



FIRST MONTGOMERY
BAPTIST CHURCH

**PERSONNEL POLICIES
AND PROCEDURES MANUAL**

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SECTION I

PERSONNEL CLASSIFICATION

A. Employees

1. Job Classification
 - a. Ministerial Staff
 1. Church-called positions: Senior Pastor, Worship Pastor
 2. Senior Pastor appointed positions: Student Minister, Senior Adult Minister, Children's Minister, Missions Minister
 - b. Professional/Support Staff
 2. All other staff positions.
2. Exempt and Non-Exempt Classifications
 - a. Exempt employees are salaried employees and are paid on a semi-monthly payroll and are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. Exempt employee positions include such positions as Ministerial staff and Professional staff. These employees require skills that exercise independent authority, judgment, and responsibility in their job and may also supervise other employees.
 - b. Non-exempt employees are employees paid on an hourly basis and are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. Non-exempt employees are paid on the semi-monthly payroll, and hours worked are reported on a time sheet. They are entitled to premium compensation for overtime work. Non-exempt employee positions include such positions as support, maintenance, custodial, and service workers.
 - c. See Section III, Employment Administration, for further definition and explanation of overtime hours and compensation for overtime hours.
 - d. All job classifications will be in compliance with the Fair Labor Standards Act.
3. Full-Time, Part-Time, and Temporary Employees
 - a. Full-time status classification is granted to employees regularly scheduled to work 32 or more hours per work week. These employees are entitled to full participation in all Church employee benefit programs.
 - b. Part-time status is assigned to employees regularly scheduled to work less than 32 hours per work week.
 - c. Temporary employees, whether part-time or full-time, are those who are hired for a particular task for a pre-defined, limited period of time. Temporary employees are not eligible to participate in a church-approved benefit plan.

4. Job Description

Each employee will be given a job description that will include the following:

Job classification

Immediate supervisor

Full-time or Part-time status

Temporary or regular employment

Exempt or Non-Exempt status

Primary job duties and/or responsibilities

B. Independent Contractors

1. Independent contractors are determined using Internal Revenue Service criteria for behavioral control, financial control and type of relationship.

SECTION II GENERAL POLICIES

A. Implementation of Personnel Policies

1. The Personnel Committee will be charged with the responsibility of recommending personnel policies to the Church for approval. The Ministerial staff will administer the personnel policies as herein stipulated, with the Senior Pastor or his designee (see definition in appendix) serving as chief administrator and liaison to the Personnel Committee when policies need clarification or interpretation.
2. Should problems occur or conflicts arise concerning Church operations, they are to be brought to the attention of the staff member's immediate supervisor to whom the person is assigned. When deemed necessary, the supervisor will consult the Senior Pastor or his designee. The Senior Pastor or his designee may seek the counsel of the Personnel Committee on matters of major consequence or at any time they judge a matter to merit additional counsel.
3. The Senior Pastor may delegate his authority as chief administrator to another Ministerial Staff designee.

B. Review and Revision Procedure

1. The Personnel Policies and Procedures Manual may be revised at any time after presentation at two meetings by a majority vote of the Personnel Committee. Whenever revisions are made, notice will be sent to all staff of the adopted revision(s), and a revised Personnel Policies and Procedures manual will be provided. Staff signatures acknowledging the revisions will be required.
2. The Personnel Committee shall review the Personnel Policies and Procedures Manual for any revisions or updates in January of every year. If possible, the revisions or updates will be adopted by March of that year. Upon adoption, the staff will be notified, and a revised Personnel Policy and Procedures manual will be provided. Staff signatures acknowledging the revisions will be required.

C. Work Week

1. Ministerial Staff
 - a. The work week in general for the Ministerial staff is five (5) calendar days, including Sundays. Saturday and Monday are considered days off unless otherwise designated by the Senior Pastor or his designee. The schedule should be such that at least one Ministerial staff member is available Tuesday through Friday.
2. Professional and Support Staff

- a. The work week in general for Professional and Support staff is five (5) days, unless otherwise stipulated by the appropriate supervisor.

D. Work Day

1. Punctuality

- a. All employees should be at their assigned places of work at the designated time in the morning and after lunch. It is to every employee's advantage to be punctual, since frequent tardiness gives an impression of carelessness and unreliability. Habitual tardiness is subject to disciplinary action up to and including termination. Any employee who is starting their work day away from the main campus should notify their immediate supervisor and the Church Office of the schedule and location once the office opens.

2. Office Hours

a. Ministerial Staff

- 1) The Senior Pastor or his designee will determine office hours and other work hours for all Ministerial staff.

b. Professional and Support Staff

- 1) The Senior Pastor or his designee will determine office hours for all Professional and Support staff, as well as hours for the office to be open.

c. Lunch Schedules

- 1) Employees are allowed one hour for lunch each day.

3. Child Care and Mother's Day Out Staff Hours

- a. The work periods for child care and Mother's Day Out personnel will be determined by their supervisor.

