

South Roanoke Baptist Association
GENERAL PERSONNEL POLICIES
Full and Part Time Association Staff

I. General Statement.

To assure stability, uniformity and clarity, there are five principles that we believe must be followed and fully developed. These principles are stated in the Personnel Policies of the Association for employees, but also apply to volunteers.

- A. All staff (employed or volunteer) are to be treated by the Golden Rule.
- B. The right people are to be doing the right jobs.
- C. The right equipment and the right conditions are to be supplied.
- D. Incentive, security and opportunity will be provided.
- E. An atmosphere of Christian love will be maintained.

II. Calling of Staff.

A. The Calling of the Associational Missionary. When the need to find a new Associational Missionary arises, a search committee made up of six persons, and two alternates, representing a fair balance of clergy and laity and geography of the association, shall be formed by the Leadership Council. This search committee shall make recommendations to the association concerning the calling of the Associational Missionary.

B. The Calling of Other Paid Staff. The Personnel Committee, acting in this fashion, shall carry out the following duties:

- 1. Working in cooperation with the Associational Missionary, make recommendations to the Association concerning the calling of all ministerial staff.
- 2. Working in cooperation with the Associational Missionary hire support staff: either on the basis of direct interviews or upon recommendations received from the Associational Missionary or committees of the Association.
- 3. All new employees are subject to a 90-day, probationary period. During this time the overall performance of the employee will be evaluated by the Associational Missionary and the Personnel Committee. A probationary employee may be terminated at any time during the 90 days probation if performance is deemed unsatisfactory with no separation pay. At the end of 90 days the employee will become a regular employee.

III. Working Schedule.

A. Full Time Ministerial Staff. As work requirements dictate with one day other than Saturday as a day off each week.

B. Other Full Time Staff. Five days per week office hours should be maintained. Because of the nature of associational events, the work schedule may be adjusted by the Associational Missionary.

C. Part Time Staff. As dictated by associational needs.

D. In the case of inclement weather, the Associational Missionary will make a decision on the safety of driving and will contact staff as to closing the office or delaying office hours. If a staff person chooses not to work that day if the office is open, the hours will be deducted from vacation or sick days.

E. Interim Positions. The missionary staff is not available to accept any interim positions.

F. Dress Code. Dress in the office should be what is comfortable, neat, and tasteful.

IV. Personnel Benefits.

A. Pay Days. All staff will be paid twice monthly, on the first and fifteenth.

B. Retirement Plan. The Association will contribute to the retirement program of GuideStone Financial Resources of the Southern Baptist Convention on behalf of all eligible employees as recommended by the Personnel Committee and adopted in the Associational Budget.

C. Expense Reimbursement. The Association shall automatically reimburse its staff for all work-related expenses up to the budgeted amount. Staff shall submit receipts and other expense records to the Association within (60) days of the date each expense is incurred. Under this policy of reimbursement, the covered expenses include automobile expenses and other travel expenses. Automobile expenses will be reimbursed at a rate allowed by the Internal Revenue Service. Each staff member is responsible for maintaining a personal contemporaneous log of such mileage.

D. Honorarium. The missionary staff is available to provide a large variety of services to the congregations of the Association and does not expect to receive honoraria for these services. No honorarium should be received for those services that are described in a staff member's job description. At the same time, it is recognized that many congregations have funds available and want to provide honoraria for these services. In such cases, the staff member is permitted to accept an honorarium when offered.

E. Holidays for Full Time Staff Members. The following ten days will be allowed as paid holidays. If the holiday falls on Saturday, the preceding Friday will be taken and, if on Sunday, the following Monday.

1. New Year's Day
2. Martin Luther King's Birthday
3. Good Friday
4. Memorial Day
5. Independence Day
6. Labor Day
7. and 8. Thanksgiving (Thursday and Friday)
9. and 10. Christmas Eve and Christmas Day

F. Vacations.

1. Administrative staff members shall be entitled to receive vacation with pay on the following basis:

- (a) After the completion of six months of continuous service: one week.
- (b) After the first year of continuous service and up to a total of five years of continuous service: two weeks vacation per year.
- (c) After five years of continuous service: three weeks vacation per year.
- (d) After fifteen years of continuous services: four weeks vacation per year.

