

**GILLIAM SPRINGS
BAPTIST CHURCH**

PERSONNEL MANUAL

JANUARY 2026

SECTION A

EMPLOYMENT

Statement of Policies and Procedures:

1.0 Working Classification Status Review

The working classification status of each employee of Gilliam Springs Baptist Church (GSBC) will be evaluated for federal income tax purposes.

2.0 Employment at Will

Under federal and state law GSBC has the right to terminate the employment relationship at any time, with or without cause or advance notice and the employee may resign at any time.

3.0 Staff Structure

GSBC staff consists of four classifications:

1. Ministerial – Ministers are those men who have been ordained, licensed, or commissioned to the gospel ministry by GSBC or another church of like faith that is acceptable to the leadership of GSBC. Ministers must be officially called by the congregation of GSBC and must meet all qualifications as specified in 1 Timothy 3:1-7. A divorced man, a man who becomes divorced or a man married to a divorced woman, shall not be employed or retained as a minister.
2. Director – non-ministerial personnel who are employed by GSBC who are responsible for the direction and supervision of specific church programs.
3. Administrative – Administrative staff consists of those employees in secretarial positions.
4. Support Staff – Staff assistants, interns, nursery workers, maintenance, and custodial staff.

Classifications may be changed and/or expanded as needed in the future as determined by the Personnel Ministry Team (PMT) and pastor.

4.0 Employment Classifications

Exempt (Salaried)

Exempt employees are not covered under the minimum pay and overtime provisions of the Fair Labor Standards Act. To be classified as an exempt employee under this Act, the employee must meet requirements related to the type of work being performed, level of

authority, and the amount of compensation being paid in accordance with the Fair Labor Standards Act.

Non-Exempt (Hourly)

Non-exempt employees are covered under the minimum pay and overtime provisions of the Fair Labor Standards Act. Work more than 40 hours per week will be compensated at a rate of one and one-half (1 ½) times their regular hourly pay rate. Paid time off used in a workweek does not qualify as hours “worked” in the calculation of overtime pay. Overtime must be approved by the pastor or executive pastor prior to execution.

Status Designation

Employees will be designated as Exempt or non-exempt at the time of hire. In the event the Fair Labor Standards Act is changed, it is the intent of GSBC to comply with those changes, and they will supersede this document until amended.

5.0 Minister Qualifications for Special Tax Provisions

Internal Revenue Codes will be followed for the purpose of designating ministers for tax purposes. The PMT will assist if further clarification is required.

6.0 Employee Status for Federal Income Tax Purposes

All employees of GSBC will be issued an IRS Form W-2 at the end of the year to report taxable income, less any properly authorized housing allowances, tax withholdings, and miscellaneous required information.

7.0 Immigration Law Compliance

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.

8.0 New Hire Reporting Requirements

GSBC must report all new hires to the Alabama Department of Labor.

9.0 Probation Period

All non-ministerial staff are hired under a 90-day probational period. The employee will be evaluated at the end of this 90-day period, and his/her supervisor will determine if employment will be extended.

10.0 Intern Program

The purpose of the intern program is to determine a call to full-time ministry, to train in the inner workings of GSBC, and to equip for ministry. Requirements for candidates are as follows: possible call to full-time ministry work, acceptance and individual interviews by the appropriate church staff person and/or ministry team, and knowledge and acceptance of the Intern Ministry Personnel document. Funding for the position must be available, and the Personnel and Financial Ministry Teams (FMT) must approve all financial arrangements prior to an offer of employment. This paragraph does not apply to the summer internship program and is meant to cover those answering the call to vocational ministry.

SECTION B

COMPENSATION

Statement of Policies and Procedures:

GSBC will provide a fair, consistent, and equitable method of determining rates of pay for its salaried and hourly employees based upon responsibilities, skills and qualifications required for each position. This method will also utilize objective criteria for the proper placement of each employee within employment classifications and allow for the establishment of salary and hourly increases based upon the result of each employee's performance evaluation.

1.0 Financial Compensation

Financial compensation for church employees will be recommended by the PMT in conjunction with the FMT upon hire and annually thereafter. The total dollar amount of the staff will be presented to GSBC as a single dollar item for approval within the budget.