4. Leaving the Church Premises

- a. Employees may leave the church premises during the workday to carry out work-related duties, provided such absences do not conflict with scheduled duties, meetings, or ministry activities.
- b. If an employee needs to leave the premises for personal reasons during regular work hours, the time away must be approved in advance by the employee's supervisor and must be accounted for as paid time off or compensatory time, as applicable. Arrangements for such time must be made prior to leaving.
- c. Employees are expected to remain reasonably accessible and to respond promptly to phone calls, text messages, and other work-related communications during work hours, particularly when off the church premises, unless prior arrangements have been made with their supervisor.
- d. When the Senior Pastor is away from the immediate area for an extended period, he will designate a member of the ministerial staff to act on his behalf.

5. Personal Conduct

- a. An employee's moral and personal conduct should reflect favorably on the ministry of the Church. If unfavorable conduct should occur, appropriate action will be taken, up to and including termination.

6. Dress Code

- a. Office dress should be modest, business casual.
 - 1) Jeans are approved for all days.
 - 2) Skin-tight apparel is not considered modest.
 - 3) First Montgomery t-shirts are generally approved attire. Other Christian shirts may be worn at church events outside normal business hours. Non-Christian t-shirts should be avoided during work hours.
 - 4) Attire for weddings, funerals, and other special services will match the chosen dress for the event.
 - 5) If you have doubts about modestly or appropriateness, please err on the side of caution.
- b. The Senior Pastor or his designee will make final determination for all dress code matters.

E. Staff Time Away from Church

1. Outside Engagements

- a. Time off for outside engagements by the Ministerial staff, excluding the Senior Pastor, shall be coordinated with their immediate supervisor and may include camps, conferences, revivals, and related events, whether as a leader or faculty member, and shall be limited to ten (10) work days per year. Generally, of these ten (10) days, only two (2) may be Sundays.
- b. All scheduled absences (meetings, Personal Leaves) must be submitted through the approved scheduling procedure as defined by the Senior Pastor or his designee. Time away will be scheduled so that conflict with major Church events will be minimized.
- c. The Senior Pastor or his designee may require that an employee revise their scheduled time away in the event of specific ministry needs within the Church.

F. Miscellaneous Policies

1. Gifts and Solicitations

- a. The giving of gifts and solicitation of funds among employees is not encouraged, but is permitted with discretion. Any solicitation of funds must have prior approval by the Senior Pastor or his designee.
- b. Employees shall not give out Church membership information for purposes of solicitation.

2. Handling Money

- a. Employees must adhere strictly to the financial procedures as noted in the Financial Policy and Procedure Manual.
- b. Employees cannot make loans nor endorse security for loans for other employees or members of the Church.

- c. Credit cards may be issued by the Senior Pastor or his designee to authorized personnel. All Church credit cards are to be used for Church purposes only.
- d. All monies collected for Church-related functions are to be documented and deposited or placed in the Church safe by the close of the following business day.

3. Telephone Calls

- a. While employees are permitted to make personal calls during working hours, it is requested that these calls be kept to a minimum and that they be of short duration.

4. Work Space Management

- a. Work areas shall be kept in an orderly manner.
- b. Employees are furnished with the supplies necessary for their work.
- c. The ordering of supplies and equipment will follow purchase order procedures established by the Senior Pastor or his designee.

5. Substance Abuse

- a. First Montgomery Baptist Church is a workplace free of prohibited substances and free of employees who are under the influence of prohibited substances. A partial list of prohibited substances appears at the end of this section.
- b. The use, possession, sale, transfer, or purchase of any illegal substance is strictly prohibited at any time by employees.
- c. The abuse of any alcoholic beverage is strictly prohibited at any time by employees.
- d. Any employee reporting for work in a mentally or physically impaired condition that, in the opinion of two Ministerial staff members, appears to be the result of alcohol, illegal drugs, prescription drugs, or non-prescription drugs, will be subject to the following corrective actions:
 - 1) Each occurrence could result in both an oral and a written warning, which will be placed in the employee's file and could result in immediate termination.
 - 2) The employee may be required to submit to a mandatory drug test. Refusal of prompt testing may result in dismissal.
 - 3) At least two Ministerial staff will take the employee home. Refusal of such assistance may result in termination.
 - 4) A positive drug test that indicates the presence of an illegal substance may cause immediate termination.
- e. The sale or transfer of prescription drugs from one employee to another is strictly prohibited.
- f. Prohibited substances and behavior include, but are not limited to: Alcohol, Illegal substances, Misuse of prescription drugs, Misuse of non-prescription drugs

6. Use of Tobacco

- a. First Montgomery Baptist Church campus will be a tobacco free workplace.

SECTION III EMPLOYMENT ADMINISTRATION

A. Personnel Employment Policies

1. Employment Requirements

As vacancies occur on the Church staff, the position may be filled under the following conditions:

- a. The applicant fits into the current approved job description.
- b. The salary offered is within the parameters established by the Personnel Committee. If the salary does not fit within the current budget, the package must be submitted to the Finance Team for approval.
- c. The funds necessary to hire the applicant are available.
- d. All personnel are required to have a background criminal check before employment is finalized. Accepting an individual for employment will be determined by receiving a "Clear" background report.