2. The Associational Missionary shall be entitled to receive vacation with pay on the following basis:

- (a) Three weeks per year for the first five years of service.
- (b) After five years: four weeks annually.

3. Guidelines for Vacations.

- (a) Vacations must be taken in the year earned.
- (b) Vacations must be scheduled with the approval of the Associational Missionary or designee.
- (c) Vacations will be scheduled so that the program of the Association is least interrupted.
- (d) If a holiday occurs during a scheduled vacation, one day may be added to the time.
- (e) Two or more weeks of consecutive vacation time must be approved by the Associational Missionary and/or the Personnel Committee.
- (f) Vacations shall be taken as actual time off with no provisions for working a vacation week and receiving regular salary plus vacation salary.

G. Sick Leave. Full time staff members will be granted sick leave in accordance with the provisions of this section.

1. Staff members will be allowed up to twelve days of sick leave per year accumulating at one day per month worked in the calendar year.

2. Accrued Sick Leave. After one year of continuous employment with the Association, staff members will earn accrued sick leave at the rate of one day per month. Unused accrued sick leave may be carried from one year to the next, up to a maximum of 90 days.
3. Sick leave may be granted by the Associational Missionary or the Personnel Committee for instances of personal illness or necessary medical and dental appointments.
4. Unused sick days are not payable in cash or in any other form of compensation. Unused sick days shall not be compensated in any manner should the staff member leave the Association either through termination or resignation.
5. Sick leave may be granted only for absences which occur on a scheduled work day. Sick leave shall not be granted in lieu of a holiday or scheduled vacation day.
6. Necessary absences because of illness in the family (mother, father, brother, sister, wife, husband, or child) will be considered the same as sick leave.
7. Extraordinary illnesses that involve the need for further consideration than the guidelines given here will be dealt with through recommendation of the Associational Missionary and Personnel Committee and presented to the Association for approval.

H. Insurance. The insurance program for the staff (hospitalization, life, disability, retirement, social security, workers' compensation) will be provided at a rate recommended by the Personnel and Finance Committees and as approved by the Association in the annual budget.

1. The Association will provide the Ministerial Staff family hospitalization, long term disability and group life insurance.
2. The Association shall provide individual hospitalization coverage for Administrative Staff.
3. The Personnel Committee will recommend to the Finance Committee the amount of a reasonable policy, should the employee desire a policy with higher benefits and/or less deductible, the employee would pay the additional cost.

I. Other Considerations for Full Time Staff members.

1. Deaths. Time off with pay up to three days in the event of the death of an immediate family members (Husband, wife, child, brother, sister, parent, grandparent). Other days or days for the death of someone other than the listed relatives, may be taken using vacation days, sick days or unpaid days.
2. Civic Duties. All full time staff are to be paid for jury or witness duty.

3. Revivals, Self-Improvement, and Denominational Service.

(a) All ministerial staff are entitled to four weeks per year for revivals, assisting other churches, or leading conferences outside the Association.

(b) Reasonable participation is encouraged in conferences, conventions, and other types of events that inform the staff members of developments in their fields and to provide leadership in denominational activities. When possible, these absences should not conflict with the program of the Association and performance of regular duties.

J. Absences. The appropriate supervisor is to be advised concerning absences for service on jury duty, funerals, medical and dental appointments, and personal emergencies.

G. Grievances. If an employee has a grievance (complaint), the employee should share the concern with the Associational Missionary. If the employee is not satisfied with the decision of the Associational Missionary, the employee may appeal to the Personnel Committee, in writing, after notifying the Associational Missionary of the intention to ask for an appeal. The Personnel Committee shall not hear grievances from employees who cannot verify that they have talked with the Associational Missionary and that they have made the Associational Missionary aware of their appeal. If the employee feels that the Personnel Committee has not responded appropriately to their grievance, an appeal may be made to a called meeting of the Leadership Council. The employee must furnish documented evidence of the grievance in advance. The Leadership Council will not receive grievances from any employees who have not followed the aforementioned process.