Employees are expected to maintain confidentiality as it relates to their compensation. Discussing compensation with co-workers is prohibited and doing so could result in disciplinary action up to and including dismissal.

The PMT will determine financial compensation commensurate with the overall church budget. The PMT will consider a variety of factors in determining the compensation of church employees to include, but not limited to, their previous year's job performance, cost of living adjustments, changes in job description and responsibilities, education, and comparable compensation of other staff in similar positions in similar size churches.

2.0 Pay Periods

GSBC practices a bi-weekly pay period beginning on Sunday and ending the following Saturday. Employees receive wages for hours worked during this period via direct deposit on the following Thursday. If the pay period falls on a holiday, the payday will be the preceding normal workday.

3.0 Office Hours

Church office hours are generally from 8:00 A.M. to 4:30 P.M. Monday – Thursday. Employees shall work hours consistently with their job descriptions and scheduled times.

4.0 Compensatory Time

Non-exempt employees: Church supervisors may work in conjunction with non-exempt employees to adjust work schedules when excessive hours may be required on a given day within the workweek. Such adjustments must always be approved by the immediate supervisor and must be in writing (emails and texts are sufficient).

Exempt Employees: Due to the very nature of the work performed by exempt employees, it may be necessary from time to time to allow for compensatory time off. Such time off must always be approved in writing (emails and texts are sufficient) by the pastor or executive pastor.

5.0 Payroll Deductions

All applicable federal and state taxes will be deducted from the employees' paychecks as required by law. Any other voluntary deductions from an employee's paycheck (i.e. life insurance premiums, etc.) must be authorized in advance and in writing by the employee.

SECTION C

WORKPLACE GUIDELINES

Statement of Policies and Procedures:

1.0 General

Any employee engages in activity detrimental to the best interests of GSBC, its members, or its employees, that employee will be appropriately disciplined. There will be consequences for improper behavior. Any guidelines listed in this policy should not be construed as all-inclusive.

2.0 Personal Appearance and Dress Code

All employees of GSBC are expected to dress in a manner consistent with the occasion and the duties of their work. Attire should always be clean and neat in appearance and be appropriate for a Christian workplace.

The pastor and executive pastor have the discretion to have any employee who is, in their opinion, improperly dressed to go home and change clothing. The employee will not be paid for any time away from work under such circumstances.

3.0 Tardiness and Absences

An employee who is unable to report to work for any reason must notify GSBC office no later than 8:30 A.M. If possible, notification should be made directly to their immediate supervisor.

Employees who are tardy or absent excessively or show a consistent pattern of absenteeism, whether excused or unexcused, as determined by their supervisor, will be subject to disciplinary action, up to and including possible termination.

If an employee does not call in or report to work for two consecutive workdays, such action may be considered as a voluntary termination.

4.0 Inclement Weather

When inclement weather conditions exist, the pastor or his designee will decide whether GSBC offices will be open or closed.

Hourly and part-time employees will not be paid in the event of an announced closing or their inability to arrive at work. However, accrued vacation may be used in such circumstances.

5.0 Personnel Files and Records

For GSBC to maintain current and accurate information, employees are expected to keep supervisors informed of changes to their name, address, phone number, marital status, withholding information, etc. Each employee file will contain the employee's W-4, A-4, I-9, employment application, compensation agreement, job description and evaluation documents.

Personnel files are to be maintained in a secure filing cabinet under lock and key with access limited to the pastor and executive pastor as well as the PMT.

6.0 Harassment and Misconduct Reporting

GSBC is committed to providing a work environment that is free of harassment, discrimination, or misconduct. If an employee believes that he or she is being, or has been, harassed in any way, or has observed harassment in any way, they must report the facts of the incident or incidents to the pastor immediately, without fear of reprisal. The pastor will notify the PMT immediately. Employees who have grievances or complaints regarding church policies, procedures, or organizational structure should discuss them with their immediate supervisor. If the employee feels that his/her grievance or complaint is unresolved by the supervisor, the employee should submit the complaint in writing to the pastor. The pastor will then review the matter and take appropriate actions. If the employee is still not satisfied, an appeal may be made in writing to the PMT. The decision of the PMT will then be deemed final. Employees have the right to contact the PMT.

