vacation will be recovered in final payment check.
- b. Vacations should be scheduled to provide adequate coverage of church activities by remaining staff. Staff members shall not take vacation during Vacation Bible School or other times when heavy work loads are expected. Pastor shall have the final authority in matters relating to timing and scheduling of vacations, vacations must be used in the given year, no vacation time can be carried over into the following year. (See Appendix C)
- c. If a staff member begins work before July 1, (applies to new employee with no previous denominational service) he or she is entitled to one (1) week of vacation for that year.
- d. Called staff member shall not be off the church field for more than two (2) consecutive Sundays, without the approval of the Personnel Committee.
- e. Staff shall always give priority to Sunday and Wednesday church-wide ministry scheduling as well as major ministry assignments. Absences for such priority are to be held to a minimum. In such absences, assurances should be communicated prior to the absence and those covering the absence should be identified by position and name.
- f. Vacation (time away from the church) for Ministers or Support Staff coming from another Church or Institution under the Cooperative Program Canopy will be based upon total time in ministry.

- g. Upon termination of employment, employees will be paid for accrued unused vacation time that has been earned through the last day of work.

#### **F. PERMANENT PART TIME MINISTERIAL EARNED TIME AWAY**

Each part time ministerial employee shall receive earned time away in order to compensate when time on job has exceeded their supervisor approved expected hours worked. There will be a maximum of two weeks earned annually. No time earned will be carried over. Part-time ministerial employees with more than 11 years of service with FBCPN prior to January 1, 2017, are permitted to earn a maximum of 3 weeks annually.

Ministerial duties that include extended hours of service such as overnight camp schedules, concentrated ministry service such as Vacation Bible School will require the use of regular schedule weekly ministry segments (20 hours) applied to the event and only a maximum of 40 service hours will be earned at the event (20 regular hours and a maximum of 20 earned hours at the same event, with only a maximum of 8 ministry hours earned in a 24 hour period.)

Unpaid leave may be granted in one week's segments with approval of Supervisor and Personnel Committee.

#### **G. PROFESSIONAL LEAVES OF ABSENCE**

Any staff member may request permission, subject to the approval of the Senior Pastor, to attend a continuing education conference or annual convention. The church may provide for the fees of the conference including travel and lodging. Each staff member shall generally be limited to one conference/convention per year, not to exceed 4 days. Attendance of additional conferences/conventions must be approved by the Senior Pastor.

Completed form must be filed in personnel folder. (See Appendix D)

#### **H. MINISTRY ENGAGEMENTS**

A ministerial staff member may request to assist other churches by leading revivals, workshops, conferences and seminars. Each ministerial staff member may participate in multiple engagements, the total not to exceed seven days, including one Sunday within the same year. The minister's participation must be pre-approved by the Senior Pastor. Completed form must be filed in personnel folder. (See Appendix D)

#### **I. CHURCH-SPONSORED MISSION TRIPS**

Any staff member may request permission, subject to the approval of the Senior Pastor and Personnel Committee, to lead a church-sponsored mission trip. The staff member may be reimbursed at his/her regular pay rate for the time of the mission trip. The church may assume responsibility for the travel and lodging expenses of the staff member only. Each staff member shall be limited to one mission trip per

year. Special circumstances may be accommodated, with approval of the Senior Pastor with consultation of Personnel Committee.

## **J. SABBATICAL LEAVE**

Upon completion of each seven year period of service to the FBCPN, the Senior Pastor is eligible, with full salary, a leave of twelve (12) weeks. Additionally, upon completion of each seven year period of service to the FBCPN, full-time members of the ministerial staff, other than the Senior Pastor, are eligible, with full salary and housing allowance, a leave of twelve (12) weeks. The sabbatical leave weeks are to be consecutive, are to be used for study, additional training and rest and may, upon approval by the Senior Pastor, be taken anytime during the calendar year following the 7<sup>th</sup> year anniversary date.

Approval of a sabbatical anticipates a minimum continued employed service to the church of 1 (one) calendar year. If employed service is less than 1 year there will be consideration of reimbursement to the church due to diminished benefit to the church as a result of the sabbatical experience.

Sabbatical leave may not be cumulative and should be taken in a timely manner, as discussed/approved by the Senior Pastor, after minister's seventh year anniversary date.

Sabbatical leave shall include vacation time, conference/convention time, ministry engagement time, and non-job related church-sponsored mission trip time for the year in which it is taken. If sabbatical is granted for less than twelve (12) weeks, an appropriate proportion of reduced vacation time, conference/convention time, and ministry engagement time will be established upon approval of the sabbatical details.

In the event two or more ministerial staff persons are eligible for sabbaticals in the same calendar year, seniority will serve as the basis for the priority in selecting dates for sabbaticals. Normally only one ministerial staff member will be granted a sabbatical leave in a given year. In the event more than one ministerial staff member is eligible for sabbatical leave, the Senior Pastor shall determine which staff member takes sabbatical leave. In the event an eligible ministerial staff member is unable to take sabbatical leave as a result of one or more others taking sabbatical leave, such eligibility shall extend to the next year.

In addition to full salary, a stipend (not to exceed 5 percent of the ministerial staff person's annual base salary) may be granted to assist in the cost of training and study expenses. The amount of the stipend will be determined by the Senior Pastor and the Personnel Committee, subject to approval by the Finance Committee and based upon sabbatical plans submitted. (See Appendix B)



**K. HOLIDAYS**

FBCPN will grant paid holiday time off to regular full-time employees on the holidays listed below:

- New Year's Eve
- New Year's Day (January 1)
- Good Friday
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (December 24, 25, 26)
- One floating holiday (date determined by employee, subject to approval of supervisor)

Holiday pay will be after employee has been on job for thirty days.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

Part time employees are awarded holidays when the holiday falls during their regularly schedule work hours. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

**L. DUE TO DEATH**

- Immediate Family (all employees) – Employee may be granted up to three days with pay for funeral service
- Other than immediate family – May be granted one day paid leave by Personnel Committee

The term “immediate family” shall include:

1. Spouse, son or daughter, including a biological, adopted, or foster child, son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
2. Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
3. Sibling, stepsibling, sibling-in-law.
4. Grandparent and grandchild.
5. Any person residing in the employee's household at the time of illness or death.

#### **M. CIVIC LEAVE**

FBCPN encourages employees to fulfill their civic responsibilities by voting and by serving jury duty or testifying as a witness when required. Generally, employees are able to find time to vote either before or after their regular work schedule, or on their lunch break. When working hours coincide with voting hours, flexible scheduling or time off for voting may be authorized by the immediate supervisor.

Employees needing time off to testify as a witness or serve jury duty must immediately provide their supervisor with a copy of their witness subpoena or jury duty summons as soon as it is received so that the supervisor may make arrangements to accommodate their absence. Employees will be paid up to ten days, thereafter, difference in jury pay and regular pay.

Either FBCPN or the employee may request an excuse from jury duty if, in FBCPN's judgment, the employee's absence would create serious operational difficulties.

FBCPN will continue to provide regular benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

## **VII. APPENDIX**

# **FIRST BAPTIST CHURCH JOB DESCRIPTIONS**

**LAST UPDATED 01.01.2017**

## 1. SENIOR PASTOR

**Principle Function:** The pastor is responsible to the church for proclaiming the gospel of Jesus Christ, teaching the Bible, pastoral care ministries in the church and community, administrative leadership in all areas of church life, and administration of the paid staff.

**Staff Relationship:** The Senior Pastor shall be responsible for the administration of the church staff on a day to day basis and may call on the Personnel Committee as necessary. The Personnel Committee shall be the responsible supervisor of the Senior Pastor.

### Responsibilities:

1. He is the spiritual leader and overseer of the congregation.
2. Lead in planning and conducting the worship services, prepare and deliver sermons, lead in observance of ordinances and other special services.
3. Provide administrative leadership for the total church program.
4. Lead the staff and the church in a caring ministry for persons in the church and community.
5. Proclaim the gospel and lead the church in proclaiming the gospel to the church and community.
6. Conduct funerals and perform wedding ceremonies.
7. Act as moderator of monthly ministry conference.
8. Work with the deacons, church officers, and committees as they perform their assigned responsibilities; train and lead the deacons in a program of family ministries.
9. Recommend and advise on the selection of all staff members and determining their duties.
10. When needed, give supervision to other members of the church staff.
11. Serve as the primary staff adviser for the Committee On Committees and Teams, Constitution and Bylaws Committee, Finance Committee, Personnel Committee, Property and Maintenance Committee, and the Missions Committee.
12. Serve as a chairman of the church council or designate a chairman.
13. 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.

## 2. MINISTER OF WORSHIP/MUSIC

**Principle Function:** To give guidance, supervision, and promotion to the Music and Worship Ministry of First Baptist Church of Port Neches.

**Staff Relationships:** Shall work under the guidance and supervision of the Pastor, in cooperation with other staff members.

