

# *FBC Personnel Policy/Procedures*

First Baptist Church-Brandenburg  
149 Lawrence Street  
Brandenburg, KY 40108  
[www.brandenburgfbc.com](http://www.brandenburgfbc.com)

## *Biblical Basis*

The church is responsible for the personnel by providing a safe work environment, direction, and opportunity to use their spiritual gifts. The church must hold personnel biblically accountable and find the best individuals to fill available paid positions. The personnel are expected to fulfil their duties and obligations to the best of their ability. The church and personnel are to cooperate to create a ministry that improves the spiritual life of overall membership.

*And he himself gave some to be apostles, some prophets, some evangelists, some pastors, and teachers, equipping the saints for the work of the ministry, to build up the body of Christ, until we all reach unity in the faith and in the knowledge of God's Son, growing into maturity with a stature measured by Christ's fullness—Ephesians 4:11-13*

*So, whether you eat or drink, or whatever you do, do everything for the glory of God—1 Corinthians 10:31, CSB.*

## **About the Personnel Policy...**

The Personnel Policy is intended for the orientation of all employees. This policy includes general rules of conduct, procedures, and discipline that are subject to revision, additions, or deletions with the approval of the Personnel Committee of First Baptist Church (FBC) in Brandenburg, Kentucky.

The ministerial employees/staff are employed with FBC at will, and nothing contained in this personnel policy is intended to guarantee employment for any specific period and does not create any type of employment contract. FBC has the right to unilaterally change the policies and procedures described therein. The Personnel Committee has been given authority in all matters concerning employment in accordance with the FBC Bylaws (Bylaw VII H. 2 and VII 3.b).

## **Church History**

On a winter evening, February 11, 1829, a church was gathered in the home of Henry Yeakey of Brandenburg, Kentucky. With twenty-six members, it was named the Mount Pleasant Baptist Church with Simeon Buchanon as its first pastor. Over one hundred ninety years and forty-one pastors later, the First Baptist Church of Brandenburg has over 700 members and stands as a testimony to the faithfulness of God and His people. Realizing that we stand on the shoulders of those who have gone before us, we are committed to being “the light of the world” to our community and beyond. Recognizing God’s faithfulness to our church, we pray that our faithfulness to His work will stand as a testimony to future generations.

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## **Orientation Procedures**

### **A. Employment At Will Statement**

Your employment relationship with FBC means that you can resign at any time and the church can discharge ministerial employees/staff except for the Pastor (Bylaws Article VII A. 3.) at any time with or without cause. It is further understood that this employment relationship cannot be changed without written approval from the Personnel Committee.

### **B. Equal Employment Opportunity**

Employment is granted to qualified persons without regard to race, sex, age, national origin, physical or mental handicap, veteran's status, or marital status. To deny a qualified person the chance to contribute to our ministries because he/she is a member of a minority group is unfair to everyone and is not consistent with scriptural principles. It is our intent and desire to provide equal opportunities in employment, promotion, wages, benefits, and all the privileges, and terms and conditions of employment. FBC does, however, reserve the right to employ persons who have a Christian background and philosophy of ministry and who, in the opinion of the Personnel Committee, have a work history and a lifestyle which is consistent with the scriptural principles of the church. All employment decisions are made in compliance with applicable law. This policy does not waive the ministerial exemption or any other exceptions to any federal, state, or local legislation, including, but not limited to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and the Americans with Disabilities Act.

### **C. Job Description & Evaluation Process**

Your duties are defined in a job description and a copy will be given to you during orientation. This will serve as the base document for the annual evaluation. The job description is reviewed during the evaluation process to ensure accuracy and appropriateness. You will receive two evaluations a year. The Finance Committee and your performance provide the resources for potential compensation changes. The Personnel Committee reviews and recommends ministerial employees/staff compensation each year to the church body who makes the final decision.

### **D. Pre-employment Drug Testing/Physical Examination/Random Testing**

Along with background checks, employees that drive the church bus are required to have a CDL license. If an employee is suspected of impairment due to drugs/alcohol/illegal substance, the employee will be asked to submit to a drug test and/or exam upon request. Otherwise, the employee can face disciplinary action(s) which may include separation of employment. First Baptist Church reserves the right to request background checks and drug screens of any kind of any employee.

## New Employee Checklist

As you complete the orientation process, check off the areas below. Make sure that all your questions are answered. Upon completion of orientation, you are required to sign and date this document and return to the Pastor within the first 30 days.