2. Authority to Fill Vacancies or Newly Created Positions

a. Senior Pastor

1. The position of Senior Pastor of First Montgomery Baptist Church shall be filled according to the guidelines set forth in the Church Bylaws.

b. Ministerial Staff

- 1) The Senior Pastor or his designee will coordinate with the Personnel Committee to call Ministerial staff. Upon recommendation of the Senior Pastor or his designee and the Personnel Committee, a special Search Committee may be selected to aid in performing this function.

(a) For Church-Called Ministerial Staff: Upon approval by the Senior Pastor or his designee and the Personnel Team, the Ministerial staff will be presented to the Church for affirmation.

(b) For Pastor-Appointed Ministerial Staff: after consulting the Personnel Team, the Ministerial staff may be hired and presented to the Church for introduction.

c. Professional and Support Staff

- 1) The Senior Pastor or his designee will communicate the need for new staff or replacement staff to the Personnel Committee and will conduct the search and hire of these employees. The Senior Pastor or his

designee will report the employment of the staff member to the Personnel Committee once completed.

- d. Part-time and Temporary Employees
 - 1) As the need arises, and the budget allows, the Senior Pastor or his designee may approve the hiring of part-time/temporary employees to work in a particular area.

B. Salary Administration

- 1. Payroll Approval
 - a. Salaries and wages for all employees must conform to budgetary requirements and be approved by the Personnel Team.
 - 1) Payroll schedule will be completed in conjunction with the annual budget preparation process.
 - 2) If an employee is replaced during the fiscal year, and the salary is higher for the prospective employee, the proposed salary must be recommended by the Personnel Committee prior to employment. If the new salary causes the salary section of the budget to exceed the approved amount, additional approval must be obtained from the Finance Committee and the Church.
- 2. Pay Periods
 - a. Paychecks for full-time and part-time employees are issued on the 1st and the 15th day of the month. When these fall on Saturday, Sunday, or a holiday, payroll checks are issued on the preceding workday.
- 3. Staff Advances on Paychecks
 - a. Requests for an early paycheck or salary advance for any reason are prohibited. Employees who are planning to be absent at the scheduled pay date because of personal leave, job-related trip, denominational service, or any other approved time away, may request that their paychecks be mailed to their home.
- 4. Overtime Pay for Non-Exempt Employees
 - a. Definitions
 - 1) Overtime hours for non-exempt employees refers to more than forty (40) hours worked in one work week. Personal leave, sick leave and paid holidays are not used in computing a 40-hour work week.
 - 2) Overtime pay refers to a wage that is one and one half times the regular hourly wage.
 - 3) Extra work hours refers to time worked beyond the normal work hours scheduled for one work week.
- 5. Discretionary Time Off
 - a. Exempt employees are ineligible for overtime pay. Exempt employees may receive time due to extra work hours performed.

- The amount of time will be determined at the discretion of the Senior Pastor or his designee.
- b. Non-exempt employees will be granted overtime pay for overtime hours worked.
 - 1) Non-exempt employees shall not work, nor be compensated for, extra work hours or overtime hours unless prior written approval for those hours has been granted by the Senior Pastor or his designee.
 - 2) Neither extra work hours nor overtime hours are counted for work performed at home or any other off-premise location without the written approval of the Senior Pastor or his designee.
6. Performance Evaluations
- a. An annual evaluation of each employee's performance, attitude, cooperation, appearance, and compliance with written/verbal directives or officially adopted Church policies will be made by their immediate supervisor.
 - b. At 90 days of employment, an evaluation of new office personnel will be conducted by the appropriate supervisor.
 - c. New Ministerial personnel will be evaluated after six months of employment by their immediate supervisor. The employee may also be asked to meet with the Personnel Committee.
 - d. Ministerial Employees will have the opportunity to meet with the Personnel Committee and the Senior Pastor or his designee after being evaluated by their immediate supervisor. Any matters of concern to the employee may be discussed at this time.
 - e. All employee evaluations must be submitted in writing, signed by the employee and filed in their personnel file.
 - f. The Senior Pastor or his designee may conduct additional reviews at their discretion.
 - g. Salary increases may be recommended by employee's supervisor and the Senior Pastor or his designee. Increases are approved by the Personnel Committee based on merit, job responsibility, and availability of funds determined by the Finance Committee.
7. FICA (Social Security and Medicare):
- a. The Church pays for the employer's portion of FICA, and the staff member pays the employee's portion.
 - b. Ministerial personnel who qualify to be considered as "self-employed" shall pay 100% of the tax due under the Self Employment Contributions Act (SECA).