### **Responsibilities:**

#### **A. Music Ministry**

1. Lead the congregation in dynamic worship.
2. Assist the Pastor in planning worship services of the church with special attention to the selection of music.
3. Direct the planning, coordination, operation, and evaluation of a year round comprehensive music and worship ministry.
4. Coordinate the church music and worship ministry with the calendar and emphases of the church (so that the calendar accurately reflects and communicates the overall purpose and direction of the church.)
5. Direct or supervise special music including individual voice, ensembles, handbells and drama presentation. Develop appropriate age level music organizations including but not limited to Sanctuary Choir, Senior Adult Choirs, Orchestra, Youth Choir, and Children's Choirs.
6. Conduct Sanctuary Choir and related rehearsals.
7. Develop appropriate age level music organizations including but not limited to Sanctuary Choir, Senior Adult Choirs, Orchestra, Youth Choir, and Children's Choirs.
8. Maintain music library and materials; supervise the care and maintenance of the instruments or other equipment used in the music ministry.
9. Supervise the work of instrumentalists.
10. Help arrange music for weddings, funerals, and other church related ministry events as requested.
11. Enlist, train, and supervise leaders of the church music ministry.
12. Cooperate with the association and state leaders in promoting ministry.
13. Be the primary staff advisor for the Music and Flower Team and CELs (Christians enjoying living).
14. Work with Pro-presenter, Finale Music Notation Program or its Equivalent.
15. Direct the work of Media Interns and give direction to media ministry.
16. Direct the work of Sound System Technicians and coordinate maintenance of sound and lighting equipment with proper Team (s).
17. Lead the Music and Worship Team to strengthen the ministry of First Baptist Church of Port Neches.
18. Assist in the development and administration of the annual budget needs of the Music & Worship Team (so that the budget accurately reflects and communicates the overall purpose and direction of the church.)
19. Identify and develop potential leaders, volunteers and advisors to assist with diverse, changing music and worship needs in the local church.
20. Maintain compliance with First Baptist Church policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements
21. Develop, maintain, and consult the protective care regarding all workers and participants in all music ministry activities.

### Skill and Experience

1. In-depth understanding of a comprehensive field of knowledge, generally acquired through earned bachelor's degree in a related field. Master's degree preferred.
2. Ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings to include but not limited to clergy, laity, institutional staff/faculty, various Baptist organizations.
3. Proficient ability to plan, administer, and report budgets.
4. Ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
5. Proficient client management skills.
6. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
7. Excellent organizational skills; ability to multi-task.
8. Professionalism in the workplace to include professional and accurate communication with others.
9. Commitment to Christian principles and teachings both professionally and personally required, with an understanding and commitment to Baptist distinctives.

	SUN	MON	TUE	WED	THUR	FRI	SAT
Before Noon	4		2				
1:00-4:30		3					2
Before 9:00 pm	3	2		4			

### 3. MINISTER OF STUDENTS

**Principle Function:** Minister of Students - Grades 7-12 and College ages 19-25

**Staff Relationship:** Shall work under the guidance and supervision of the Pastor, in cooperation with other staff members.

**Responsibilities:**

1. Direct and promote the total Student Ministry (Grades 7-12 and College) of First Baptist Church through the participation of students in evangelism, discipleship, missions and church life.

Development of these priorities is expected to include but is not limited to the following strategies:

**\*a. Discipleship**

- i. Implement a *leadership development strategy* that includes all student grades 7-12 and College.
- ii. Implement an *enlistment strategy* for involving new students in all ministries
- iii. Implement a *worship strategy* that trains students in leading worship with opportunity to lead in worship
- iv. Implement a meaningful LifeGroup/ *Bible study strategy* that actively involves youth in learning

**\*b. Evangelism**

- 1) Strong evangelistic skills.
- 2) Implement a *sharing your faith strategy* that equips Christian students with the knowledge and training to reach the unsaved on their campus, giving them the opportunity to hear and respond to the gospel
- 3) Plan and conduct regular outreach efforts for prospects and absentees.
- 4) Identify needs of students parents and respond to those needs through ministry activities, seminars, etc.

**\*c. Missions**

- 1) Use an *involvement strategy* that leads students to be involved in Student Missions.
- 2) Implement an *experience strategy* that gives students opportunities to be involved in short term projects as well as ongoing local mission's experiences.
- 3) Use a *giving strategy* that teaches students the discipline of giving sacrificially to missions.

**\*d. Church Life**

- 1) Use a *church strategy* that leads students to be involved in First Baptist Church.
- 2) Coordinate with program organizational leaders to enlist workers for students ministry organizations.
- 3) Coordinate the creation of the annual students ministry and church family life ministries budget proposals; administer these budgets in accordance with church policy.
- 4) First Baptist Church of Port Neches Student Ministry is not designed to function as a counseling ministry. The Student Minister will not be involved in ongoing counseling with

students but will seek to encourage students to the proper professional channels for this service.

- (5) Develop, maintain, and consult the protective care regarding all workers and participants in all student ministry activities.
- (6) 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.

#### Required Skills/Experiences

- 1. Requires ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
- 2. Requires knowledge of and commitment to traditional Baptist distinctives.
- 3. Requires understanding of Scripture and theology and commitment to lifelong study and personal growth.
- 4. Ability to develop strong, consistent leadership among students.
- 5. Requires strong evangelistic skills.
- 6. Requires a recognizable word gift in speaking before a group or congregation.
- 7. Requires proficiency in interpersonal and conversational skills for sharing the message of Jesus Christ at any time in an appropriate manner fitting of the person, situation and time.
- 8. Requires excellent, professional written communication skills.
- 9. Requires ability to make effective, timely and appropriate decisions.
- 10. Requires excellent listening skills, interpersonal skills, and relationship building skills.
- 11. Requires excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
- 12. Requires ability to travel to various geographic locations and some overnight stays including weekends.
- 13. Requires professionalism in the workplace to include professional and accurate communication with others.
- 14. Requires ability to speak clearly and make self understood in face to face interactions; to articulate with accuracy on the telephone and through e-mail.
- 15. Requires ability to establish and maintain effective working relationships with staff, vendors, community partners, teams, organizations, etc.
- 16. Requires excellent organizational skills; ability to multi-task.
- 17. Requires commitment to Christian principles and teachings both professionally and personally.
- 18. Requires proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Excel, Access, Microsoft Outlook email, and internet skills; intermediate level skills required.
- 19. Requires ability to grasp, push, pull, carry or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination
- 20. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
- 21. Requires sufficient good health to properly discharge duties.
- 22. Maintain compliance with The First Baptist Church Port Neches employee policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- 23. Perform other duties as required.
- 24. Develop, maintain, and consult the protective care regarding all workers and participants in all student ministry activities.

	SUN	MON	TUE	WED	THUR	FRI	SAT
Before Noon	4.5	4	4	4	4	3	
1:00-4:30	2	3.5	3.5	3.5	3.5		
Before 9:00 pm	4	1	1	4.5	1		



#### 4. INTERIM ADMINISTRATIVE PASTOR

**Principle Function:** In the absence of a Senior Pastor, the Minister of Students has taken on the duties of the Interim Administrative Pastor. The current title is Minister of Students/Interim Administrative Pastor.

**Staff Relationship:** Shall work under the guidance and supervision of the Interim Senior Pastor, in cooperation with other staff members.

**Responsibilities:**

1. Pastor Care in coordination of Deacon and church leadership to respond to hospital visitation, emergency pastoral care response, and other related needs.
2. Coordination and staff leadership to: Property and Maintenance Committee, Janitorial Care and coordination of facilities, grounds, and maintenance.
3. Partnered attention with the Interim Senior Pastor regarding Finance Committee, Office Staff coordination, and consultation/consideration of congregational needs.
4. Serve as primary staff advisor to: Property and Maintenance Committee, Finance Committee and Missions Team.

## 5. MINISTER OF CHILDREN & PRETEENS

**Principle Function:** To give guidance, supervision, and promotion to the children and preteen ministries of the church.

**Staff Relationship:** Shall work under the guidance and supervision of the Pastor, in cooperation with other staff members.

**Responsibilities:**

1. Lead the church in planning, conducting and evaluating a comprehensive ministry of Christian education, primarily through LifeGroup, Discipleship Training, Vacation Bible School, Bible Drill, Bible Buddies, and Missions Organizations for children and preteens.
2. Direct the enlistment and training of children and preteen workers for the church ministry organizations.
3. Work with the ministry leaders to coordinate visitation for the children and preteen division and lead workers to visit prospects and absentees.
4. Communicate weekly with workers of children and preteen and LifeGroup workers.
5. Advise in the use of program materials, equipment, supplies, and space by children and preteens in the church ministries. Maintain adequate supplies, literature and materials.
6. Assist with planning and conducting special projects for children and preteen ministries such as retreats, camps, summer programs, Fall Festivals, etc.
7. Administer Extended Session Activities (i.e. revivals, event evangelism).
8. Prepare an annual budget for recommendation to the Finance Committee.
9. Serve as staff advisor of Children/Preteen Team which meets monthly (generally the second Wednesday of each month)
10. Work with other members of the church staff in coordinating their work with the total church ministry.
11. Enlist workers, obtain literature, & direct children's choir programs
12. Coordinate and enlist transportation for all off campus activities involving children's ministry.
13. Develop, maintain, and consult the protective care regarding all workers and participants in all children ministry activities.