V. UNLAWFUL HARASSMENT.

A. Equal Employment Opportunities. It is the policy of the South Roanoke Baptist Association that unlawful discrimination is prohibited. Any employee who believes that he or she has been subject to unlawful discrimination should contact the Associational Missionary. If the Associational Missionary cannot be approached, then the Personnel Committee should be notified.

B. Unlawful Harassment. The SRBA will not tolerate any unlawful harassment of employees. Types of unlawful harassment covered by this policy include harassment of an individual because of that person's sex, race, color, national origin, age, or disability. Any employee who engages in any form of unlawful harassment will be disciplined. Discipline may include but not be limited to suspension or discharge. The SRBA also forbids retaliation on any type against an employee for reporting any type of unlawful harassment.

C. The SRBA also strictly prohibits sexual harassment in any form. The definition of sexual harassment is as follows:

1. Unlawful sexual advances, requests for sexual favors, and/or other graphic or physical conduct of a sexual nature, when (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment; (2) submission to or a

rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or (3) such conduct has a purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile or offensive working environment.

2. If an employee feels that he or she has been unlawfully harassed at work or if he or she feels that a fellow employee is being unlawfully harassed, the SRBA encourages the employee to notify the Associational Missionary immediately. If possible, such notice should be in writing (signed and dated), stating the date, place, time, nature of the harassment, and the name(s) and position(s) of the offending party and any witnesses to the alleged harassment. If the Associational Missionary is involved in any way, or the employee believes that for some reason the Associational Missionary cannot be approached then the Personnel Committee should be notified.

D. The employee is encouraged to report any such acts when they happen. All reports of unlawful harassment will be investigated thoroughly and promptly. If the Associational Missionary fails to execute this policy or fails to report the allegations of the type that are prohibited by this policy immediately, he or she will be subject to discipline up to and including discharge. In all cases, the employee who reports unlawful harassment will be advised of the results of the investigation. To the greatest extent possible, the Association will attempt to maintain confidentiality of any harassment investigation. The disclosure of any information relating to a charge of unlawful harassment will be made only on a need-to-know basis.

E. The South Roanoke Baptist Association requires all employees to fully comply with this policy.

F. Employee Statement

1. I have read this policy and will fully comply with its requirements.

2. Employee's Signature _____

3. Date _____

VI. Termination and Resignation.

A. Termination of Ministerial Staff. The Leadership Council of the Association shall review and act on any recommendation to discipline or dismiss ministerial staff received from the Personnel Committee. The Leadership Council may only receive and act on recommendations concerning the staff from the Personnel Committee.

1. Such proceedings shall be bathed in prayer.

2. A concern to be loving, fair, and true to our faith and witness shall permeate this process.
3. The advisability of bringing in an outside mediator may be considered.
4. Decisions to discipline or dismiss ministerial staff shall be made by two-thirds vote of members present and voting in a special called meeting of the Leadership Council.
5. When a decision to dismiss is made, thirty days' salary and benefits shall be given to departing staff. In the case of moral or ethical failure, no salary or benefits will be given beyond the dismissal date. No separation packages or benefits may be given beyond the pre-approved written policy. The departing staff will discontinue work performance on the official date of dismissal.

B. Termination of Other Members. Other staff members can be dismissed at the direction of the Associational Missionary upon consultation with the Personnel Committee Chair. One week's salary and benefits shall be given to terminated staff with the exception that if termination is due to some ethical or moral failure, no separation benefits will be given.

C. Voluntary Separations of All Staff. It is requested that all staff members who voluntarily resign their positions give two weeks notice.

D. Upon separation of any employee, by resignation or termination the employee will be compensated for any unused accrued vacation time in proportion to the time employed by the Association during the calendar year. No sick days or other benefits will be compensated beyond the last day of employment. Before receiving the final paycheck the employee and the supervisor will sign a finalization of separation agreement.