C. Supervision

Employees are expected to perform their assignments in a diligent and responsible manner. Every employee has a direct supervisor, assigned at time of hire/call, for guidance and instruction of specific and general

duties. The Senior Pastor is the general supervisor of all personnel and is responsible for the interpretation and implementation of these policies.

D. Employment Termination

1. Non-Ministerial Employment Termination
 - a. All non-Ministerial employees are employed at will. Employment and compensation can be terminated, with or without cause, and with or without notice, at any time, by the Senior Pastor or his designee or by the employee.
 - b. When it becomes necessary to terminate the service of a non-Ministerial employee, the person directly responsible for his or her supervision will make a written recommendation to the next level supervisor. The Senior Pastor may, at his discretion, terminate at will any non-Ministerial employee. A written explanation and cause of the termination will be placed in the employee's file.
 - c. An employee choosing to resign their employment is encouraged to give a reasonable notice of termination, preferably two weeks, to their supervisor.
2. Interim Pastor Termination
 - a. Interim Pastor is accountable to the Personnel Committee.
 - b. The Interim Pastor may be terminated by a simple majority vote of the Personnel Committee.
3. Ministerial and Senior Pastor Termination
 - a. Ministerial Termination (Except Senior Pastor)
 - 1) Ministerial staff members may be dismissed upon recommendation of the Senior Pastor in consultation with the Personnel Team as per the Bylaws.
 - 2) No Ministerial Staff shall be terminated without an opportunity to appear before the Personnel Committee and discuss the termination charges. They may be accompanied by up to two other persons of his/her choice to assist in the discussion.
 - 3) The Church may compensate a dismissed Ministerial staff member with compensation equivalent of up to one month of the employee's annual base salary. At the discretion of the Personnel Committee, additional compensation may be provided to the dismissed employee subject to budget constraints.
 - 4) Both the employee and the Senior Pastor, prior to the final compensation being awarded to the employee, shall sign a letter of termination detailing the reasons and terms of the separation. This letter should also be kept in the employee's file.
 - 5) Once the employee is notified of the termination, the employee may be escorted to their work station to turn in all keys, credit

cards, and any other Church-owned equipment or materials, if the situation warrants.

- 6) If possible, the terminated employee's final paycheck will be prepared in advance and will be issued to the employee. The final paycheck will consider the employee's expense account where advances have not yet been returned. If a final check is not available, one will be mailed to the address on record within three (3) business days of the signing of the letter of termination.
 - (a) The employee will be informed, in the termination letter, of any insurance or other benefits to which they may be entitled.
- b. Senior Pastor Termination
 - 1) The Senior Pastor may be dismissed for cause only upon recommendation of the Personnel Committee and confirmed by three-quarters majority (75%) agreement of the Church Body in a Special-Called Business Meeting. The vote shall be taken by signed, written ballot and certified by the Church Clerk.
 - 2) The Personnel Committee will not entertain a motion of termination without the Senior Pastor having the opportunity to appear before the Personnel Committee and discuss the termination charges. He may be accompanied by up to two other persons of his choice to assist in the discussion.
 - (a) For the Personnel Committee to bring a motion of termination regarding the Senior Pastor to the Church Body, it is required for the motion to be affirmed by a super majority (75%) agreement of the entire Personnel Committee, with written notice submitted to the congregation by electronic mail, while following the Church procedures for calling a Special-Called Business Meeting for that purpose alone.
 - 3) The Church may compensate the terminated Senior Pastor with compensation equivalent up to one month of the employee's annual base salary. At the discretion of the Personnel Committee, additional compensation may be provided to the dismissed employee subject to budget constraints.
 - 4) Both the employee and the Chairperson of the Personnel Committee, prior to the final compensation being awarded to the employee, shall sign a letter of termination detailing the reasons and terms of the separation. This letter should also be kept in the employee's file.
 - 5) Once the employee is notified of the termination, the employee may be escorted to their workstation to turn in all keys, credit cards, and any other Church-owned equipment or materials, if the situation warrants.
 - 6) If possible, the terminated employee's final paycheck will be prepared in advance and will be issued to the employee. The final paycheck will consider the employee's expense account

where advances have not yet been returned. If a final check is not available, one will be mailed to the address on record within three (3) business days of the signing of the letter of termination.

- 7) The employee will be informed, in the termination letter, of any insurance or other benefits to which he may be entitled.

E. Immediate Termination

1. The Senior Pastor, or his designee, may place a non-ministerial or ministerial employee or staff member on immediate investigatory leave, with or without notice, to permit the Personnel Committee to review or investigate actions, including dishonesty, theft or misappropriation of company funds or property, violence or immoral conduct on or off the Church premises, gross safety negligence or acts endangering others, insubordination, or any other conduct that warrants removing the employee from the Church premises. During the investigation, the non-ministerial or ministerial employee or staff members will be on paid leave pending the outcome of the investigation. He or she must immediately surrender to the Senior Pastor, or his designee, all Church property, including, but not limited to, keys, access codes, passwords, cellular phones, laptops, iPads, e-mail accounts, and other devices and software. At the discretion of the Senior Pastor, or his designee, the employee in question may be escorted to his or her office or workspace to retrieve church and personal property, and escorted off the church premises. The Senior Pastor, or his designee, may enlist the assistance of law enforcement personnel if he/she determines that the situation warrants it.
 - a. Should the employee in question submit an immediate resignation, either in writing or verbal in the presence of the Senior Pastor, or his designee, with another witness present, employment will be terminated immediately, and the previous itemized actions will be taken by the Senior Pastor, or his designee. The resignation will then be presented to the Personnel Committee for final approval.