7.0 Alcohol, Drugs and Controlled Substances

GSBC is a drug-free, healthful, and safe workplace. The manufacturing, distribution, dispensation, possession or use of alcohol, illegal drugs, or any controlled substance on church property or in church vehicles is prohibited. It is a violation of our policy for employees to report to work or operate church vehicles or equipment "under the influence" of alcohol, illegal drugs, or any controlled substances.

GSBC reserves the right to require employees to submit to a blood or urine test prior to employment, or at any point during employment. Decisions to require this test will be made by the PMT.

This policy shall in no manner interfere with the right or the need for an employee to take legally prescribed drugs for the purpose of controlling an ongoing medical condition. Nor shall it be construed as preventing the employee from taking legally prescribed medication(s) for the purpose of correcting a temporary illness.

8.0 Personal and Ethical Responsibilities

All employees must conduct their affairs in such a fashion that their individual responsibility and GSBC's ministry and reputation are not jeopardized, and ethical and/or moral questions do not arise with respect to their association with GSBC. Employees are expected to use good judgment and common sense by avoiding acts that could violate sound business ethics or cause harm to GSBC and/or fellow staff members.

9.0 Financial Integrity

All employees are to respect GSBC's budget process and final adopted budget. Staff members are to administer the budget effectively and abide by the financial guidelines set forth by the FMT.

10.0 Counseling Sessions

GSBC is committed to protecting the integrity of our staff and the reputation of our church. Therefore, church leaders are to be "above reproach," and even the "appearance" of wrongdoing should be avoided. To this end, staff members who are involved in counseling sessions should use good common sense and discretion when counseling individuals.

The following general guidelines are established for all staff counseling sessions:

- Never counsel the opposite sex in a home environment. The only appropriate setting for counseling by a church staff member is in GSBC setting, preferably in the office of the counselor.
- Never counsel the opposite sex alone in a church office or room. A witness of the same sex of the individual being counseled will be present.
- If documentation is made of counseling sessions, the counselee shall be advised that a record will be made. Care should be taken to ensure that the information recorded is kept in a secure location (i.e. a locked file) and access to this information should be on a limited need to know basis. Under no circumstances shall counseling files be removed from GSBC office.
- The disposition of counseling files in the event of the counselor's death or departure from GSBC will be the responsibility of the pastor.

11.0 Confidentiality of Church Information

Since employees of GSBC may have regular access to information of a sensitive and confidential nature, it is imperative that those entrusted with this material are trustworthy. Failure to adhere to these necessary standards may result in disciplinary action up to and including termination.

12.0 Copyright Infringements

Church leadership will not tolerate any form of copyright infringement. Church-owned machines of any kind may not be used to duplicate or reproduce copyrighted materials for ministry or personal use without legally obtained permission. Violation of this policy may result in disciplinary action up to and including termination.

13.0 Access to and Removal of Church Property

GSBC reserves the right to access employee offices, workstations, filing cabinets, desks and/or other church property at its discretion with or without advance notice or consent of any employee.

No property is to be loaned or removed from GSBC grounds without the approval of the executive pastor.

14.0 Use of Church Computers

Church computers are to be used for church business and associated ministries only. The use of church computers for the storage and maintenance of personal files will not be allowed.

All church computer data and information belong to GSBC and should not be copied or given to any person or loaded onto any other computer.

Under no circumstances should any unlicensed software be loaded into a computer at GSBC.

Since e-mail is such an integral part of modern communications, employees are expected to pay close attention to any electronic mail and treat it with the same attention as would be accorded with other means (i.e. letters). Internet files are subject to being monitored by supervisors.

15.0 Use of Fax Machines and Copiers

Fax and copy machines are placed in GSBC offices for official church business. However, from time to time, permission may be granted to use copy machines for the duplication of a few pages for personal use. Personal use must not be abused.

16.0 Service on Church Committees and Ministry Teams

Church employees may not serve as a voting member on any standing or ad-hoc church committee or ministry team. To avoid conflicts-of-interest that might arise, the employee's role on church committees and/or ministry teams will always be ex-officio.