**Part Time Minister of Children & PreTeen  
Ministry Service Report**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Church				Church Off campus prep		
		Off campus ministry				
	Off campus ministry Church		Off campus prep Church			
Church		Church				
				Off campus ministry		
6.5 hrs	3 hrs	3 hrs	5 hrs	4 hrs		
						21.5

**Employee Signature** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_

## 6. INTERIM LADIES BIBLE STUDY COORDINATOR

**Principle Function:** In the absence of a Senior Pastor, the Part-time Minister of Children and Preteens has taken on the duties of the Interim Ladies Bible Study Coordinator.

**Staff Relationship:** Shall work under the guidance and supervision of the Interim Senior Pastor, in cooperation with other staff members.

**Responsibilities:** This job involves leading, organizing, and facilitating ladies bible study.

1. Prayerfully choose curriculum for 2 bible study sessions per year (fall and spring).
2. Responsible for room set up (filling out proper paperwork, checking to see set up is complete, setting up if necessary, doors unlocked, AC/heat on)
3. Purchasing and distributing curriculum.
4. Scheduling bible study dates based on church calendar and room availability.
5. Recruit facilitators when necessary
6. Communicate with volunteer facilitators on a regular basis
7. Provide other resources necessary as required by curriculum
8. Publicity of bible study through church communications & social media
9. Coordinate with Preschool Minister to provide childcare

## 7. MINISTER OF PRESCHOOL

**Principle Function:** To give guidance, supervision, and promotion to the preschool ministries of the church.

**Staff Relationship:** Shall work under the guidance and supervision of the Pastor, in cooperation with other staff members.

**Responsibilities:**

1. Lead the church in planning, conducting and evaluating a comprehensive ministry of Christian education, primarily through LifeGroup, Discipleship Training, and Missions Organizations, for preschool.
2. Direct the enlistment and training of preschool workers for the church ministry organizations.
3. Work with the ministry leaders to coordinate visitation for the preschool division and lead workers to visit prospects and absentees.
4. Advise in the use of program materials, equipment, supplies, and space by preschool in the church ministries.
5. Communicate weekly with preschool workers.
6. Assist with planning and conducting projects for preschool ministries.
7. Administer Extended Session Activities through the Preschool Team.
8. Administer the Mother's Day Out program.
9. Prepare an annual budget for recommendation to the Finance Committee.
10. Work with the Preschool Team.
11. Enlist and hire paid childcare workers as needed.
12. Supervise paid childcare workers.
13. Maintain adequate supplies and literature.
14. Develop and calendar a full program of activities for the preschool ministry.
15. Work with other members of the church staff in coordinating their work with the total church ministry.
16. Develop, maintain, and consult the protective care regarding all workers and participants in all preschool ministry activities.

***Part Time Minister of Preschool******Ministry Service Report***

Sunday	Monday	Tuesday	Wednesday	Thursday	Fri.	Sat.
In the Office		off campus prep/ ministry		off campus prep/ ministry		
	In the Office		In the Office			
In the Office						
5	3	4.5	4	4.5		

22 hrs

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

## 8. MOTHERS' DAY OUT DIRECTOR

**Principle Function:** The Mother's Day Out Director ministers to the needs of children. She is responsible for providing a secure environment where children can see and feel God's love.

**Staff Relationship:** Shall work under the guidance and supervision of the Part-time Minister of Preschool, in cooperation with other staff members.

**Responsibilities:**

1. Works directly under the supervision and guidance of the Minister of Preschool.
2. Attend monthly Preschool Team meetings (as needed).
3. Secure adequate amount of paid teachers and substitutes for the Mother's Day Out program.
4. Supervise the paid teachers, coordinates their work schedule, maintains a record of hours worked, calculates wages earned and turns in a monthly summary sheet to the Minister of Preschool.
5. Shall see that all church Preschool Policies and Procedures are maintained and followed.
6. Shall see that the Mother's Day Out is a quality Bible based program.
7. Coordinate with other church ministries as needed.
8. Is responsible for maintaining maximum program enrollment, handling inquiries about the program, and corresponding with parents of children enrolled in program.
9. Be an active participating member of First Baptist Church, Port Neches.
10. Attend weekly Staff meetings as requested.
11. Develop, maintain, and consult the protective care regarding all workers and participants in all Mother's Day Out activities.

## 9. PASTOR'S MINISTRY ASSISTANT

**Principle Function:** To perform secretarial duties related to the Pastor's ministries.

**Staff Relationship:** The Pastor's Ministry Assistant is responsible to the church through the Pastor, for performance of ministerial assistant duties.

**Responsibilities:**

1. Does all typing for the Pastor including letters of correspondence, outlines, list of persons for special activities, or promotion of a project.
  2. Answer phone, and place calls for the Pastor as requested.
  3. Prepare order of worship bulletin for Sunday worship services and/or other special worship services. Run off needed copies of Sunday order of worship, then count out for LifeGroup departments.
  4. Prepare and mail cards to newcomers and cards of appreciation to visitors.
  5. Separate visitor's information, reservations for Wednesday night meal, and prayer requests.
    - a. give visitors slips to staff
    - b. type up list of reservations for Wednesday night meal
    - c. update staff on prayer request and place requests in prayer room
  6. Prepare prayer/song sheet for Wednesday night "Prime Time".
  7. Work with Pastor on special projects and special teams, including special typing or preparation of booklets and promotional items.
  8. Process cd's from worship services (copy/upload to website for radio programmer, after processed from programmer, upload to church website, place original cd in library).
  9. Keep church calendar and website up-to-date. Type up church calendar for congregation.
  10. Serve the congregation as church clerk, requesting and granting letters, update membership records on computer and rolodex cards, prepare minutes for business meeting, keep record of minutes/decision and organizational reports and type minutes from deacons meeting or obtain from deacon secretary and keep copies of minutes for deacons record book.
  11. Send memorial acknowledgements to contributors and those receiving memorials. Keep records of scholarship contributors to provide to scholarship committees.
  12. Type hospital cards and email/update staff on those in hospital/rehabilitation. Work with prayer team.
  13. Make up new member notebooks to be delivered by LifeGroup departments. Keep new member/decision board up to date.
  14. Keep master membership records up-to-date including teams, deacons, surveys, homecare, and widow(er) members.
  15. Annually complete and mail the Annual Church Profile to the Golden Triangle Baptist Network.
  16. Perform all other duties as may be assigned by Pastor.
  17. Attend meetings as requested by staff.
  18. Demonstrate thoroughness, reliability, and a high degree of accuracy in performing work assigned.
  19. Work cooperatively with others and maintains a positive attitude in the work environment.
- Sun (attend worship services for any decisions made as church clerk)

	SUN	MON	TUE	WED	THUR	FRI	SAT
Before Noon		4	4	4	4	4	
1:00-4:30		3	3	3	3	3	
Before 9:00 pm							



## 10. RECORDS AND FINANCIAL MINISTRY ASSISTANT

**Principle Function:** Responsible for maintaining the church financial and organizational records, preparing periodic reports, and writing of checks as authorized.

**Staff Relationship:** The Records and Financial Ministry Assistant is responsible to the church, through the Minister of Christian Education or Pastor for performance of the ministry duties.

### Responsibilities:

1. Supervise the counting and depositing of all church offerings and other receipts.
2. Post receipts and disbursement of all accounts according to financial system.
3. Supervise the posting of weekly offerings to individual accounts.
4. Prepare bank reconciliation statements monthly.
5. Prepare financial reports for Finance Committee and Church Ministry Conference. Prepare weekly, monthly, and annual financial reports upon request.
6. Check all invoices and obtain approval before payment. Credit to proper budget items.
7. Maintain file of invoices, correspondence, and reports.
8. Prepare and issue checks for all regular budget items and confer with Minister of Christian Education or Pastor about payment of special items.
9. Keep the staff and Treasurer informed about the budget expenditures and receipts.
10. Maintain records for all special offerings and designated accounts.
11. Assign envelope numbers to new LifeGroup members and Church members.
12. Compute by-weekly time cards of hourly paid workers and issue checks or transmit payroll through designated bank. Issue compensation checks for other workers or transmit through designated bank.
13. Oversee the sending of contribution statements to members quarterly.
14. Maintain and keep up-to-date all LifeGroup records, enroll new LifeGroup members.
15. Post LifeGroup attendance records in Church program.
16. Provide weekly LifeGroup summary reports.
17. Assist ministry assistants in answering the phone when necessary and help with extra work around the office if caught up on regular work.
18. Maintain and send monthly envelope list via computer e-mail to Baptist Envelope Service.
19. Post mail and go to post office daily and as needed for mailouts.
20. Attend meetings as requested by staff.
21. Demonstrate thoroughness, reliability, and a high degree of accuracy in performing work assigned.
22. Work cooperatively with others and maintains a positive attitude in the work environment.
23. Order items for office and Ministers.
24. Help Ministers with special events.