F. Sexual Harassment

1. The Church expects the highest degree of Christian sexual morality among its employees. The Church desires to have an office and work environment free from sexual innuendo, sexual gestures, sexual advances, requests for sexual favors, offensive or vulgar language, improper and inappropriate conduct, and sexual exploitation or harassment.
2. Definition of sexual harassment
 - a. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - 1) submission to such conduct is made explicitly or implied a term or condition of an individual's employment;

- 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
 - 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
3. Sexual harassment claims should be submitted in a timely fashion and must be documented and reported to the Senior Pastor or his designee and/or a designated female employee and to the Chairman of the Personnel Committee. All claims will be treated seriously and respectfully and will be appropriately investigated.
 4. A valid complaint of sexual harassment will lead to appropriate and strict disciplinary action of the offending employee, which may include termination.

SECTION IV

EMPLOYEE BENEFITS

A. General Benefits

1. The Church may grant Personal Leave, holiday, and other benefits in addition to salary and hourly work pay.

a. Paid Holidays

- 1) The Church recognizes the following days as paid holidays:
 - (a) New Year's Day
 - (b) MLK Day
 - (c) President's Day
 - (d) Day After Easter
 - (e) Memorial Day
 - (f) Independence Day
 - (g) Labor Day
 - (h) Thanksgiving
 - (i) Day Before Thanksgiving
 - (j) Christmas Day
 - (k) 1st Day After Christmas
 - (l) 2nd Day After Christmas
 - (m) New Year's Eve
- 2) When a holiday specified above falls on a Saturday, the Church staff will observe the preceding Friday. When it falls on a Sunday, the Church staff will observe it the following Monday.
- 3) Church programming will frequently necessitate a skeleton organization on these holidays. When an employee is required to work on a holiday, their immediate supervisor will arrange time off for the holiday.
- 4) The Senior Pastor or his designee may modify the day the holiday will be observed, according to his discretion.

b. Paid Personal Days

- 1) Death in the Immediate Family
 - (a) When death occurs in a staff member's immediate family, such staff member shall be granted reasonable absence, up to three (3) days, by the Senior Pastor or his designee and shall be paid for such time lost. The Senior Pastor or his designee may approve two (2) additional days. For any time needed beyond approved days, an employee may use their accrued Personal Leave. ***Immediate family is defined as:*** Spouse, son, daughter, stepson, stepdaughter, mother, father, stepmother, stepfather, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother/ brother-in-law, sister/sister-in-law, aunt, uncle, grandparent, grandchild, or any relative

living with the employee. Any special circumstances require the approval of the Senior Pastor.

2) Jury or Witness Duty

(a) An employee is paid for the time absent on jury or witness duty. If the employee's service as a juror or witness is not required for the entire day, he/she is expected to report back to the Church for the remainder of the day.

3) Family Medical Leave Act (FMLA)

(a) The Church will comply with the Family Medical Leave Act as required by law. The current provisions include:

(i) Eligible Employees

1. Employed for a minimum of twelve (12) months
2. Has worked for a minimum of 1,250 hours during the 12-month period immediately prior to the start of the leave.

(ii) Eligible Reasons for Extended Leave

1. Birth of a child of the employee to care for the child
2. Placement of a child in the employee's home for adoption or foster care to care for the child
3. Employee needs to care for a spouse, son, daughter, or parent with a serious health condition
4. The employee has a serious health condition that makes the employee unable to perform the essential functions of their job.

(b) Advance Notice and Medical Certification

(i) When leave is foreseeable, employee must give his/her Supervisor at least thirty (30) days' notice. This is to allow the Church time to acquire a temporary replacement. Employee who has no reasonable excuse for failing to give 30 days' notice may have the beginning date of their leave delayed. Employee must provide the Church with sufficient information for the Church to determine whether leave should be granted. When employee cannot give 30 days' notice, they should give notice as soon as possible.

(ii) When leave is due to the employee's own serious health condition or the serious health condition of a spouse, son, daughter, or parent, the Church requires medical certification from a health-care provider before approving leave. In some cases a second or third opinion may be needed.

(iii) While an employee is on leave, the employee must periodically report their status and intention to return to work. During this time, the Church may require periodic recertification by a health care provider.

(iv) See detailed information at www.fmlaonline.com.