- \_\_\_ I have a copy and have read the FBC Personnel Policy and Procedures
- \_\_\_ I have a copy of my job description and understand what is expected of me
- \_\_\_ Office Equipment Procedures/Operation/Documentation
- \_\_\_ Telephone System
- \_\_\_ Computer System
- \_\_\_ Office Hours/Work Schedule have been discussed and assigned
- \_\_\_ Facility opening and closing policy
- \_\_\_ Attendance Policy has been discussed
- \_\_\_ Payroll and pay period information have been discussed, payroll ACH forms are completed and discussion of pay, and earnings statement is complete. **See Treasurer**
- \_\_\_ Check request for business reimbursement policy has been discussed
- \_\_\_ Member Request for facility Procedures. **See Admin Assistant**
- \_\_\_ Emergency Evacuation/Safety Plan
- \_\_\_ Tour of Facilities
- \_\_\_ An employee data form with emergency contact information is completed and on file
- \_\_\_ Computer Log-on's, assigned emails
- \_\_\_ Issue Keys as needed
- \_\_\_ Introduction to Staff

Name\_\_\_\_\_Date\_\_\_\_\_

Signature\_\_\_\_\_

Pastor received date\_\_\_\_\_

## **General Information**

### **A. Background Checks for ministerial employees/staff**

All ministerial employees/staff members, full and part-time, will have background checks run as part of the application process. These checks will be performed by a member of the Personnel Committee. These will be updated every three years. The system will be maintained and monitored by the one individual only, preventing any personal information from being available to any others.

*If an individual's background check comes back with any concerns, the Committee will review to determine the appropriate course of action.*

### **B. Background Checks for Volunteers**

All volunteers who have regular contact with infants, children, youth, special-needs, or seniors will have background checks run in accordance with the same procedures listed above. The responsible ministerial employees/staff member or volunteer leader that has volunteers in their charge is responsible for directing that individual to those Personnel Committee members who performs the checks.

### **C. Resignation**

If you decide to resign, please give the Pastor at least a two (2) week notice. Upon leaving employment from FBC for any reason, your final paycheck is available to you on the next regular pay date. However, your final paycheck will not be released until all church property is returned and/or replaced. Upon leaving employment with FBC, the Personnel Committee may request an exit interview.

### **D. Ministerial employees/staff Meeting(s)**

The church ministerial employees/staff will meet regularly and recurring, dates to be determined by the Pastor. Meetings include current, short term, future events, and training.

## **Ministerial employees/staff types**

**A. Full-time:** Employee who works a minimum of 40 hours per workweek.

1. Custodian/Maintenance
2. Full-time ministry

**B. Part-time:** Employee who works 39 hours or less in a workweek.

**C. Contract:** Employee who works for a specific defined timeframe and/or as needed.

## **Ministerial Employees/Staff Benefits**

The Pastor, Minister of Music, Administrative Assistant, and Custodian shall receive employer-paid benefits as listed below.

### **A. Ministerial Employees/Staff Leave**

#### **1. Vacation**

They will be entitled to an annual vacation up to two (2) weeks and including two Sundays. After five (5) years of service, full-time, ministerial employees will be entitled to three (3) weeks of vacation, including three (3) Sundays.

#### **2. Illness/Medical**

They shall be granted paid sick leave not to exceed five (5) days annually beginning on September 1 of each year. A medical statement from a health care provider is required for any absence of three (3) consecutive days or longer. Such statement shall be presented to the Pastor upon return to work. If unusual circumstances require an extended absence, the employee shall notify the Pastor. If the circumstances involve the Pastor, he shall notify the Chairman of the Deacons and the Personnel Committee.

Sick/Vacation leave will be pro-rated for the first year of employment based on the Church Calendar year. No Medical leave is to be submitted within 30 days of the start of employment without prior arrangement. Any Medical leave must be submitted and approved in advance with the Pastor and is tracked through the payroll system. Illness/Medical leave days shall not accumulate or roll over to subsequent years, and there shall be no compensation for unused Illness/Medical leave.

### **B. Church Observed Holidays**

The full-time ministerial employees, administrative assistant, and custodian shall be paid for the following holidays: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Friday after Thanksgiving Day, Christmas Eve, and Christmas Day. Church offices and facilities will be closed unless the holiday falls on Sunday. When the holiday falls on a Saturday, the office will be closed on Friday; when it falls on Sunday, the office will be closed on Monday.

### **C. Retirement**

Full time ministerial employees receive church paid annuities.

### **D. Major Medical Insurance**

No church ministerial employees/staff receive medical insurance from the church.

### **E. Unemployment Benefits/Insurance**

Church ministerial employees/staff are not eligible for unemployment benefits since the church is exempt from participating in this state program.



## **F. Workers Compensation**

If a ministerial employees/staff should have an accident on-the-job, no matter how minor it seems, you must report it to the Administrative Assistant who will notify the Pastor, Trustee Chair, and Deacon Chair at once. FBC's insurance carrier requires prompt reporting for the claim to be processed.