	SUN	MON	TUE	WED	THUR	FRI	SAT
Before Noon		4	4	4	4	4	
1:00-4:30		3	3	3	3	3	
Before 9:00 pm							

## 11. PUBLICATIONS/MUSIC/OUTREACH MINISTRY ASSISTANT

**Principle Function:** To perform ministry assistant duties related to Publications, Minister of Worship/Music and work and assist in the implementation and maintenance of the church's outreach strategy and ministries.

**Staff Relationship:** Publications/Music/Outreach Ministry Assistant is responsible to the church, through the age group Ministers, Minister of Worship/Music and Pastor for performance of ministry assistant duties.

Job will require working up to 22 hours each week.

### Responsibilities:

1. Maintain all materials and equipment necessary for the program or any other visitation/outreach programs we may schedule.
2. Maintain the master and all working files by receiving and keeping all prospects' and members' information up-to-date.
3. Prepare and assign visitation cards to the appropriate LifeGroup.
4. Set up, prepare and pick up all outreach materials and equipment necessary for church's outreach program and other scheduled group visitations.
5. Distribute up-to-date outreach information in time for weekly leadership meetings.
6. Assist in the ongoing discovery of prospects.
7. Coordinate with staff members and LifeGroup leadership the outreach program.
8. Post weekly offerings to individual accounts.
9. Prepare and oversee monthly edition of the "Vision", from assembly of selected information through final preparation and mailing.
10. Order literature and supplies as necessary to Music Minister through requested points of supply. Enter all new music into music program and make and label individual pieces or books.
11. Assist Minister of Worship/Music in their preparation through typing, mailings and publicity.
12. Answer telephones on assigned days. Tue. - Thurs.)
13. Upon request answer phone and place calls for Minister of Worship/Music.
14. Assist all organizations of the church with needed typing, mailing, or publicity.
15. Demonstrate thoroughness, reliability, and a high degree of accuracy in performing work assigned.
16. Work cooperatively with others and maintains a positive attitude in the work environment.
17. Attend meetings as requested by staff.
18. Empty Music Folders from Sunday Choir and return music to files.
20. Run weekly choir rolls and post attendance.
21. Do mailings for Student Ministry.
22. Maintain the records and ordering of the Memory Gardens Plaques.
23. Pull weekly music, copy and make accompanist books for Wednesday practice and Sunday worship.
24. Do Postcards for LifeGroups as requested.

	SUN	MON	TUE	WED	THUR	FRI	SAT
Before Noon		2.5	2.5	2.5	2.5		
1:00-4:30		3	3	3	3		
Before 9:00 pm							

## 12. CHURCH PIANIST

**Title:** Church Pianist

**Accountability:** Minister of Music

**Employment:** Part-time

**Principle Function:** The pianist is responsible to the minister of music for serving as an instrumentalist for the church and assisting in the music ministry.

**Responsibilities:**

1. Plays for and assists minister of music with Wednesday night rehearsals.
2. Plays piano for Sunday morning, Sunday evening and Wednesday evening services.
3. Play for weddings and funerals as requested and approved by the minister of music.
4. Consult with minister of music to improve the overall effectiveness of music used in worship services.

### 13. CHURCH ORGANIST

**Title:** Church Organist

**Accountability:** Minister of Music

**Employment:** Part-time

**Principle Function:** The organist is responsible to the minister of music for serving as an instrumentalist for the church and assisting in the music ministry.

**Responsibilities:**

1. Assists minister of music with Wednesday night rehearsals.
2. Plays organ for Sunday morning and Sunday evening services.
3. Play for weddings and funerals as requested and approved by the minister of music.
4. Consult with minister of music to improve the overall effectiveness of music used in worship services.

## 14. ORCHESTRA ASSISTANT

**Title:** Orchestra Assistant

**Accountability:** Minister of Music

**Employment:** Part-time

**Principle Function:** The orchestra assistant is responsible to the minister of music for serving as an instrumentalist for the church and assisting in the music ministry.

### **Responsibilities:**

The orchestra assistant is primarily responsible for the preparation of printed music for the members of the orchestra.

- \* Make sure that music selected for Sunday morning worship is copied and set out for orchestra members in time for Wednesday night orchestra rehearsal.
- \* Pull and copy parts for any orchestrations needed to accompany choir anthems or to provide offertory music.
  - \* Create orchestrations for choir anthems when those orchestrations cannot be purchased.
  - \* Transpose orchestra music as needed.
  - \* Conduct rehearsals in the absence of the minister of music.

## 15. WORSHIP SOUND & MEDIA ASSOCIATE

**Title:** Worship Sound & Media Associate

**Accountability:** Minister of Music

**Employment:** Part-time

**Principle Function:** The worship sound and media associate is responsible to the minister of music for the weekly preparation of worship slides and for operating the sound system during Sunday morning and Sunday evening services.

### **Responsibilities:**

1. Prepare slides for Sunday morning and Sunday evening worship services each week.
2. Secure someone to advance the worship slides for Sunday morning and Sunday evening services each week.
3. Prepare and arrange microphones for the services each week.
4. Work with the minister of music, soloists, ensembles, instrumentalists, etc to adequately prepare the sound prior to the beginning of each service.
5. Operate the sound during Sunday morning and Sunday evening services.
6. Report any issues or problems with our sound equipment to the minister of music.

## **B. SABBATICAL PLANS**

Sabbatical plans must be presented in writing by the Senior Pastor to the Personnel Committee outlining how the sabbatical absence will be used.

Other pastoral staff shall first present a written request to the senior pastor following the same guidelines. The request shall then be presented to the Personnel Committee for final approval.

The proposal should include the following:

- type of ministry-related activity planned for sabbatical;
- other plans for physical rest, personal recreation, family responsibilities, intellectual stimulation, and spiritual renewal;
- strategy for coverage during the sabbatical;
- commitment by the minister for continued service at First Baptist Church.

A written report shall be presented to the Personnel Committee at the conclusion of the sabbatical. It should include how the time was invested and what benefits will be realized at First Baptist Church going forward.

**C. VACATION REQUEST**

-----  
**First Baptist Church Port Neches**  
1900 Magnolia  
P.O. Box 36  
Port Neches, TX 77651

<b>Date:</b>	<b>Approved Supervisor:</b>	<b>Yes</b>	<b>No</b>
<b>Name:</b> Keyla Poss	<b>Start Date:</b>		
<b>Department:</b>	<b>End Date:</b>		
<b>I am requesting the following dates for my vacation: (Please list date as start of pay week and ending date. Only one week may be requested on a form. An additional form is needed for each additional vacation request.)</b>			
<b>Supervisor Signature:</b>	<b>Date:</b>		
<b>I understand that until my Supervisor signs this form, my vacation request is not approved.</b>			

\_\_\_\_\_  
**Employee/Minister Signature**  
Copies to Employee and Employer File

\_\_\_\_\_  
**Date**



**D. ABSENTEE FORM**

**First Baptist Church Port Neches  
Employee Absentee Form  
Called Staff Absentee Form**

**Name** \_\_\_\_\_

**Date(s) Gone** \_\_\_\_\_

**Reason for Absence**

Vacation \_\_\_\_\_

Conference \_\_\_\_\_

Sick Leave \_\_\_\_\_

Personal Business Day \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee's Signature** \_\_\_\_\_

<p style="text-align: center;"><b>Office Use Only</b></p> <p><u>Approved:</u></p>
---

**E. WEEKLY TIME SHEET**

**WEEKLY TIME SHEET**

NAME OF EMPLOYEE \_\_\_\_\_ FOR WEEK ENDING \_\_\_\_\_

Day of Week	Morning		Afternoon		Overtime		For Office Use Only	
	In	Out	In	Out	In	Out	Regular Hours	Overtime Hours
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
TOTALS								