VII. Covenant Relationships.

A. BETWEEN THE ASSOCIATIONAL MISSIONARY AND THE SOUTH ROANOKE BAPTIST ASSOCIATION.

1. THE ASSOCIATIONAL MISSIONARY'S EXPECTATIONS OF THE ASSOCIATION.

- (a) Trust in him as a person of integrity dedicated to the work of the ministry and as a competent professional person.
- (b) Support for him as a leader by faithful stewardship through participating, giving and serving in the Association.
- (c) Recognition when his work is well done as indicated by a written annual review.

(d) Consultation with him about association affairs before decisions are made so that the Association can benefit from his training and experience and so that the work of the Association can be coordinated.

(e) Authority for him to supervise all paid employees of the Association.

2. THE ASSOCIATION'S EXPECTATIONS OF THE ASSOCIATIONAL MISSIONARY

(a) Competency in ministry through spending time supporting the pastor and staff of churches in the association. He will structure a process enabling him to visit every church in the association. He will be competent in administrative and organizational leadership.

(b) Availability in the office as necessary or when he is away, informing the secretary when and where he can be contacted during the week.

(c) Leadership in strategic planning in the administrative work of the association and in cooperation with the association's leaders.

(d) Participation in civic and community affairs and cooperation with compatible interdenominational endeavors in the area.

3. RELATIONSHIP OF ASSOCIATIONAL MISSIONARY TO THE ASSOCIATION

(a) The Associational Missionary recognizes the moderator as chief officer of the association and will work in close cooperation with him/her.

(b) The Associational Missionary counsels with the Associational Personnel Committee in all matters that relate to his work and this committee will make the appropriate recommendations.

(c) The Associational Missionary shall serve as a "servant minister" in promoting the work of the association, cooperating with the churches, their pastors and officers, and the Associational Council and officers.

4. RELATIONSHIP OF ASSOCIATIONAL MISSIONARY TO THE CHURCHES

(a) The Associational Missionary shall work with the churches upon invitation and as he deems wise.

(b) The Associational Missionary shall lead and guide the officers of the association in planning training events and other programs designed to strengthen the work of the churches. The churches are encouraged to avail themselves of these opportunities.

5. RELATIONSHIP OF THE ASSOCIATIONAL MISSIONARY TO THE DENOMINATION

- (a) The Associational Missionary shall keep himself informed about the work of the conventions and their agencies and shall present this information to the pastors, associational leaders, churches, and other individuals.
- (b) The Associational Missionary shall communicate the work of the denomination in the association and encourage churches to support the work of the denomination with prayers, personal energies, and finances.
- (c) The Associational Missionary shall respect the autonomy of the local church to cooperate in missions support endeavors beyond the South Roanoke Baptist Association.

6. MATTERS OF MUTUAL AGREEMENT

- (a) The Associational Missionary shall be responsible to the Executive Board of the association.
- (b) The Personnel Committee will keep this covenant up to date, review and recommend compensation to the finance committee, review time arrangements, arrange for mutual evaluation sessions, and a written annual review. The Personnel Committee will also assist the Associational Missionary with personnel matters and annual reviews.
- (c) The tenure of the Associational Missionary shall continue from the date of the calling until he retires or resigns with an advance notice of 30 days. In the event of termination, the Personnel Committee shall make a recommendation to the Executive Board at a regular or called meeting with a recommended termination date and a severance pay of 90 days of salary/housing (no travel) plus retirement and health care benefits. A simple voting majority of the messengers will be required.
- (d) The Associational Missionary may offer his resignation by providing a 30-day notice. In case of retirement, at least a three months notice is requested to give the associational officers time to make appropriate plans to honor the ministry of the Associational Missionary.
- (e) The association provides retirement or annuity for the Associational Missionary by paying an amount equal to 10% of his direct income.
- (f) The association shall pay for hospitalization, long-term disability and group life insurance for the Associational Missionary. In addition the association shall pay the hospitalization insurance for the Associational Missionary's spouse and dependent children.

(g) Travel expenses and professional expenses are provided as reimbursements according to federal tax guidelines.

(h) The Associational Missionary may have three weeks vacation each year for the first five years of service, then a maximum of four weeks annually.

(i) A maximum of four weeks shall be allowed for revivals, world mission conferences, continuing education, and other ministries outside the association. However, he shall not be away from the field for more than four weeks consecutively, unless given prior approval by the Personnel Committee. The Associational Missionary may keep any honorarium received.

