

Policies and Procedures

Elkdale Baptist Church

Adopted on December 8, 2019

Updated March 2, 2025

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1.1 - COMMITTEES GENERAL

Elkdale Baptist Church's Constitution and Bylaws calls for each committee to consist of six members. Members of each committee shall serve a three-year term with two members rotating off each year. Church members serving on committees must be active and striving to live out the church covenant. Chairpersons may serve a one-year term and may succeed themselves once.

Responsibilities

1. To adhere to relevant sections of the Bylaws and specific Policies and Procedures that govern their committee.
2. To manage designated budget line items according to the Disbursement of Funds policy (*Policy 3.3*).
3. To participate in the Annual Budget Preparation process (*Policy 3.4*).
4. To seamlessly transfer records each year from the outgoing chairman to the incoming chairman and committee. (3.2.25MM)
5. To be available to church members for questions and concerns.

Meetings

1. Each committee shall meet often enough to fulfill its responsibilities. Committee Chairpersons should coordinate with the church office when planning meetings.
2. A quorum for committee meetings is reached when two-thirds (rounding up to the nearest whole number) of the committee is present.
3. Robert's Rules of Order (current edition) shall be the parliamentary authority for committee meetings. Each committee should assign a secretary for recording minutes and the church office should maintain a copy of these minutes for availability. (3.2.25MM)

1.2 - NOMINATING COMMITTEE

This committee shall consist of six members. Members of this committee shall serve a three-year term with two rotating off each year. Members of this committee must attest to faithful giving and be active church members striving to live out the church covenant.

Responsibilities

1. To recommend candidates to fill committee positions. All candidates must be active members striving to live out the church covenant.
2. To educate candidates on the responsibilities of committees.
3. To present to the deacons for affirmation candidates to fill committee vacancies.

a. Annual Process:

At the end of each year, the standing Elkdale committees will have vacancies due to the rotation of committee members. Upon approval by the deacons, the Nominating Committee shall submit to the church for affirmation all committee candidates at the final regularly scheduled members' meeting of the year. It shall also identify committee chairpersons as a part of this recommendation.

b. As-Needed:

The committee shall fill vacancies on standing committees as needed. Upon approval by the deacons, the Nominating Committee shall submit to the church for affirmation committee candidates at a members' meeting.

1.3 - BUILDING & GROUNDS COMMITTEE

This Committee shall consist of six members. Members of this committee shall serve a three-year term with two members rotating off each year. Members of this committee must attest to faithful giving and be active church members striving to live out the church covenant. Committee is expected to meet monthly to perform their elected duties. (3.2.25MM)

Responsibilities

1. To oversee the operation and upkeep of the church's facilities, equipment, and grounds.
2. To oversee the work of the Facilities Manager.
3. To receive input and field questions on facility needs and issues and respond in a timely manner.
4. To oversee all third-party contract maintenance and construction.
5. To maintain adequate levels of janitorial supplies.
6. To aid the church office in maintaining documentation concerning purchases, repairs, and maintenance (e.g. invoices, manuals, warranties).
7. To oversee budget line items under the categories of Maintenance and Operations and Capital Expenditures according to the Disbursement of Funds policy (*Policy 3.3*), especially as it pertains to spending controls and bidding procedures.

1.4 - MISSIONS COMMITTEE

This Committee shall consist of six members. Members of this committee shall serve a three-year term with two members rotating off each year. Members of this committee must attest to faithful giving and be active church members striving to live out the church covenant. Committee is expected to meet monthly to perform their elected duties. (3.2.25MM)

Responsibilities

1. To oversee the development, promotion, and implementation of Elkdale's Acts 1:8 missions strategy.
2. To explore and coordinate church mission opportunities.
3. To review all applications for mission trip participation on Elkdale sponsored trips.
4. To approve financial assistance for mission trips according to the Missions Assistance Policy (*Policy 4.3*).
5. To oversee budget line items under the categories of Cooperative Missions and Missions Projects according to the Disbursement of Funds Policy (*Policy 3.3*).
6. To promote and encourage mission giving for these special offerings each year:
 - a. Lottie Moon (International Missions)
 - b. Annie Armstrong (North American Missions)
 - c. Acts 1:8 (Elkdale Missions)
 - d. Myers/Mallory (State Missions Offering)
7. To approve and oversee any fundraising for specific missions opportunities.
8. To approve usage and oversee upkeep of the Mission House with the help of Building and Grounds Committee (*Policy 2.3*).