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

**F. ACCOMPANIST TIME SHEET****First Baptist Church Accompanist's Time Sheet**

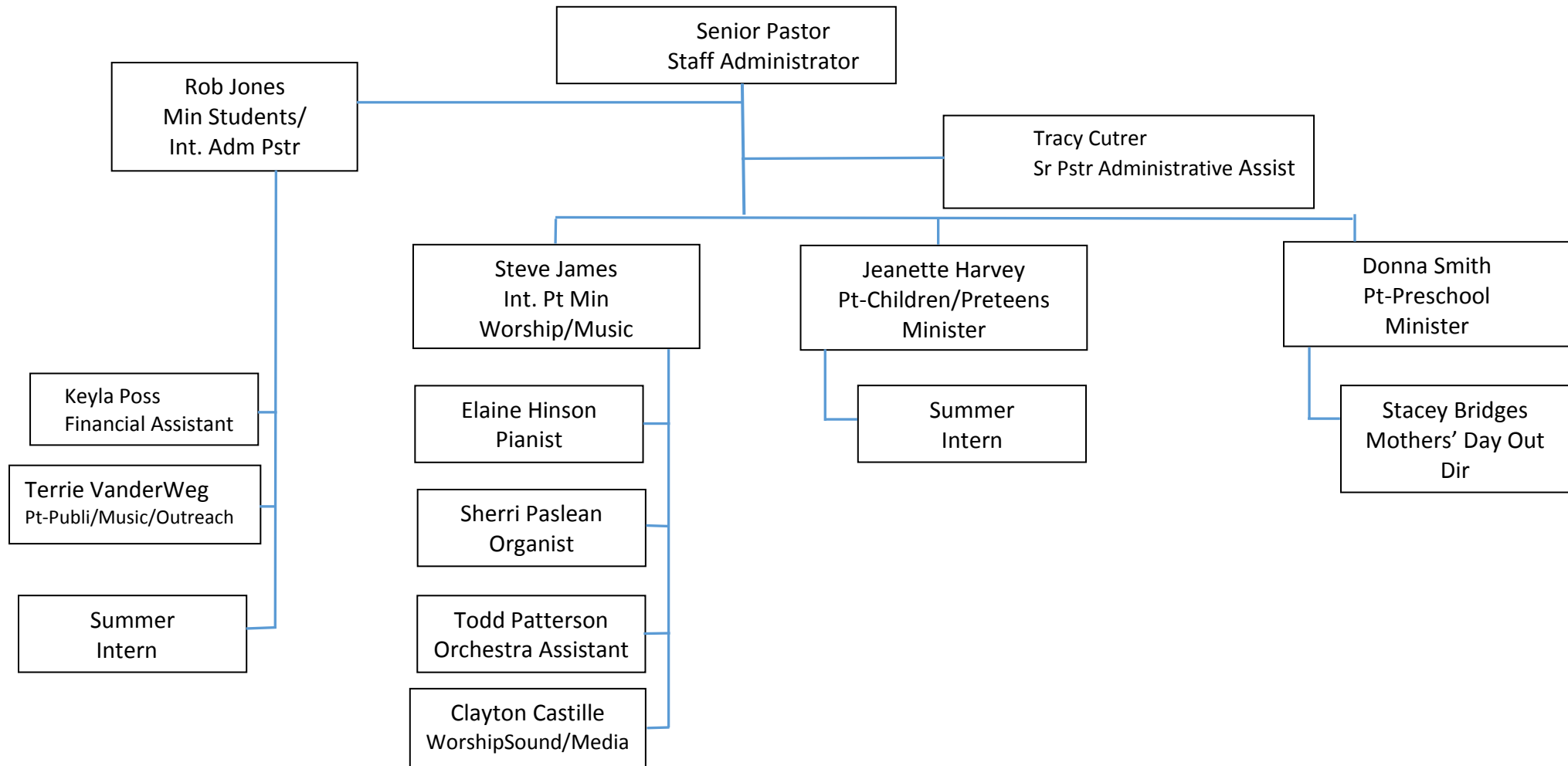
Date	Service	Piano I	Piano II	Organ
Dec. 3, 2017	AM			
	PM			
Dec. 10, 2017	AM			
	PM			
Dec. 17, 2017	AM			
	PM			
Dec. 24, 2017	AM			
	PM			
Dec. 31, 2017	AM			
	PM			
Supervisor Signature		Employee Signature	Employee Signature	Employee Signature

**G. TRAVEL ADVANCE AND EXPENSE REPORT**

**FBC Port Neches**  
**Travel Advance and Expense Report**

Name _____		Location _____		Today's Date <u>10/17/16</u>	
Name of Event: _____		Workshop Location _____			
Departure Date _____		Time: _____		Return Date: _____	
				Time _____	

<p><b>This form must be received in the business office seven (7) working days prior to departure or all expenses will be paid on a reimbursement basis.</b></p> <p style="text-align: center;"><b>Estimated Expenditures</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4">No. of Employees/Sponsors</td> </tr> <tr> <td>Breakfast</td> <td style="text-align: center;">0</td> <td>@ \$12.00 each</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Lunch</td> <td style="text-align: center;">0</td> <td>@ \$14.00 each</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Dinner</td> <td style="text-align: center;">0</td> <td>@ \$20.00 each</td> <td style="text-align: right;">\$0.00</td> </tr> </table> <p>No. of Students Traveling <u>0</u></p> <p>No. of Student Meals <u>0</u> @ \$7 each <span style="float: right;">\$0.00</span></p> <p>Gas/Parking <u>0</u></p> <p>Hotel <u>0</u> Nights @ <u>\$0.00</u> each <span style="float: right;">\$0.00</span></p> <p>Number of Rooms _____</p> <p>Hotel Name _____</p> <p>Hotel Address _____</p> <p><input type="checkbox"/> Check to Employee</p> <p><b>Total Advanced to Employee</b> <u>\$0.00</u></p> <p>Registration/Entry Fees <u>\$0.00</u> Due by _____</p> <p>To: _____</p> <p style="padding-left: 20px;">(Attach a copy of registration information)</p> <p><input type="checkbox"/> Send to Employee <input type="checkbox"/> Send to Vendor</p> <p>Account(s):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;">Amount</td> </tr> <tr> <td></td> <td style="text-align: center;">Amount</td> </tr> </table> <p>Employee's signature _____ Date _____</p> <p>Supervisor's Approval _____ Date _____</p> <p>Business Manager Approval _____ Date _____</p>	No. of Employees/Sponsors				Breakfast	0	@ \$12.00 each	\$0.00	Lunch	0	@ \$14.00 each	\$0.00	Dinner	0	@ \$20.00 each	\$0.00		Amount		Amount	<p style="text-align: center;"><b>Actual Expenditures</b></p> <p>Departure Date _____ Return Date _____</p> <p>Departure Time _____ Return Time _____</p> <p>Meals (employee) \$ _____</p> <p>Meals (accompanying) (Attach Receipts) \$ _____</p> <p>Actual No. in Travel Group _____</p> <p>Hotel: _____ Nights (Attach Receipts) \$ _____</p> <p>Actual Miles _____ @ .56 <span style="float: right;">\$ _____</span></p> <p>Other Expenses (List and Attach Receipts)</p> <p>Gas/Parking (receipts required) \$ _____</p> <p>Registration/Entry Fees (Attach Receipts) \$ _____</p> <p><b>TOTAL EXPENSES</b> <span style="float: right;"><b>\$ _____</b></span></p> <p>Less Advanced Payments <span style="float: right;">\$ _____</span></p> <p>Refunded to Employee <span style="float: right;">\$ _____</span></p> <p><b>Check #</b> _____</p> <p>Refunded to District <span style="float: right;">\$ _____</span></p> <p><b>Receipt #</b> _____</p> <p style="text-align: center;"><b>SETTLEMENT COPY MUST BE IN THE BUSINESS OFFICE 15 WORKING DAYS AFTER THE TRIP</b></p> <p style="text-align: center;"><b>Employee certifies that all expenditures are work-related and that they are allowed by FBCPN Administrative Policies.</b></p> <p>Employee's Signature _____ Date _____</p> <p>Supervisor's Signature _____ Date _____</p> <p>Business Manager Approval _____ Date _____</p>
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**H: FBC PORT NECHES ORGANIZATIONAL CHART**

## **I. ADDITIONAL PERSONNEL COMMITTEE SEVERANCE CONSIDERATION FOR FULLTIME MINISTERIAL EMPLOYEES**

### **Example SEVERANCE AGREEMENT AND GENERAL RELEASE OF ALL CLAIMS**

This Agreement is made between \_\_\_\_\_ (hereinafter generally referred to as "Minister") and First Baptist Church, Port Neches, Texas on behalf of itself and its agents, employees and any persons related to or acting on behalf of the First Baptist Church, Port Neches, Texas (hereinafter generally referred to as "Church").

It is recognized herein that Minister's employment with Church has terminated or will terminate effective (the "Termination Date"), and that the Church wishes to provide certain separation benefits to Minister to aid in Minister's transition to other employment in exchange for this release.

The Church shall pay Minister weekly for thirty (30) days, with final payment taking place on (the "Termination Date" plus 30 days), Minister's full regular weekly base salary, along with associated regular withholdings and benefits contingent upon the following terms: Minister's conduct is such as to not cause harm or dissension to the Church body as discerned by the Senior Pastor and Personnel Committee.