17.0 Personally Owned Property

Personally owned property brought within GSBC facilities remains the responsibility of the property owner to maintain appropriate insurance in the event the property should be lost, stolen, or destroyed. GSBC assumes neither responsibility nor will GSBC's insurance company reimburse for any lost, damaged, stolen, or destroyed personally owned property.

18.0 Workplace Safety and Security

Please refer to the Facilities Section of the Policies and Procedures Manual for guidelines on Safety/ Precaution and Security.

19.0 Miscellaneous Responsibilities of Employees

Employees should regularly check GSBC calendar for information and direction. All events planned at GSBC facilities must be submitted to GSBC office staff for placement on GSBC calendar.

Employees are responsible for maintaining their own office workspace in neat and efficient manner. Employees should assume security and protective care of equipment utilized by them in the performance of their jobs. Defective or broken equipment should be reported to Maintenance.

Employees are expected to practice energy conservation by turning off lights in an area not in use, by reporting dripping faucets or restroom leaks to Maintenance.

SECTION D

1.0 PERFORMANCE

Performance Standards

General: All employees (excluding the pastor) will have performance standards (including goals and objectives) which directly relate to their job description and GSBC's purpose statement. Performance standards will be documented and will be the basis for annual performance evaluations. Where practical, performance standards will be specific, measurable, and timely.

Development and Approval: During August of each year, each employee will develop their proposed performance standards for the upcoming year. These standards will be reviewed, modified (if necessary), and approved by the employee's supervisor and the pastor. For ministerial employees, the PMT must concur with the standards. For all performance standards, the employee and supervisor will sign the performance standard.

Updates: Performance standards will be updated at a Mid-point Review held at the approximate midpoint of the rating year. The employee and supervisor will document and sign all changes to the performance standard.

Performance Evaluations

General: All employees (excluding the pastor) will be evaluated annually by their supervisor. The performance evaluation period will be September 1st through August 31st of each successive year. The employee's performance will be evaluated at a Mid-point review and at the Annual Performance Evaluation Review (September). At the discretion of the supervisor, other performance evaluations may occur during the performance evaluation period. Performance evaluations will be the basis for personnel actions concerning the employee (e.g. compensation changes, job description & work assignment changes, promotions, reassignments, termination).

Methodology: The employee's supervisor will conduct the performance evaluation. The employee and supervisor will be present. The specific evaluation form will be developed by the supervisor and approved by the PMT. Either the employee or supervisor may request that the employee's second-line supervisor attend the evaluation. The employee's performance will be evaluated against the employee's performance standard. At the conclusion of all performance evaluations, the results of the evaluation will be documented on an evaluation form and signed by the employee's supervisor. GSBC's copy of the evaluation form will be kept in GSBC's employee personnel files and the employee will be given a copy.

Additional Procedures:

1. Evaluations:

- a. At the supervisor's discretion, the supervisor may request the pastor or a PMT member (selected by the chairperson) to attend the performance evaluation of any support staff.
- b. When a supervisor expects a performance evaluation to contain adverse information, the supervisor will inform the pastor and Chairperson, PMT prior to the scheduled evaluation. As a minimum, at least one member of the PMT (selected by the Chairperson) will attend the evaluation and will have the option of commenting on the evaluation form.

2. Ministerial Staff Evaluations:

- a. The ministerial staff will be evaluated by the pastor in a one-on-one environment. At the discretion of the pastor, the pastor may request a member(s) of the PMT (determined by the Chairman) to attend any evaluation session.
- b. Prior to the annual evaluations of the ministerial staff, the pastor will meet with the PMT and share the content of the upcoming evaluation of each ministerial staff member. The PMT will have the option of including their specific comments, concurrence, and/or non-concurrence on the evaluation form provided the PMT's comments represent the majority view of the team.

3. Pastor Evaluations:

- a. The pastor will not have a formal evaluation process.

2.0 Terminations

Voluntary (Resignations, Retirements)

Any employee may resign from their employment by written and signed statement to the pastor and PMT.

Retirements are considered resignations.

As of the effective date of the resignation, all compensation and benefits paid by GSBC will cease.