1.5 - PERSONNEL COMMITTEE

This Committee shall consist of six members. Members of this committee shall serve a three-year term with two members rotating off each year. Members of this committee must attest to faithful giving and be active church members striving to live out the church covenant. Committee is expected to meet monthly to perform their elected duties. (3.2.25MM)

Responsibilities

1. To oversee church employees and ministers in human resource administration (e.g. salaries, benefits, job descriptions). Having been elected by the church to this responsibility, members of this committee shall maintain strict confidentiality regarding sensitive information such as compensation, performance evaluations, salary increases, grievances, and disciplinary matters.
2. To ensure that all ministerial and staff positions have a written job description.
3. To make recommendations to the deacons in consultation with the Senior Pastor regarding staffing needs. New positions are to be submitted to the church for approval.
4. To fill vacant non-ministerial staff positions.
5. To work with the Senior Pastor in making sure all employees both ministerial and staff receive at least an annual review and are satisfactorily meeting job requirements and goals.
6. To oversee budget line items under the categories of Personnel Salaries and Personnel Expenses according to the Disbursement of Funds Policy (*Policy 3.3*).
7. To work with Stewardship and the Ministerial Search Committee in setting initial salaries.
8. To allocate increases or decreases in salaries and wages resulting from the annual budget process.
9. To receive, investigate, and take appropriate action regarding complaints concerning church staff.
10. In the absence of a senior pastor, the personnel committee will aid the deacons in overseeing the church staff.

1.6 - STEWARDSHIP COMMITTEE

This Committee shall consist of six members. Members of this committee shall serve a three-year term with two members rotating off each year. They must attest to faithful giving and be active church members striving to live out the church covenant. Committee is expected to meet monthly to perform their elected duties. (3.2.25MM)

Responsibilities

1. To promote stewardship and encourage faithful giving among the church membership.
2. To participate in the planning of the annual church budget.
3. To oversee the work of the treasurer by reviewing his or her regular reports. The committee may also vote on financial recommendations proposed by the treasurer.
4. To review the church's monthly financial statements.
5. To modify implementation of the church's approved budget should the need arise. This may occur in the following ways:
 - a. Implementing spending controls
 - b. Transferring funds between accounts
 - c. Exploring debt reduction options
 - d. Disbursing any financial receipts that exceed the annual budget for such purposes as debt reduction, capital expenses, missions, etc.
 - e. Approving emergency expenditures in collaboration with the treasurer.
6. To be official signatories for checks produced by the church office. Payments requested by the Stewardship Committee must follow the regular policy for the disbursement of funds (*Policy 3.3*).
7. To provide regular financial reports to the deacons.
8. To provide regular financial reports to the church during members' meetings. To be available to the church membership for church-related financial questions.

1.7 - MINISTER SEARCH COMMITTEE

In the event of a ministerial vacancy, the deacons are charged with nominating a minister search committee in accordance with Elkdale's Constitution and Bylaws (*Section 4.3*). The committee shall be comprised of six persons with one of the six designated as chairperson. The nomination should also include an alternate committee member in addition to the original six. The nomination shall be affirmed by the church in a members' meeting. Members of this committee must attest to faithful giving and be active church members striving to live out the church covenant. After the passage of a year, the deacons may deem it necessary to evaluate the committee's progress.

Responsibilities

1. Seek input from the ministerial staff, deacons, and relevant committees at the beginning of the search process.
2. Seek input and additional resources from the Alabama Baptist State Board of Missions and other relevant entities and organizations.
3. Advertise position vacancy in order to solicit applicants.
4. Work with potential candidates during the search process by discussing position responsibilities, expectations, and compensation.
5. The committee should periodically inform the church of its progress.
6. Determine the process for introducing a candidate to the staff, deacons, and relevant committees or groups.
7. Present the candidate to the church for affirmation in accordance with the bylaws (*Bylaws Section 4.3*).