Minister agrees to keep confidential those things that were considered confidential while working as a member of the Church staff as discerned by the Senior Pastor and Personnel Committee.

Minister agrees to help with the transference of information pertaining to Minister's job responsibilities and outstanding job activities so as to ensure a smooth transition to the new or interim Minister.

Minister agrees to provide transitional services as requested by the Senior Pastor in order to assist new or interim replacement.

Minister's behavior toward or concerning the Church or any Church sponsored activities are deemed appropriate as discerned by the Senior Pastor and Personnel Committee. Church shall pay for Minister's benefits for thirty (30) Days following the Termination Date.

Minister shall promptly return all Church property provided to Minister or in Minister's possession or control. In the event Minister fails to return Church property in accordance with the terms of this Agreement, Church shall have the right to offset against payments or benefits owing to Minister hereunder the replacement value of any and all such unreturned property.

All required and authorized payroll deductions will be withheld from the amounts to be paid to Minister under this Agreement. Minister will be paid for unused earned vacation.

All unreimbursed travel and business expenses to which Minister is entitled to reimbursement as of the Termination Date will be promptly paid to Minister after submission of expense reports in accordance with standard Church policy.

Minister and the Church desire to settle fully and finally any existing or potential differences between them including, without limitation, all tort, contractual, discrimination, statutory and common law claims related in any way to Minister's employment and/or the termination of employment with the Church.

In exchange for the above promises and agreements, including the Church's retention of Minister as a Minister until the Termination Date, Minister personally and for Minister's heirs, legal representatives, estates and successors in interest does hereby completely release and forever discharge the Church, its officers, directors, agents, Ministers, attorneys, successors and assigns (collectively, "Released Parties") from any and all claims, rights, demands, actions, obligations, liabilities, and causes of action of any and every kind, nature and character whatsoever, whether known or unknown, whether based on a tort, contract, statute, or any other theory of recovery, and whether for compensatory or punitive damages which Minister may now have, has ever had, or may in the future have, arising or in any way connected with Minister's employment with the Church, or the manner in which that employment terminated, including without limitation all wrongful discharge actions; all actions arising under the Americans with Disabilities Act, the Age Discrimination in Employment Act (if applicable), Title VII of the Civil Rights Act of 1991, or any other federal or state statute which may be held applicable; all actions for breach of contract or the covenant of good faith and fair dealing; all tort claims; and any and all claims for compensation, wages, bonuses, severance pay, commissions, vacation pay, or reimbursement for expenses, attorneys' fees and costs, except for claims for workers' compensation insurance benefits under the terms of any workers' compensation insurance policy or fund, unemployment or any unemployment or state disability insurance benefits pursuant to the terms of applicable state law, and continued participation in certain of the Company's group benefit plans pursuant to the federal law known as COBRA.

Minister understands and hereby agrees that by signing this Agreement and by accepting the payment described above, Minister gives up any and all rights Minister may have to file any claim or action which Minister may now have, has ever had, or may in the future have, with respect to any matter pertaining to or arising from Minister's employment or termination of employment with the Church.

Minister represents that Minister does not have pending against Church or any employee, agent, official, or director of Church any claim, charge, or action in or within any federal, state, or local court or administrative agency. Minister agrees, to the extent necessary to

effectuate the provisions of this Agreement, within ten (10) days after the execution of this Agreement, to cause to be dismissed, withdrawn or discontinued all complaints or proceedings instituted by Minister against Church with any state or federal administrative agency or judicial body, with copies of relevant documents delivered to Church within the same time period. Minister also agrees not to initiate, assist, support, join, participate in, encourage, or actively cooperate in the pursuit of any employment-related legal claims against Church or its employees or agents, whether the claims are brought on Minister's own behalf or on behalf of any other person or entity. Nothing in this agreement will preclude Minister from testifying truthfully in any legal proceeding pursuant to subpoena or other legal process.

It is understood and agreed that this is a compromise settlement of a disputed claim or potential disputed claims, and that the furnishing of the consideration for this Severance Agreement and General Release of All Claims shall not be deemed or construed as an admission of any wrongdoing, deficiency, liability or responsibility at any time for any purpose.

Minister agrees to hereby waive any alleged right to employment or re-employment with the Church.

Minister and Church both agree that now and forever they will keep the terms and monetary severance amount of the Agreement completely confidential, and that they will not disclose such to any other person or indirectly.

As an exception to the foregoing, and the only exception, the parties may disclose the terms and monetary amount of this Agreement to their attorneys, tax advisors, accountants and immediate family members (defined as and limited to parents, spouse, siblings and children) who shall be advised of its confidentiality.

Notwithstanding the foregoing, the parties may make such disclosures of the terms and monetary amount of the Agreement as are required by law or as necessary for legitimate enforcement or compliance purposes.

Minister further agrees that Minister shall not disparage this Church or its agents, employees, attorneys, and any persons related to or acting on behalf of the Church. Minister shall be responsible and liable for any damages caused by any such disparagement. Mutuality of this agreement is to be held by the Church.

The parties agree that any dispute of any kind whatsoever arising from the subject matter of this Agreement, including claims regarding this Agreement, shall be resolved under the following procedures:

The party claiming to be aggrieved shall furnish to the other party, within thirty (30) days of the disputed action, a written statement of the grievance identifying any witnesses or



documents that support the grievance and the relief requested or proposed. Minister is required to furnish the written statement of grievance to the Church at address.

Each party agrees and assumes the risk that any fact with respect to any matter covered in this Agreement may hereafter be found to be other than or different from the facts it believes at the time of this Agreement to be true, and agrees that this Agreement shall be and will remain effective notwithstanding any such difference in fact.

Should any provision of this Agreement be declared or be determined by any court to be illegal or invalid, the validity of the remaining parts or provisions shall not be effected thereby and said illegal or invalid part, term or provision(s) shall be deemed not to be a part of this Agreement.

This Severance Agreement and General Release of All Claims incorporates the entire understanding among the parties, and recites the sole consideration for the promises exchanged herein and supersedes and cancels any prior or contemporaneous written or oral agreements.

In reaching this Agreement, no party has relied upon any representation or promise except those expressly set forth herein. This Agreement shall in all cases be interpreted in accordance with its fair meaning, and not strictly for or against either party hereto. This Agreement will be governed by and construed in accordance with Texas law.

Minister understands and agrees that Minister:

Has carefully read and fully understands all of the provisions of this Agreement;

Is, through this Agreement, releasing Church from any and all claims Minister may have against the church;

Knowingly and voluntarily agrees to all of the terms set forth in this Agreement;

Knowingly and voluntarily intends to be legally bound by the same.

Minister further acknowledges that:

Minister has not been coerced in any manner into signing this agreement and of their own free will executed it.

Minister has seven (7) days after the execution of this Agreement within which Minister may revoke this Agreement;

In order to revoke this Agreement, Minister must deliver to the Church's office on or before seven (7) days after the execution of this Agreement, a letter stating that Minister is revoking this Agreement; and

That this Agreement shall not become effective or enforceable until after the expiration of seven (7) days following the date Minister executes this Agreement (the "Effective Date").

_____	_____
Minister Signature	Date

(Sr. Pastor) \_\_\_\_\_

Date: \_\_\_\_\_

(Personnel Committee Chair) \_\_\_\_\_

Date: \_\_\_\_\_

(Finance Committee Chair) \_\_\_\_\_

Date: \_\_\_\_\_

(Deacon Chair) \_\_\_\_\_

Date: \_\_\_\_\_

## FURTHER CONSIDERATIONS OF SEVERANCE

1. Why pay a severance?
  - a. Frequently a minister cannot achieve a call to another ministerial position at will. The congregational process takes months. There is not quick application and ready hire in Baptist ministerial services.
  - b. Most ministers have been educated and trained for service as a minister. Secular employment training, skills, and experience are lacking or have been so long ago there is little chance to achieve employment that can handle even the basic financial obligations a minister must face.
  - c. Some secular employers will not consider a minister for fear that the minister will be a distraction to the workflow, being much too occupied regarding the fellow employees' spiritual conditions over the daily tasks of employment.
  - d. All of this leads to a much slower entry into employment when unanticipated dismissal or termination occurs for a minister.
2. Appropriate regard for prior service?
  - a. Given a basic severance of 30 days, in some situations with besetting circumstances (long tenure with the church; family size or obligations; lack of potential for spousal employment; medical conditions; etc.) it may prove more justified to provide a more extended severance.
  - b. Often a previously effective minister will be granted severance with one month of pay and benefits for every year served to a maximum of 3 months. Caution should be taken in granting such considerations. Care should be given to calculate the financial burden falling upon the church to sustain such support to the departed minister while also assuming the concurrent cost of the replacement.
3. The provision of severance is not a requirement, but an action of care by the church to provide for the well-being of the minister and/or his/her family. It would seem incumbent to the minister that when employment is secured so that the potential harm is lessened, the minister should be called upon to cease the support intended by the severance and thus relieve the cost to the church.
4. If the minister is housed in church owned property a date certain for the departure from the property and a clearly stated condition of the property upon departure should be stated in the severance package.