- (c) Payment During Leave
 - (i) Eligible employees are allowed a total of twelve (12) weeks of unpaid leave during any 12-month period. Employee will not be paid for FMLA leave, but they must use their paid time first. Maximum leave time will be determined by FMLA regulations
 - (d) Return to Work
 - (i) When an employee has been on leave due to his or her own serious medical condition, the Church will require medical certification that the employee is able to return to work.
 - (ii) When employee returns to work after family and medical leave, they will return to their original or equivalent position with the same pay, benefits, and other terms as if they had not taken leave.
 - (e) Intent of First Montgomery Baptist Church and FMLA
 - (i) In administering all policies relating to absences, the Church intends to comply with applicable laws including the Americans with Disabilities Act (ADA) and the Family and Medical Leave Act (FMLA).
- 4) Personal Leave
- (a) Definitions
 - (i) Calendar Year - January 1 to December 31
 - (ii) Anniversary Year - Hiring date to one year later (e.g. 3/5/02 to 3/04/03)
 - (iii) Earned Personal Leave - Personal Leave days are earned starting the first day of employment.
 - (iv) One Week Personal Leave - equals five work days.
 - (b) Full-Time Staff
 - (i) Calculating Personal Leave days: The number of Personal Leave days earned is determined by the staff position and the number of years employed at First Montgomery Baptist Church.
 - (ii) Personal Leave days allowed at the end of 6 months of employment for specific staff positions are as follows:
 1. **Senior Pastor** - 20 work days and 25 work days after five years of service.
 2. **Ministerial Staff** - 10 work days and 15 work days after five years of service.
 3. **All other full-time staff** - For New Employees 5 work days after 6 months, the other 5 available at 1 year anniversary, 10 work days (earned throughout the year) after one year of employment.
 - (iii) Newly hired/called employees who have served in continuous full-time SBC ministry elsewhere shall be given

credit of one (1) year served at the Church for every two (2) years served in an SBC ministry, provided no more than six (6) months lapsed between the previous SBC ministry service and hiring/calling at the Church.

- (iv) Two weeks or less at a time may be utilized, unless a longer period is approved by the Senior Pastor or his designee. As a matter of practice, a staff member will not be absent more than two (2) consecutive Sundays.
- (v) Employee begins to accrue Personal Leave at established accrual schedule from the one year anniversary of his/her first day of hire.
- (vi) Personal leave is granted on a calendar-year basis on January 1 of each year. During an employee's first year of employment, it is granted on the first day of employment prorated based on the number of full months remaining in the calendar year beginning with the employee's start date. Beginning January 1 following the first year of employment, eligible employees will receive their full annual personal leave allotment at the start of each calendar year. Personal leave time has no cash value and will not be paid out upon separation from employment for any reason. If an employee has used more personal leave time than would have been earned on a prorated basis at the time of separation, the excess personal leave time may be deducted from the employee's final paycheck, as permitted by law.
- (vii) Employee may carry up to one (1) week of Personal Leave from one calendar year to the next.
- (viii) In the final year of employment, unused earned Personal Leave may be paid to the employee upon termination. If an employee is terminated with cause, no personal leave shall be paid to the employee.
- (ix) All Personal Leave must be scheduled and approved by his/her immediate Supervisor in conjunction with the ministerial staff. Holidays occurring during the Personal Leave will not be charged to Personal Leave days.

(c) Part-Time Staff

- (i) Personal Leave days allowed at the end of 6 months of employment for Part-Time (minimum 20 hours per week) staff positions are as follows:
 - 1. **Part-Time Staff** - 5 work days and 8 work days after five years of service.

c. Paid Parental Leave

- 1) Overview: First Montgomery Baptist Church desires to support full-time staff members who welcome a new child through birth

by providing paid parental leave. This leave is intended to allow for family bonding, transition into new family responsibilities, and appropriate recovery following childbirth, consistent with the biblical convictions and employment expectations of the Church.

- 2) **Qualifications:** Paid parental leave under this policy is available only to full-time employees who are married and who become parents through the birth of a child while employed by the Church. This policy applies to births within the context of a married couple. Adoption, foster placement, and surrogacy arrangements—including surrogacy pregnancies involving the exchange of money—are not covered by this policy and may be considered separately at the discretion of Church leadership.
- 3) **Parental Bonding Leave:** Eligible full-time employees will be granted two (2) consecutive weeks of paid parental bonding leave at one hundred percent (100%) of the employee's regular rate of pay for the purpose of caring for and bonding with the newborn child. Parental bonding leave is provided equally to mothers and fathers and will begin on the first day the employee begins time away from work related to the birth of the child. When both parents are employed by the Church, bonding leave will run concurrently and consecutively beginning with the first day of leave related to the birth.
- 4) **Pregnancy Recovery Leave:** In addition to parental bonding leave, full-time employees who give birth are eligible for four (4) additional consecutive weeks of paid leave at one hundred percent (100%) of the employee's regular rate of pay for pregnancy and childbirth recovery. Pregnancy recovery leave may be split to begin prior to the birth of the child if a medical provider determines that the employee is unable to continue working due to pregnancy-related conditions, including doctor-ordered bed rest. Any paid leave taken prior to birth for pregnancy-related medical reasons will count toward the four (4) weeks of pregnancy recovery leave. The remainder will be taken immediately after bonding leave.
- 5) **Documentation:** Medical documentation from a healthcare provider is required for pregnancy-related leave taken prior to birth and for extended medical complications related to childbirth. Such documentation will be submitted to and reviewed by the employee's immediate supervisor.
- 6) **Relation to FMLA:** Paid parental leave is provided as a Church benefit and does not require the employee to exhaust accrued Personal Leave or Paid Time Off (PTO). Paid parental leave may run concurrently with Family and Medical Leave Act (FMLA) leave where applicable and does not extend the total amount of