Involuntary

General: Any employee may be involuntarily terminated from their church employment. Involuntary terminations will be based on unsatisfactory performance evaluations or any failure to conduct himself/herself in a manner consistent with Scriptural principles and behavior. Involuntary terminations will be documented and will include the reasons and justification for termination.

Non-Ministerial Staff: may be involuntarily terminated by the pastor with written concurrence by the employee's supervisor and Chairperson, PMT.

Ministerial Staff and Directors (Excluding pastor):

1. Special Consideration and Authority: Ministerial Staff will be given special consideration in instances where unacceptable performance or behavior requires the end of employment with GSBC. The pastor and PMT will strive to pursue alternatives which protect the character, integrity, and reputation of the ministerial staff member and church and still satisfy the ministerial needs of GSBC. Due to the need to protect the integrity of GSBC and the ministerial staff member, GSBC delegates to the PMT the authority to act as its representative in resolving this type of situation without a public vote or discussion within GSBC congregation.
2. Procedure of Determination of Unacceptable Performance and/or Behavior requiring the End of Employment with GSBC:
 - a. Prerequisites for Involuntary Termination: Generally, involuntary terminations will only be made after careful, extensive, and documented evaluations of the ministerial staff member's performance and/or behavior, extensive prayer, and sincere appreciation for the welfare of the staff member and his family. However, based on the circumstances of unacceptable performance and/or behavior, this involuntary termination can be effective immediately.
 - b. Procedures for Involuntary Termination:
 - 1) A written recommendation by the pastor to the PMT documenting the unsatisfactory performance and/or behavior requiring the termination of employment.
 - 2) The PMT and three selected deacons will meet with the pastor to consider the pastor's recommendation. The three deacons will consist of the Chairman and Vice-Chairman of the Active Deacon Body and one other active deacon selected by the Deacon Chairman. In the event the PMT membership contains any of the three deacons, the Deacon Chairman will select other active deacons to fill these positions.

- 3) This PMT/Deacon Group will prayerfully consider the pastor's recommendation to include a verification of the unsatisfactory performance or behavior, a determination that the unsatisfactory performance or behavior cannot be satisfactorily corrected, and a determination that all other alternatives have been reasonably explored. The group may meet with the affected ministerial staff member for additional discussions.
- 4) To concur in the pastor's recommendation and approve the Termination of Employment, two-thirds of the total PMT/Deacon Group must concur in the determination with their signature on a determination form. All members of the group must either concur or non-concur with the decision. All members may include their specific comments on the group's determination form either concurring or non-concurring in the group's decision. As a minimum, the determination form will contain the following information:
 1. The pastor's written recommendation (attachment).
 2. The PMT/Deacon Group's findings and conclusions concerning the ministerial staff member's performance or behavior including the rationale and justification for the termination action.
 3. A specific timetable for the ministerial staff member to locate other employment. However, the group may terminate the employment at any time to include the date of the determination form. If the group elects to provide time for the staff member to locate other employment, the pastor and PMT will assist the ministerial staff member in this relocation effort to include providing reasonable time-off to pursue the search.
 4. A specific severance package if required. A severance package is optional and will be determined by the group. Typically, the severance package will consist of one to three months' pay.
 5. An effective date for the termination.

c. Announcement to GSBC:

The PMT/Deacon Group will announce the decision to involuntarily terminate a ministerial staff to GSBC during a church business meeting. The timing of the announcement will be at the discretion of the PMT/Deacon Group and will be planned to protect the integrity and character of GSBC and the affected ministerial staff member and their family.

Pastor:

1. **Special Consideration and Authority:** The pastor will be given special consideration in instances where unacceptable performance or behavior requires the end of employment with GSBC. The PMT and Deacons will strive to pursue alternatives which protect the character, integrity, and reputation of the pastor and GSBC and still satisfy the pastoral need of GSBC. Due to the need to protect the integrity of GSBC and the pastor, GSBC delegates to the PMT and Deacons the authority to act as its representative in resolving this type of situation without a public vote or discussion within GSBC congregation.
2. **Procedures for Determination of Unacceptable Performance and/or Behavior requiring the End of Employment with GSBC:**

This determination will only be made after careful and extensive evaluations of the pastor's performance and behavior, extensive prayer, and sincere appreciation for the welfare of the pastor and his family. This determination requires completion of the following procedures:

- a. A written Recommendation by the PMT to the Active Deacon Body documenting the unsatisfactory performance and/or behavior of the pastor requiring the termination of employment.
- b. The PMT and Active Deacon Body will meet to consider PMT's recommendation.
- c. The PMT/Dacons will prayerfully consider the PMT's recommendation to include a verification of the unsatisfactory performance or behavior, a determination that the unsatisfactory performance or behavior cannot be satisfactorily corrected, and a determination that all other alternatives have been reasonably explored. The group may meet with the pastor for additional discussions.
- d. To concur in the PMT's recommendation and approve the Termination of Employment, two-thirds of the total PMT/Active Deacons must concur in the determination with their signature on a determination form. All members of the group must either concur or non-concur with the decision. All members may include their specific comments on the group's decision. As a minimum, the determination form will contain the following information:
 1. The PMT's written recommendation (Attachment).
 2. The PMT/Dacons' findings and conclusions concerning the pastor's performance or behavior including the rationale and justification for the termination action.
 3. A specific timetable for the pastor to locate other employment. However, the group may terminate the employment at any time to include the date of the determination form.

4. A specific severance package if required. A severance package is optional and will be determined by the group. Typically, the severance package will consist of one to three months' pay.
 5. An effective date for the termination.
- e. The PMT/Deacons will announce the decision to involuntarily terminate the pastor to GSBC during a church business meeting. The timing of the announcement will be at the discretion of the PMT/Deacons and will be planned to protect the integrity and character of GSBC and the pastor and his family.

SECTION E

1.0 Holidays

The following holidays are recognized as paid holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve
- Christmas Day

Employees away from work on unpaid leave of absence other than leave due to work-related injuries will not be compensated for holidays occurring during their leave of absence.

In the event any of these holidays occur on Saturday or Sunday the following Monday will be considered the holiday.

Part-time and temporary employees do not earn holiday pay.

2.0 Personal/Vacation Leave

All full-time ministerial, director, administrative and support staff will begin earning personal/vacation leave at the time of employment. The time is available for use as it is earned. The personal/vacation leave year is January 1st to December 31st.

Personal/vacation leave will only be used in hourly increments.

Personal/vacation leave for full-time employees will be earned at the following rates:

Ministerial Staff: Service will be interpreted as the total number of cumulative years as a full-time ministerial employee of a church or Southern Baptist Convention approved position. Upon calling any new ministerial staff member, GSBC's pastor or executive pastor will certify the: a) years of consecutive full-time service of the new ministerial staff member and b) allowable personal/vacation leave at GSBC for the remainder of the first leave year.

<u>Length of Service</u>	<u>Amount of Leave (Annual Rate)</u>
0 to 5 years	100 hours
6 to 15 years	140 hours
More than 15 years	160 hours

Non-Ministerial Staff: Years of service will only include consecutive years of service at GSBC.

<u>Length of Service</u>	<u>Amount of Leave (Annual Rate)</u>
0 to 5 years	100 hours
6 to 15 years	140 hours
More than 15 years	160 hours

All personal/vacation leave will be approved by the employee's supervisor prior to taking leave. The pastor shall approve his own personal/vacation leave. An employee may carry forward any unused leave from year to year up to a maximum of 40 hours.

Should a recognized holiday fall during the staff member's personal/vacation leave, it will not count as personal/vacation leave.

Part-time employees are not entitled to paid vacation/personal leave.

3.0 Family Care and Medical Leave

GSBC will abide by the requirements of the Family and Medical Leave Act.

Employees on family care and medical leave may be required, or may elect, to use accrued vacation and/or sick benefits.

Employees with a serious illness/health condition must present a health provider's written release of wellness, verifying that they are able to perform their duties safely and that they pose no health risk to others before they will be allowed to return to work.

4.0 Bereavement Leave

GSBC provides up to three (3) days paid bereavement leave for full-time ministerial and support staff for the death of a member of the employee's immediate family. Immediate family (to include all "step" relationships), for the purposes of this bereavement leave is defined as an employee's spouse, children, parents, brothers, sisters, grandparents, spouse's parents, spouse's grandparents, brother/sister-in-law, uncle, aunt, niece, nephew, or other relatives that reside in the employee's household. Bereavement leave must be approved prior to leave being taken.