## J. 20 PT EVALUATION SYSTEM

A numerical rank yields an overall assessment as the result of the extensive evaluation of 20 factors evaluating the employee's behaviors in the workplace. (59 or less "Unsatisfactory"; 60 - 69 "Needs Improvement"; 70-79 "Satisfactory"; 80-89 "Very Good"; 90-100 "Outstanding.")

<b>1. Accuracy – the correctness of work duties performed</b>	
Comments:	.5 – 1 Accuracy of work is unsatisfactory
	1.5 – 2 Careless; makes recurrent errors. Substandard accuracy
	2.5 – 3 Usually accurate; makes only average number of mistakes
	3.5 – 4 Requires little supervision; is exact and precise most of the time.
	4.5 – 5 Requires absolute minimum of supervision; is most always accurate.
<b>2. Alertness – the ability to grasp instructions, to meet changing conditions and to solve novel and problem situations</b>	
Comments:	.5 – 1 Slow to grasp instructions and learn new jobs.
	1.5 – 2 Requires more than average instructions and explanations.
	2.5 – 3 Grasps instructions with average ability.
	3.5 – 4 Usually quick to understand instructions and learn new jobs.
	4.5 – 5 Exceptionally able to learn new jobs and adapt to new situations.
<b>3. Attainment - actual accomplishment of assigned tasks</b>	
Comments:	.5 – 1 Definitely unsatisfactory.
	1.5 – 2 Substandard but making progress.
	2.5 – 3 Doing an average job.
	3.5 – 4 Definitely above average.
	4.5 – 5 Outstanding.
<b>4. Attendance - faithfulness in coming to work daily and conforming to work hours</b>	
Comments:	.5 – 1 Often absent without sufficient reason and/or frequently reports for work late.
	1.5 – 2 Below standard in attendance and/or reporting for work on time.
	2.5 – 3 Present and on time as expected.
	3.5 – 4 Very prompt; regular in attendance
	4.5 – 5 Always regular and prompt; available for overtime when needed.
<b>5. Attitude – the feelings or emotions displayed toward the job and fellow employees.</b>	
Comments:	.5 – 1 Unsatisfactory attitude for the job.
	1.5 – 2 Frequently displays a poor attitude.
	2.5 – 3 Generally acceptable attitude.
	3.5 – 4 Very good attitude; nice to be around.
	4.5 – 5 Excellent attitude.

<b>6. Confidentiality – the ability to be entrusted with confidences.</b>	
Comments:	.5 – 1 Gossiper, quick to reveal confidences.
	1.5 – 2 Needs reminding to hold confidences.
	2.5 – 3 Fairly reliable with confidences.
	3.5 – 4 Can be trusted with most confidences.
	4.5 – 5 Holds statements in the strictest confidences.
<b>7. Cooperation – the ability to work with others.</b>	
Comments:	.5 – 1 Uncooperative; hard to work with.
	1.5 – 2 Sometimes resents helping out or being helped
	2.5 – 3 Usually willing to help or receive help.
	3.5 – 4 Always available and willing to help or be helped.
	Excellent cooperation with others.
<b>8. Courtesy – the polite attention an individual gives other people.</b>	
Comments:	.5 – 1 Blunt; discourteous antagonistic.
	1.5 – 2 Sometimes discourteous.
	2.5 – 3 Agreeable and pleasant.
	3.5 – 4 Always very polite and pleasant.
	4.5 – 5 Inspiring to others in being courteous and very pleasant.
<b>9. Creativity – the talent for having new ideas, for finding new and better ways of doing things and for being imaginative.</b>	
Comments:	.5 – 1 Rarely has a new idea; is unimaginative.
	1.5 – 2 Occasionally comes up with a new idea.
	2.5 – 3 Has average imagination; has reasonable number of new ideas.
	3.5 – 4 Frequently suggests better ways of doing things; is very imaginative.
	4.5 – 5 Continually seeks new and better ways of doing things; is extremely imaginative.
<b>10. Dedication – the degree of devotion one has for the job or ministry.</b>	
Comments:	.5 – 1 Very little dedication.
	1.5 – 2 Sometimes questionable.
	2.5 – 3 Satisfactory, no cause for questioning.
	3.5 – 4 Sets a high example to follow.
	4.5 – 5 Total devotion to the task.

<b>11. Dependability – the ability to do required jobs well with a minimum of supervision.</b>	
Comments:	.5 – 1 Requires close supervision; is unreliable.
	1.5 – 2 Sometimes requires prompting.
	2.5 – 3 Usually takes care of necessary tasks and completes with reasonable promptness.
	3.5 – 4 Requires little supervision; is reliable.
	4.5 – 5 Requires absolute minimum of supervision.
<b>12. Drive – the desire to attain goals, to achieve.</b>	
Comments:	.5 – 1 Has poorly defined goals and acts without purpose; puts forth practically no effort.
	1.5 – 2 Sets goals too low; puts forth little effort to achieve.
	2.5 – 3 Has average goals and usually puts forth effort to reach these.
	3.5 – 4 Strives hard; has high desire to achieve.
	4.5 – 5 Sets high goals and strives to reach these.
<b>13. Friendliness – the sociability and warmth which an individual imparts in one's attitude toward customers, other employees; supervisor, and the persons one may supervise.</b>	
Comments:	.5 – 1 Very distant and aloof. Generally not friendly.
	1.5 – 2 At times not friendly.
	2.5 – 3 Warm; friendly; sociable.
	3.5 – 4 Very sociable and friendly.
	4.5 – 5 Extremely friendly; excellent at establishing good will.
<b>14. Housekeeping is the orderliness and cleanliness in which an individual keeps his work area.</b>	
Comments:	.5 – 1 Disorderly or untidy.
	1.5 – 2 Some tendency to be careless and untidy.
	2.5 – 3 Ordinarily keeps work area fairly neat.
	3.5 – 4 Quite conscientious about neatness and cleanliness.
	4.5 – 5 Unusually neat, clean and orderly.
<b>15. Job knowledge – the information concerning work duties which an individual should know for a satisfactory job.</b>	
Comments:	.5 – 1 Poorly informed about work duties
	1.5 – 2 Lacks knowledge of some phases of work.
	2.5 – 3 Moderately informed; can answer most job related questions.
	3.5 – 4 Understands all phases of work.
	4.5 – 5 Has complete mastery of all phases of job.

<b>16. Personality – an individual's behavior characteristics or his personal suitability for the job.</b>	
Comments:	.5 – 1 Personality unsatisfactory for this job.
	1.5 – 2 Personality may not be suited for this job.
	2.5 – 3 Personality satisfactory for this job.
	3.5 – 4 Very desirable personality for this job.
	4.5 – 5 Outstanding personality for this job.
<b>17. Personal Appearance – the personal impression an individual makes on others. (Consider cleanliness, grooming, neatness and appropriateness of dress on the job.)</b>	
Comments:	.5 – 1 Very untidy; poor taste in dress.
	1.5 – 2 Sometimes untidy and careless about personal appearance.
	2.5 – 3 Generally neat and clean; satisfactory personal appearance.
	3.5 – 4 Careful about personal appearance; good taste in dress.
	4.5 – 5 Unusually well groomed; very neat; excellent taste in dress.
<b>18. Physical Fitness – the ability to work consistently and with only moderate fatigue. (Consider physical alertness and energy.)</b>	
Comments:	.5 – 1 Tires easily; may not be physically able to perform job.
	1.5 – 2 Frequently tires and is slow.
	2.5 – 3 Meets physical and energy job requirements.
	3.5 – 4 Energetic; seldom tires.
	4.5 – 5 Excellent health; alert and energetic. .
<b>19. Quantity of Work – the amount of work an individual does in a work day.</b>	
Comments:	.5 – 1 Does not meet minimum quantity requirements.
	1.5 – 2 Quantity of work below expected level.
	2.5 – 3 Volume of work is satisfactory.
	3.5 – 4 Very industrious; does more than is required.
	4.5 – 5 Superior work production record.
<b>20. Stability – the ability to withstand pressure and to remain calm in crisis situations.</b>	
Comments:	.5 – 1 Conduct becomes unsatisfactory under pressure; is nervous and unstable.
	1.5 – 2 Occasionally unstable under pressure; is easily irritated.
	2.5 – 3 Has average tolerance for crisis; usually remains calm.
	3.5 – 4 Tolerates most pressure; likes crises more than the average person.
	4.5 – 5 Performs well under pressure; really effective at solving crisis situations.