## **G. Professional Days**

Ministerial employees (Pastor and Minister of Music/Senior Adults) are afforded up to ten (10) days away from the office without interruption of regular pay. Professional day is defined as conferences or conventions, training, or special events that help fulfill duties at FBC. After the beginning of the church year, Ministerial employees submit to the Pastor a tentative schedule of professional days that he/she desires to participate along with the estimated cost. Approval is dependent upon the budget, church calendar and approval by the Pastor. Professional day is funded from the "Conferences and Books" line item of the annual budget.

## **H. Participation for FBC Camp or Mission Trip**

Ministerial employees may participate in FBC Camp(s) and/or FBC Mission Trip(s). The ministerial employees have no interruption of his/her regular pay and does not use vacation time. These instances must be based on job description duties and must be approved by the Pastor.

## **I. Leadership/Participation in Non-FBC Events**

The Pastor shall be granted the privilege of holding evangelistic services for a period not to exceed two (2) weeks in each year. He shall be absent from the pulpit no more than two Sundays. He shall furnish a pulpit supply in coordination with the chairperson from the Personnel Committee and Deacon Body.

## **J. Mileage Reimbursement Procedure**

The church uses the standard business mileage rate set by the I.R.S. If your work responsibilities require that you use your own car, complete a mileage log or submit a request for payment for mileage reimbursement. You must indicate the beginning and ending mileage and the FBC related reason(s) for the trip.

## **K. Overtime Hours and Pay**

Each employee and contractor's income will be agreed upon by the Personnel Committee through a formal process. No hourly employee shall work more than their designated hours per week, and any hours worked over their designated hours shall be considered uncompensated volunteer hours not required by First Baptist Church, unless otherwise agreed upon in writing between the employee and the Personnel Committee.

## **L. Church Closure**

Secretary will be paid if the church is closed due to inclement weather or facility safety, etc. and it is a scheduled workday for the secretary.<sup>1</sup>

## Leave of Absence

If a leave of absence is required, notification must be given to the pastor in a timely manner; approval must be obtained from the pastor and Personnel Committee. In a case where the pastor needs a leave of absence, approval must be granted in coordination with the chairperson from the Personnel Committee and Deacon Body. Appropriate documentation may be requested.

*The types and conditions of leave of absence may be, but are not limited to, those listed below:*

- **Jury Duty Leave:** If the employee is summoned for jury duty, time away without interruption of regular pay is granted.
- **Medical or Maternity Leave:** If the employee has reasons of medical necessity, leave can be granted without pay after using all accumulated vacation and/or sick days.  
*First Baptist Church is exempt from the Family Medical Leave Act (FMLA).*
- **Military Leave:** If the employee has military service commitments, military leave can be granted without pay. You are entitled to re-employment in accordance with government regulations. If the employee is a member of a reserve unit, you can be granted two (2) weeks away without pay or you can choose to use your vacation time that you have accrued.
- **Bereavement Leave:** If the employee has a death of a family member, bereavement leave may be granted up to three (3) days away without interruption of regular pay.
- **Personal Leave:** For reasons of extreme personal necessity, leave can be granted without pay.
- **Work from Home Status:** Staff will exhaust all paid leave, including vacation and sick leave, and then a special request to the personnel committee would be submitted for a work from home request. These requests will be examined on an “as needed” basis.<sup>2</sup>

## **Confidentiality**

During your employment at FBC, you may have access to information of sensitive or confidential nature. This information is contained in church records, correspondence, inter-office memoranda, meetings, etc. As an employee you are in a position of trust, and you have an obligation to the church and to those persons to whom we minister. The strictest confidentiality of such information must be maintained. Unauthorized use or disclosure, even if inadvertent, compromises both you and the church and seriously can erode the confidence of others, without which we could not effectively minister. In this regard, never leave confidential/sensitive information visible in your work area, on a voicemail, text, or social media. Never speak in mixed company of matters of confidential/sensitive information. This includes logging off the church computer system when you are away from the area and at the end of each workday. Prior to leaving each day, make sure that you have cleared your desk off and secured all confidential/sensitive information.

Information regarding the church or church members or other people to whom we may minister, of which you become aware because of your employment with FBC, is considered confidential. You may not disclose or duplicate or use this information (except as required in the performance of your duties with FBC). Failure to adhere to these standards may result in disciplinary action including dismissal. Your obligation to preserve the confidentiality of information acquired during your employment continues even after you are no longer employed by FBC. Any information that you were not permitted to disclose or use during employment remains confidential after cessation of your employment at FBC.

If in any communications (written or spoken) a person references harm to oneself or another, confidentiality is broken, and the substance of the conversation must be immediately reported to the proper authorities including law enforcement and the pastor as needed. It is good practice that confidentiality is discussed with another at the beginning of conversation in a counseling-like setting.