leave available under FMLA. Paid holidays that occur during a period of paid parental leave will run concurrently with parental leave and will not extend the duration of the leave. Employees on parental leave are not expected to perform work duties during the leave period. Arrangements for ministry responsibilities and coverage will be made through a joint effort of the employee taking leave and the employee's supervisor prior to the start of parental leave. Employees should provide notice of anticipated parental leave as early as reasonably possible to allow for ministry planning.

- 7) Exceptions: Recognizing that each family and medical situation is unique, the Senior Pastor or his designee, in consultation with the Personnel Committee, may exercise pastoral discretion to address exceptional circumstances related to parental leave on a case-by-case basis, in a manner consistent with the mission, doctrinal convictions, and policies of the Church.

d. Sabbatical

- 1) First Montgomery Baptist Church may grant sabbatical leave pay to a pastoral or ministerial staff member who has served in full-time ministry at First Montgomery Baptist Church for six years. This sabbatical leave would be for no more than four (4) weeks every seven (7) years. Personal leave days may be combined with the sabbatical leave providing the total period of the absence does not exceed four (4) weeks. The period granted for sabbatical leave must be spent in research, study, or ministry enhancement.
- 2) Pastoral or ministerial staff members are eligible to apply for a sabbatical leave during their sixth (6th) year of employment with First Montgomery Baptist Church to be taken in their seventh (7th) year of employment. The sabbatical leave would be granted with pay for pastoral and ministerial staff members who meet the established criteria. All requests must be submitted in writing for approval by the Senior Pastor and the Personnel Committee. The sabbatical of up to four (4) weeks is intended to be taken consecutively unless justification for non-consecutive sabbatical periods is submitted to and approved by the Senior Pastor and the Personnel Committee.
 - (a) The costs associated with the sabbatical leave will be paid in full (100%) by First Montgomery Baptist Church. The costs associated with any personal leave will be paid in full (100%) by the employee as applicable. Pastoral and Ministerial staff members requesting a sabbatical leave must submit the following information for approval in writing:
 - (i) Nature of research, study, or ministry enhancement to be undertaken.

- (ii) Projected travel dates, places, and total cost.
 - (iii) Anticipated use of special resources not available at First Montgomery Baptist Church.
 - (iv) Value of sabbatical for enhanced ministry to First Montgomery Baptist Church.
 - (v) Other relevant plans or factors.
- 3) Upon return, a written report must be presented to the Senior Pastor and the Personnel Committee. An oral report must be presented to the Pastoral and Ministerial staff.
2. Coordination of Ministerial Time Away
- a. The Church acknowledges that the minister's work cannot be rigidly regulated because of the nature of the ministry. Crisis situations and emergencies, along with meetings and a heavy schedule, may alter the minister's schedule and sometimes necessitate rearranging work and/or leisure. The minister maintains regular Church office hours for the purpose of ministry coordination, Church administration, counseling, and discussing Church or personal matters with any Church member.
 - b. The primary purpose of scheduling regular office hours is to make the minister available to Church members. If the minister is away during office hours due to an emergency, a need in the community, a seminar/training or denominational activities, a ministry assistant will be available to take a message and notify the minister upon their return.
 - c. When the ministerial staff takes time away for professional or personal purposes, it is imperative that the needs of the Church family continue to be adequately covered. Accordingly, it is necessary for at least one ministerial staff members to be available during regularly scheduled office hours throughout the calendar year. Any temporary exception to this must be approved by the Personnel Committee.

B. Additional Benefits

1. Worker's Compensation
- a. Injury or illness resulting from employment at the Church will be covered by Worker's Compensation benefits, according to the State of Texas guidelines. Worker's Compensation may be supplemented with sick leave or Personal Leave pay to the amount of such leave time available to that employee.
 - b. Outside Employment
 - 1) Full-time Ministerial staff members may not participate in regular employment outside of their Church responsibilities unless approved by the Personnel Team.
 - 2) Other full-time Church employees must obtain written approval from his/her Supervisor and the Senior Pastor or his designee before seeking outside employment.