2.1 - FACILITY USAGE

General Policy

1. This policy excludes usage of the Mission House and the Wedding Policy. These exceptions are governed by the Mission House Usage Policy (*Policy 2.3*) and Weddings Policy (*Policy 2.4*).
2. The priority of Elkdale's facilities shall be for church-scheduled functions.
3. The church reserves the right to refuse the use of its facilities to any group, organization, or individual deemed in conflict with Elkdale's Constitution and Bylaws.
4. The church office controls the scheduling of events. Events are scheduled on a first-come, first-served basis. No event shall be scheduled more than three months in advance.
5. Facilities may not be rented for commercial use.

Facilities Access

1. Elkdale affiliated groups (e.g. Sunday School Classes, Ministry Teams, deacons, etc.) may use the facilities at no cost.
2. Members of Elkdale may use the facilities for non-church-related activities. A deposit of \$50 is required to secure the event date.
3. Non-Elkdale organizations and individuals may use the facilities for non-church-related activities. A deposit of \$100.00 may be required to secure the event date.
4. Facilities may be used during times of disaster or civil emergency at the discretion of church staff and deacons.

Scheduling

1. All events may be scheduled by submitting the appropriate Facilities Reservation Form (*Policies 2.1.1 and 2.1.2*) with any applicable deposits to the church office for approval.

Usage Guidelines

1. At the church's discretion, individuals or organizations using the facilities may be issued a key. A church representative may also provide access. Keys should be returned on the next available business day. Loss of keys may result in additional fees.
2. Individuals or organizations that are issued keys must lock all doors, set alarms, and restore thermostats to previous setting upon exiting.
3. Facilities are rented "as-is." Thus, furniture should not be taken out of designated areas. If furniture in a designated area has been rearranged, it should be returned to its original arrangement when event is over.
4. Facilities should be restored to their original condition when the event is over. All trash should be taken out, tables wiped, and floors swept. If kitchen equipment is used it must be washed and turned off (i.e. coffee maker, tea maker, pots and pans).
5. Prior arrangements must be made through the church office to use Audio/Visual equipment (i.e. projector, sound system) in the Fellowship Hall.
6. Non-reusable supplies (e.g. plates, cups, napkins) will not be provided by Elkdale.
7. Individuals or organizations may incur additional fees as a result of failing to follow these usage guidelines (i.e. failing to clean up, damaging church property).
8. In order to advance the spirit of our covenant as we gather together on the Lord's Day, the preparation for or hosting of events, meetings, showers, or other activities not sponsored by the whole congregation are prohibited during the hours set aside for corporate worship and Bible study. (3.5.23MM)

**2.1.1 - Elkdale Member
Facility Reservation Form**

Event Purpose: _____

Date of event: _____ Time: _____

Responsible person:

Name: _____

Address: _____

Telephone: _____

Email: _____

Please check the spaces you wish to reserve. A \$50 refundable deposit is required for all reservations:

Parlor ____ Fellowship Hall ____ Sanctuary ____

*Tablecloths are available for an additional fee of \$6.00 per tablecloth.

*I have read and agree to abide by the Church Facility Usage Policy.
I understand that Elkdale is not responsible for injury or loss of property.*

Signature _____ Date _____

For Office Use Only:

Deposit Date received: _____ Received by: _____

Cash or Check (Check number) _____

Deposit Return: Yes or No (*Reason:* _____)

Returned Date _____ Returned by: _____

**2.1.2 - Elkdale Non-Member
Facility Reservation Form**

Event Purpose: _____

Date of event: _____ Time: _____

Responsible person:

Name: _____

Address: _____

Telephone: _____

Email: _____

Please check the spaces you wish to reserve:

___ Parlor - \$100 (*\$100 deposit due to secure reservation*)

___ Fellowship Hall - \$200 (*\$100 deposit due to secure reservation*)

___ Sanctuary - \$200 (*\$100 deposit due to secure reservation*)

* Tablecloths are available for an additional fee of \$6.00 per tablecloth.