## **Discipline Policy & Procedures**

### **Grounds for Disciplinary Action**

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

- Absence from work without appropriate notice/request/consent of your Pastor
- Possession, distribution, or use of illegal drugs/alcohol/substance at work
- Reporting to FBC impaired because of drugs/alcohol/substance
- Unauthorized/illegal possession, distribution, or use of firearms/weapons
- Unauthorized absence from your work area...i.e., you are not at your desk, you are not in the building, and no one knows where you can be found
- Security Violations (breach of confidentiality, open/close procedures, etc.)
- Willful destruction, loss, or theft of church property
- Fighting (verbal or physical incidents occurring at FBC)
- Sexual Harassment of fellow ministerial employees/staff, church members or visitors to FBC
- Insubordination
- Uncooperativeness with fellow ministerial employees/staff, members or visitors to FBC
- Excessive absenteeism or lateness.

### **CHURCH BYLAWS Due Process Article VII A. 3b. for Pastor**

Any credible charge of moral impropriety, doctrinal error, or anything else that could displease the Lord or harm First Baptist Church, against the Pastor shall be investigated by the Personnel Committee. The Personnel Committee will notify the Pastor of the charges and conduct a preliminary investigation. During the investigation, the staff member in question shall be placed on temporary leave and will remain on leave until the resolution of the accusations is reached. If four out of five members of the Personnel Committee agree that the evidence is credible, the staff member shall be approached by the Personnel Committee according to the criteria of Scripture. The Personnel Committee will then determine the need for correction, discipline, or termination.

### **CHURCH BYLAWS Due Process Article VII B for Ministerial Employees/Staff**

Any credible charge of moral impropriety, doctrinal error, or anything else that could displease the Lord or harm First Baptist Church, against a Church staff member shall be investigated by the Personnel Committee. During the investigation, the staff member in question shall be placed on temporary leave and will remain on leave until the resolution of the accusations is reached. If four out of five members of the Personnel Committee agree that the evidence is credible, the staff member shall be approached by the Personnel Committee according to the criteria of Scripture. The Personnel Committee will then determine the need for correction, discipline, or termination.

### **Termination of at-will employment**

Nothing in this section or the Church Bylaws prohibits First Baptist Church from terminating the at-will employment of any employee, staff member, or contractor with or without cause, or any other formal process, subject only to the application of Article VII A. 3. of the Church Bylaws as it relates to the pastor.

## **Church Publications**

To better serve and communicate with the membership and visitors at FBC, several publications exist. The major publications are listed below.

### **Bulletin**

The Bulletin is developed for Sunday and special worship services. The ministerial employees/staff develops the content, and it is produced by the Administrative Assistant and is available for distribution at the church.

### **Church Calendar**

The Church Calendar is the internal communiqué listing the schedule of events of inside groups (FBC programs, committees, etc.) and outside groups that are allowed to use our facilities, this document is coordinated and maintained by the Administrative Assistant.

### **Church Website**

The church website is designated as [www.brandenburgfbcc.com](http://www.brandenburgfbcc.com). It is maintained by the Minister of Music and Senior Adults. The website provides timely information on the church and church events. See the Minister of Music and Senior Adults for additional information.

### **Church Social Media**

The church uses a variety of social media for the purposes of reaching the community for Christ and to keep members informed of church activities.

## **Safety & Security**

### **Reporting Accidents**

If an accident occurs on church property or during an off-campus church event (whether to a member, visitor/guest, or ministerial employees/staff), report the matter to the Administrative Assistant who will notify the Pastor, Chairman of the Trustees, and the Chairman of Deacons (regardless of how minor it may appear). This procedure is necessary in order to provide immediate medical aid to the injured person and to facilitate a full and prompt report to FBC's insurance carrier. Employees should not make any statements to the injured person as to your opinion on the cause of accident. Focus only on getting the person the appropriate medical care. Contact the office at (270) 422-3355.

### **Unsafe Conditions or Concerns**

Everyone wants FBC to be a safe and healthy place for work, worship, and mission. If you see an unsafe condition, or if you have a concern, report it to the Administrative Assistant who will notify the Custodian, Pastor, Chairman of the Trustees, and the Chairman of Deacons, so that it can be attended to as soon as possible.

### **Inclement Weather Conditions**

Inclement weather may result in the church being closed for a day or dismissing ministerial employees/staff and occupants early, or it may necessitate the closing of the church for the entire day. The Inclement Weather Conditions Policy is as follows:

1. Decision makers are any two of the following: Pastor, Deacon Chair, or Trustee Chair.
2. An announcement of closing will be forwarded to the local TV and radio stations channels by the Administrative Assistant, a message will be recorded on the church phone system.
3. Information regarding any closings will be posted on the home page of the church website, [www.brandenburgbc.com](http://www.brandenburgbc.com), as well as the social media pages.

## Revision History

1 February 5, 2025 Business Meeting

2 May 6, 2025