Employees who require more days away from work than is allowed under this leave may request earned vacation time, or a personal leave of absence, subject to the approval of his/her supervisor.

An employee's 90-day probationary period does not have to be met for the employee to qualify for bereavement leave.

5.0 Jury Duty

A leave of absence will be granted for employees to serve on jury duty. Full-time employees who are required to serve on jury duty will be paid their regular wages during the period they are called to serve, for a maximum of 21 working days.

Employees who are required to serve for more than 21 days may take time off, without pay, or use vacation pay for the balance of the time.

Upon completion of jury duty, a jury duty attendance form provided by the Court may be requested to be turned into GSBC. Employees who are excused from jury duty for the day, or excused early, should report back to work when it is practical to do so.

6.0 Military Leave

GSBC complies with the requirement of the Uniformed Services Employment and Reemployment Rights Act.

7.0 Workers' Compensation Leave

GSBC will comply with all applicable state and federal laws concerning leave time for work-related illness or injury. GSBC's insurance agent will be called upon to assist staff in all workers' compensation matters. Employees on work-related illness or injury leave will be reviewed on a case-by-case basis.

8.0 Sick Leave Days

GSBC will have paid sick leave for all full-time ministerial and support staff. Employees who have completed at least 90 workdays of continuous service will be eligible to participate in GSBC's sick leave program. This plan provides for both job continuance and pay in the event of an employee absence for certain periods of time for reasons of illness, injury or disability, which were not work-related.

Sick leave will accumulate at a rate of six hours per month beginning with the first complete month of full-time employment at GSBC. Sick leave will accumulate from one year to the next up to a maximum of 640 hours. Sick leave will be earned and used in hourly increments.

Sick pay may not be advanced. An employee is not paid for accrued and unused sick leave.

Sick leave may be granted for the following reasons. Sick leave is not to be used as personal/vacation leave.

- Personal illness or injury of the employee or illness/injury of the employee's spouse, children, mother or father.

- Additionally, sick leave may be granted to an employee if the employee's spouse, children, mother or father is afflicted with a contagious disease and requires the care and attention of the employee, or when through exposure to a contagious disease, the presence of the employee at his/her job would jeopardize the health of others.
- Maternity leave is considered sick leave.

As a rule, if an employee is unable to report for work due to illness, the employee should notify the immediate supervisor prior to the employee's normal report time for work. A doctor's certification may be requested of any absence lasting three or more consecutive days and the PMT reserves the right to request a doctor's statement at any time.

9.0 Pastor and Staff Recognition

The PMT, in coordination with the deacons, will be responsible for conducting an annual pastor and ministerial staff recognition day. The PMT will determine the type of recognition (monetary and/or honorary) and type of recognition service.

10.0 Benchmark Anniversary Recognition

Benchmark anniversaries will be celebrated every five years with additional monetary recognition. While not required, the goal of this gift is to encourage and enable the staff to take additional time away for recuperation. Beginning on the five-year anniversary the gift will be 2% of the employee's salary for that year. Each five years the gift will increase by 2% with a current max of 10% of the individual's salary at the 25 year and subsequent anniversaries.

11.0 Health Insurance

GSBC offers an Individual Premium Only Plan (IPOP) to all employees who work at least 30 hours per week. Any employee who elects to participate in the plan must do so during the election period at the end of each year. The plan year begins on July 1st and ends on June 30th.

12.0 Life Insurance and Long-Term Disability

GSBC will provide Life Insurance and Long-Term Disability coverage for the ministerial staff and for other full-time church staff members.

The employee will be responsible for paying for any other options they choose, such as Short-Term Disability, Accidental Death & Dismemberment, spouse or child Life Insurance, etc.

13.0 Retirement (Annuity) Participation

Retirement participation is available for staff through Guidestone. GSBC may provide matching contributions to the staff's retirement plan. The amount of the matching contribution will be determined by the PMT, consistent with annual budgetary needs.

The employee will be required to complete needed forms to establish this annuity arrangement. Information will also be provided to the employee, from the Finance Office, regarding the tax shelter annuity.