(j) The matter of honorariums for services, in addition to or outside the job description, to the churches within the association will be left to the discretion of the respective churches.

(k) The Associational Missionary shall be allowed sick leave with pay for two weeks upon his employment by the association. Thereafter, one day of sick leave with pay shall accumulate for each month of service, with the maximum number of days being 90 days. The Associational Missionary will not be paid for any accumulated sick leave when he resigns or retires. In emergency circumstances, the Personnel Committee shall have the authority to grant additional time.

(l) The Associational Missionary shall have the privilege of attending state and national conventions, with expenses paid by the association up to the amount provided in the budget.

(m) The Associational Missionary shall encourage a proper understanding of culture, language, socioeconomic, and lifestyle patterns in associational planning and offer the association information on new trends, opportunities, and issues through the use of media and special training seminars.

(n) Employee Statement

(1) I have read the **Covenant Agreement** and will fully comply with its requirements.

(2) Employee's Signature _____

(3) Date _____

B. BETWEEN THE ADMINISTRATIVE ASSISTANT AND THE SOUTH ROANOKE BAPTIST ASSOCIATION RELATIONSHIPS

1. Relationships

(a) The Administrative Assistant works under the supervision of the Associational Missionary. The Associational Missionary will assist the Administrative Assistant by processing job assignments from all other relationships to the end that the Administrative Assistants work load is reasonable and balanced.

(b) The Administrative Assistant relates to the treasurer in carrying out necessary bookkeeping practices as directed.

(c) The Administrative Assistant relates to the clerk in processing files and records. This will include the Annual Church Profile and the Minutes.

2. Duties

(a) The Administrative Assistant will work as a ministry partner with the Associational Missionary.

(1) Provide all needed secretarial duties.

(2) Coordinate and manage correspondence.

(3) Assist in other such areas as requested.

(b) The Administrative Assistant will serve as secretary to the Association

(1) Supervise all part time and/or volunteer office workers, or other office staff as added.

(2) Lead in the publication of the monthly newsletter and any other needed publications.

(3) Maintain office files and records.

(4) Serve as receptionist to the general public.

(5) Shall perform such bookkeeping duties as directed by the Treasurer and Finance Team.

(6) Shall assist all Associational organizations in printing, mailings or other office resources that will be beneficial.

3. Qualifications

(a) The Administrative Assistant should:

(1) Be dedicated to the cause of Christ, and to the work of this Association.

(2) Be of such emotional maturity and stability as to be able to keep composure under pressure of work loads.

(3) Be able to build new relationships with people, as well as maintain old relationships with people, in order to be able to relate to the officers and leaders of the Association.

(4) Posses an attractive appearance and dress appropriately for a position of church-related ministry.

(b) Technical skills must include computer skills sufficient for all computer programs used as part of the daily practices of the Association. Operation of all associational office equipment, and any needs related to serving as a receptionist. The Association will provide budgeted financial assistance for training. The Administrative Assistant will seek to maintain a level of competence in job related skills, in particular relations to advancing technology.

VIII. Volunteer Personnel.

1. Enlistment and Supervision. Enlistment and supervision will be by the particular staff member responsible for the area of work to be done.

2. Notification of Absence. Volunteers needing to reschedule their hours should call the office at least twenty-four (24) hours in advance of any change so another volunteer can be contacted for that particular time. In case of an emergency, they should let the office know as soon as possible.

3. Dress Code. Dress in the office should be what is comfortable, neat, and tasteful. It is assumed that the dress code for the employed staff also applies to the volunteer staff. The volunteer receptionist is the first person many people see as they walk into the office. The most important thing is to reflect Christ in all that is done.

IX. Amendments. Amendments to these policies are to be recommended by the Personnel Committee to the Leadership Council for their approval. No amendment may be made without a 30-day written notice to the Leadership Council.

South Roanoke Baptist Association Personnel Committee, February 5, 2007.
Bill Gay (Chair), Bob Boone, Steve Davis, Jeane White, and Fred Williams