# **MINISTRY INTERN MANUAL FIRST BAPTIST CHURCH OF PORT NECHES**



**First Baptist Church  
1900 Magnolia  
Port Neches, TX 77651  
(409)722-8334**



## **MINISTRY INTERN PROGRAM FIRST BAPTIST CHURCH PORT NECHES**

### **I. PRINCIPAL FUNCTION:**

The Ministry Interns will be assigned to an area of ministry and will be responsible in assisting the staff in planning, coordinating, promoting and executing a balanced program in the specialty area of ministry.

After an interview process with the appropriate age-graded minister (children, students or adults), that minister will present the prospective intern's name to their Leadership Team for discussion and approval before the minister formally submits a recommendation of employment to the Senior Pastor and Personnel Committee.

### **II. RESPONSIBILITY:**

1. Assist in coordinating a calendar of activities, programs and ministries for the assigned program.
2. Assist in special events. (These ministries will vary depending on the ministry you are interning with. You will be expected to assist outside of your ministry area if needed.)
3. Meet on a regular weekly basis with the assigned minister to plan, coordinate and evaluate programs.
4. Assist with recreational activities.
5. Assist in outreach ministries.
6. Assist in mission efforts.

### **III. QUALIFICATIONS:**

1. The person should be a growing Christian.
2. Interns need to have been out of high school one year before qualifying to work with our Student Ministry (7<sup>th</sup>-12<sup>th</sup> grade and college).
3. It is preferred that the person should demonstrate and share a specific call into full-time ministry.
4. An intern needs to have a teachable spirit and be able to handle constructive criticism.

### **IV. SUPERVISION:**

1. This position is under the direction and supervision of the appropriate age level minister.

**V. GOALS & PHILOSOPHY:**

1. To provide comprehensive training for young men and women in the specialized ministry areas of the church. This ministry is an opportunity for the intern to grow in Christ and gain knowledge and experience. Most interns will be going into a full-time Christian vocation and certainly all of them will be called upon to be leaders in the Church.
2. To assist in the areas of Evangelism, Fellowship, Discipleship, Missions, Ministry and Worship.
3. To allow multiplication of ministry by way of the example of Paul and Timothy.
4. To train men and women to become quality leaders and have a heart for God, the lost without Christ, and one another.

**VI. OBJECTIVES:**

FBC Port Neches interns will be exposed to a wide range of ministry opportunities during their service. Working beside more experienced staff members will allow them to glean valuable practical wisdom from their supervisors. Additionally, interns will be given opportunities to make ministry decisions in a safe, controlled environment. The experience will be viewed as successful if the following objectives are met.

1. Interns learn to trust God's leadership in making ministry decisions.
2. Interns exhibit a spirit of selflessness and service as modeled by their ministry supervisors.
3. Interns gain skills in the area of planning and implementation of ministry programs.
4. Interns gain insight into the dynamics of the day to day activities of a busy church.
5. Interns develop interpersonal communication skills in dealing with church members and co-workers.
6. Interns gain a clarification of their own unique calling and giftedness.
7. Interns complete the program with a strong desire to serve our Lord and His church than when they entered.

**VII. WEEKLY SCHEDULE:**

1. Hours will vary depending on the age-graded ministry. Interns should realize that some weeks will require more hours than others depending on the calendar of events. Age graded ministers and perspective interns should agree to a work schedule before the intern is hired.
2. The full day of Sunday will be considered a workday. (This means you are expected to be at worship services.)

3. In addition to Sunday's schedule, the interns will participate in weekly Wednesday night; all special activities and events; and all church-wide events.

## **VIII. LENGTH OF PROGRAM**

1. The Ministry Internship will begin as agreed upon with the appropriate age-graded minister. Typically, ten weeks have been set aside for this training ministry. Any internship that exceeds ten weeks needs to be approved by the Personnel Team upon recommendation by the appropriate age-graded minister.
2. You may take one week for unpaid personal vacation as long as it doesn't conflict with your assigned schedule.

## ***IX. FINANCES***

1. The pay per week for a Summer Intern will be determined per week. Interns will be paid a salary with some weeks requiring more hours than others. Intern's salary will be a line item in the Personnel section of the budget.
2. All expenses for age-graded ministries and activities will be waived for the Intern. This includes: activities, fellowships, camp, and all other trips, programs and ministries. These expenses will be a part of the appropriate age graded ministry budget areas.
3. Any personal spending money is the responsibility of the Intern.

## ***X. PRINCIPLES TO BE BUILT INTO THE INTERN'S LIFE***

1. A passion for the Lord Jesus Christ. (Psalm 42:1 & 2; 25:4 & 5)
2. A hunger for study, communication and application of the Word of God. (II Timothy 3:16 & 17)
3. A greater dependence upon God's Resources and less dependence on self. A deep prayer life. (Proverbs 3: 5 & 6; I John 5: 14 & 15; John 15: 17)
4. A commitment to evangelize the student culture in a culturally relevant fashion. (I Peter 3: 14-16; 1 Corinthians 9: 16-23)
5. A desire to disciple young people in the disciplines of the Christian life, especially those who are new Christians. (II Timothy 2:2)
6. A vision for the local church and its responsibility to reach and teach a lost and dying world. (Matthew 28: 19 & 20)

7. A desire to be the holy, clean and pure vessel we are called to be by our Lord Jesus Christ. (I Peter 1: 14-16; Leviticus 20:7)

8. Love for people in and out of the Body of Christ. (1 Timothy 1:5)

## ***XI. Dresscode***

An intern is expected to dress in an appropriate manner that reflects the professionalism of the position. As an employee, an intern is a direct reflection of the church and its ministries.

For Sunday services, interns may not wear shorts or t-shirts. Your daily dress code in the office should reflect the ministries you will be performing that day. All clothing should promote modesty and be reflective on an individual who feels called to do ministry with the local church.

## ***XII. Compliance***

Compliance with applicable personnel policies will be followed. The Intern Program of FBCPN will be subject to the personnel manual. Interpretation and adherence will be monitored by the Supervisor and Personnel Committee according to stated personnel policies.

## INTERN BEHAVIOR STANDARDS

The Intern Behavior Standards is a list of appropriate behavior and/or steps designed to protect our church members and interns of First Baptist Church, Port Neches.

Name of staff/volunteer: \_\_\_\_\_

This intern behavior standards document is to be read and signed by the Intern upon acceptance of the position.

1. Any verbal or nonverbal sexual behavior with any church member is inappropriate.
2. Dating or going out with any middle or high school student participating in the ministries of FBCPN is strongly discouraged. In the event that an intern is dating someone in the Student Ministry before being hired (such a Student Ministry Intern having been in a long-term relationship with a younger student or a Children's Ministry Intern having just graduated high school) there should not be any evidence of that relationship in the presence of other students during ministry events. We understand this may be difficult but it is best for the ministry programming of the church.
3. Discretion must be used in dealing with all church members, especially regarding physical contact. Innocent behavior can be misinterpreted. A hug around the shoulders is not sexual abuse, but a full body-to-body hug, stroking, massaging, or an affectionate kiss raises questions.
4. Sexual gestures or overtures to a staff member by a student should be reported to the Minister of Students so that discussion can be held with the student.
5. Buddy systems should be used by interns/staff whenever possible.
6. One-to-one counseling with a student should always occur in a public place – never alone in a car or a private place.
7. Driving alone with a student should be avoided at all times, especially when working with troubled teens.
8. Romantic or sexual attraction for a student by an adult leader will not be tolerated under any circumstances. Any indication of such behavior is to be immediately reported to your Supervisor or Superior Authority.
9. All suspicions of child or sexual abuse must be reported to the staff supervisor who will assist in reporting all necessary information.

10. Any knowledge of suspicion of any youth ministry staff having an inappropriate relationship with a student must be reported promptly to the Supervisor of the staff member involved.-

Have you been involved romantically or sexually with any student in the youth ministry at any time in the past?    ☐ Yes ☐ No

Do you know of anyone on the youth ministry team who is romantically or sexually involved with any student in the youth ministry?    ☐ Yes ☐ No

Are you now a child abuser or have you ever been convicted of child abuse or sexual abuse?  
☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I have read the standards and agree to abide by them and that the statements above have been answered truthfully.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

## MINISTRY INTERN APPLICATION

(Please attach a recent photograph with your application)

Name Phone Birthdate Age

Address

Mailing Address (if different)

Email Address

Name & Address of your home church

Parent's Name(s) What Church are they member(s)

If attending a college or university, what is your expected date of graduation

In the past year, what ministries have you been a part of?

Where do you currently attend church (name & address)

How are you currently involved in the church?

Who is a contact person at that church that would know you?

(For the following questions, feel free to write on back of the application or attach another sheet if needed)

Describe your salvation experience:

Describe your call to ministry:

Describe 3 major ways in which you have grown in your spiritual walk since you became a Christian:

How would you describe your spiritual walk now?

Explain your desire to be an intern and your expectations:\* By submitting this application, you grant First Baptist Church Port Neches authorization to conduct basic confidential background screening.