14.0 Social Security

The employer's portion of Social Security and Medicare taxes (FICA) will be provided for all non-ministerial employees.

For social security purposes, ministerial employees are considered "self-employed" and are required to pay the entire SECA tax.

15.0 Workers' Compensation Insurance

Workers' Compensation Insurance automatically covers every employee of GSBC at the time of employment. GSBC pays the entire premium for this coverage.

All employees are required to report any type of work-related injury or illness to their supervisor, as soon as it occurs, regardless of how minor the injury or sickness may be. Proper first aid and/or medical attention should be sought immediately.

17.0 Ministerial Staff and Director Activities (e.g. Denominational Meetings, Speaking Engagements, Conferences and Seminars)

For approved conferences, state and local ministry committees, seminars and other special events, GSBC will pay the employee for reasonable and customary travel expenses. Travel is approved by the pastor.

Other Ministerial Staff and Directors

Ministerial staff members will be allowed time away to lead revivals. Ministerial staff members and Directors will also be allowed time away to attend conferences, encampments, etc., and to attend conferences or seminars for personal or job enrichment. The total time for these activities should not exceed four weeks per year and should not exceed more than three Sundays. The pastor must approve time away from work for these activities for all ministerial staff members.

18.0 Minister's Housing Allowance

GSBC will comply with IRS requirements.

19.0 Sabbatical Leave Policy

Purpose: The purpose of sabbatical leave is **Rest, Renewal, Retreat** and **Re-Education** that will enhance the ministerial effectiveness of church staff members.

Eligibility: The following positions are eligible for sabbatical: **Full-Time Ministerial Staff**

Requirements:

- A. A member of the ministerial staff shall be eligible for a sabbatical after completing 7 years of full-time service at Gilliam Springs Baptist Church. Sabbaticals may be requested during each fifth year of service after the initial sabbatical leave is taken. The sabbatical formula shall be:
 - upon completion of 7 years – 4 weeks
 - upon completion of 12 years – 5 weeks
 - upon completion of 17 years – 6 weeks
 - upon completion of 22 years – 7 weeks
 - upon completion of 27+ years – 8 weeks
- B. The staff member must request the leave no less than six months in advance and must submit a written proposal to the Pastor describing the nature and intended use of the sabbatical as well as any estimated costs. Requests from the Pastor for a sabbatical will be submitted directly to the PMT. If possible, leaves should be requested and approved to allow for inclusion in the following year's church budget.
- C. The PMT will be responsible for approving all sabbatical leaves and will review the proposal to ensure compliance with applicable church policies, evaluate the impact on the church of the minister's absence, confirm estimated costs, and assess the appropriateness of the intended use of the leave.
- D. During the sabbatical, the church will continue to pay the minister's full salary and benefits. The minister shall not be required to use earned vacation time to cover the sabbatical period. A Sabbatical grant up to \$3000 will be available to cover expenses approved by the PMT related to conferences or continuing education. Further, funds may be provided by GSBC to provide special guests to assist in the ministry area during the sabbatical leave, i.e. special pulpit guests, etc.
- E. The minister is responsible for arranging support for their area of ministry in their absence, including developing a specific schedule of events, recruiting and training church members or external support to lead programs, ensuring that needed supplies are on-hand, etc.
- F. A sabbatical leave must be scheduled over one continuous period.
- G. No two ministers may be on sabbatical during the same period.

- H. The PMT is responsible for all interpretations of this policy. Requests for exceptions to the policy must be approved by the PMT in advance of the sabbatical start date.
- I. While not exhaustive in nature, these are some activities to be considered (1-3 are highly encouraged and, in some ways, expected):
 - 1. Resting, relaxing, and exercising
 - 2. Study . . . this may include conferences, or classes at a college or seminary
 - 3. Visiting other churches and interacting with people in a similar role
 - 4. Marriage enrichment activities
 - 5. Visiting family members, mentors, or former colleagues
 - 6. Travel
 - 7. Cross-cultural experiences. This may involve a short-term missions experience
 - 8. Keeping a journal
 - 9. Accomplishing a delayed project at home
 - 10. Beginning a new hobby