- 3) No employee of the Church will use Church property, equipment, or office space for personal or private financial gain unless approved by the Senior Pastor or his designee.
2. Housing Allowance
 - a. A housing allowance may be paid to ordained members of the Ministerial staff as qualified by the IRS.
 - b. That portion of a Ministerial Staff member's compensation to be designated as housing allowance shall be requested by the staff member and approved by the Personnel Committee. This should be done prior to each calendar year.

APPENDIX

SOCIAL MEDIA NETWORKING POLICY

- A. You agree not to attack fellow employees, church members, or vendors. You will not express disagreement/criticism of the Church or its ministry. Every employee is expected to follow the biblical model of conflict resolution (Matthew 18:15ff).
- B. You agree not to disclose any sensitive, proprietary, confidential, or financial information about the Church, other than what is publicly available.
- C. You may comment on other Churches (their staff, members, ministries), but you agree to do so respectfully without ridiculing, defaming, or libeling them in any way.
- D. You agree not to post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or any other entity. All employees using social networking media are expected to abide by the employee Code of Conduct in the Personnel Policies and Procedures Manual.
- E. You agree not to post advertisements, solicitations, and/or market and/or promote any business or commercial interest, chain letters, or pyramid schemes.
- F. Decisions on appropriateness of social media content will be at the discretion of the Senior Pastor or his designee.
- G. Personal political expression can severely damage a person's reputation, spoil relationships, and harm the reputation of the church. You are therefore discouraged from posting or commenting on anything regarding any political viewpoint, candidate, party, or movement.

Disciplinary Procedures

- A. Disciplinary Actions for Work Performance
 - 1. Reasonable efforts should be made by the Senior Pastor or his designee to informally address deficiencies in work performance. Reasonable efforts include open discussions to determine the cause(s) of any deficiency, and the identification of available resources to improve work performance.

2. Progressive Formal Disciplinary Action
 - a. All steps of the disciplinary action plan should minimally include the following information:
 - 1) Description of specific performance deficiencies
 - 2) Notation of any previous disciplinary actions taken
 - 3) Expected behavior
 - 4) Suggested action to achieve expected performance
 - 5) Time frame for corrective measures to be implemented
 - 6) Consequences for non-compliance
 - 7) Follow up date
 - b. Specific disciplinary action by a supervisor should be discussed with the Senior Pastor or his designee before implementation. The action should be fair and commensurate with the deficiency being addressed. The following progression is a suggestion for progressive disciplinary action concerning performance deficiencies, but may be altered with the approval of the Senior Pastor or his designee.
 - 1) First Offense: Written warning
 - 2) Second Offense: Written warning and leave without pay
 - 3) Third Offense: Termination
 - c. All disciplinary action will be documented. Each action will provide the opportunity for the employee to provide comments. The employee and supervisor will both sign the disciplinary action. The employee's signature is not an admission of guilt or wrong doing, but rather is an acknowledgement of the receipt and review of the disciplinary action. Failure or refusal of an employee to acknowledge receipt of the disciplinary action may result in immediate suspension or termination.
 - d. The employee will always be given a copy of the disciplinary action. A copy of any disciplinary action will be placed in the employee's personnel folder.
3. Disciplinary Actions for Conduct
 - a. The Senior Pastor or his designee with the counsel of the First Montgomery Baptist Church Personnel Team will make all disciplinary decisions based on employee conduct infractions. The action should be fair and commensurate with the conduct deficiency being addressed, but may result in immediate termination of employment depending on the nature of the offense.

EMPLOYEE CODE OF CONDUCT

The individual who would desire to be a part of the First Montgomery Baptist Church staff will be a person who:

- A. Has entered into a personal relationship with Jesus Christ as Lord and Savior
- B. Will demonstrate and exude high moral character and ethics in all of their dealings
- C. Will affirm the leadership, direction, vision and doctrinal distinctions of First Montgomery Baptist Church
- D. Will maintain confidences both explicit and implied
- E. Will demonstrate a genuine care and concern for every member of First Montgomery Baptist Church
- F. Will commit to pray for the various ministries of First Montgomery Baptist Church and its members
- G. Will demonstrate by word and action their support of the Senior Pastor and other staff of First Montgomery Baptist Church.
- H. Will be a faithful servant of the Lord and His Church
- I. Will demonstrate biblical stewardship in their lifestyle and Church family
- J. Will be an active witness of the Lord Jesus Christ in actions and speech
- K. Will participate in annual staff performance reviews, issued by the Senior Pastor or his designee.

After you have read the Personnel Policy including Appendix, please sign and keep this page for your records.

Employee Acknowledgment

I have read and understand the current Edition of the *First Montgomery Baptist Church Personnel Policy Manual*. Failure to comply with the policies in this manual may result in disciplinary action or termination.

Signature _____

Date _____

Employee Copy

After you have read the Personnel Policy including Appendix, please remove, sign, and return this page to the Senior Pastor or his designee.

Employee Acknowledgment

I have read and understand the current Edition of the *First Montgomery Baptist Church Personnel Policy Manual*. Failure to comply with the policies in this manual may result in disciplinary action or termination.

Signature _____

Date _____

File Copy