*I have read and agree to abide by the Church Facility Usage Policy.
I understand that Elkdale is not responsible for injury or loss of property.*

Signature _____

Date _____

For Office Use Only:

Deposit Date received: _____ Received by: _____

Cash or Check (Check number) _____

2.2 - KEY MANAGEMENT

1. Master keys, specific building keys, as well as alarm codes will be given to the following:
 - All church staff (as determined by the Personnel Committee)
 - Deacon Chairman
 - Treasurer
2. The deacons may deem it necessary to provide master keys, specific building keys, as well as alarm codes to any church member.
3. All unassigned keys are kept in the church office. A log shall be maintained by the church staff.
4. Members, contractors, or non-members requiring a key for facility usage may sign a key out during regular office hours. These are to be returned in a timely manner. Failure to return a key may result in financial liability.

2.3 - MISSION HOUSE USAGE

Purpose of the Mission House

1. To offer residence accommodations to missionary families who are on furlough from an active missionary assignment.
2. To offer residential accommodations to ministers who are helping lead ministry events on behalf of the church (e.g. visiting preacher, worship leader).
3. To offer residential accommodations to out-of-town guests of the West Central Baptist Association. (3.2.25MM)
4. To offer residential accommodations for other needs as approved by the Missions Committee.

Procedure for Reserving the Mission House

1. Requests for the use of the mission house will be initiated by the Mission House Request Form (*Policy 2.3.1*). Requests may be addressed to:
Missions Committee
Attention: Senior Pastor
2221 Elkdale Street
Selma, AL 36701
2. Reservations will not be accepted more than one year in advance.
3. Applicants should expect to be residents for no more than three months. Extensions may be granted by the Missions Committee.

Church Responsibilities

1. The mission house will be completely furnished, including appliances, kitchen utensils and linens.
2. The mission house will be provided rent-free. Based on length of stay, occupants may be required to pay for any utilities used.
3. The Missions Committee should keep the church informed as to the occupancy and state of the mission house.

Guest Responsibilities

1. Furniture or other items may not be removed from the premises for storage or other purposes without prior approval of the Missions Committee.
2. In the event of loss, occupants are responsible for personal belongings.
3. Permission for pets on the premises must be granted by the Missions Committee.
4. When vacating the premises, the condition of the house should be the same as when residents moved in except for normal wear. Occupants may be liable for damages or excessive wear.
5. When in town, occupants are encouraged to regularly attend Elkdale services.

**2.3.1 - ELKDALE BAPTIST CHURCH
MISSION HOUSE REQUEST FORM**

_____ requests the use of the Elkdale mission house beginning _____, 20____ through _____, 20____. (*Beginning and ending dates must be observed unless an exception is approved by Missions Committee*). Upon submitting this request the applicant signifies agreement with the terms and conditions detailed in the Mission House Usage Policy (*Policy 2.3*).

_____ Organization (if Applicable) _____ Number of Occupants

_____ Address _____ City _____ State _____ Zip

(____) _____ - _____ Phone Number _____ Email

_____ Applicant Signature _____ Date

APPROVED: _____ DATE: _____
Missions Committee Chairperson

2.4 - WEDDINGS

General Policy

1. No wedding shall take priority over church-scheduled functions.
2. The church reserves the right to refuse the use of its facilities for weddings deemed in conflict with the Elkdale's Constitution and Bylaws.
3. Each wedding ceremony should be viewed as a worship service and, as such, should be performed with the dignity and sacredness of any worship service. If the wedding is not performed by an Elkdale minister, the elements of the ceremony are to be reviewed by an Elkdale minister for appropriateness.
4. Understanding the sacredness of marriage uniting one man and one woman, Elkdale requires that the prospective bride and groom undergo intentional premarital counseling before using the facilities for a wedding.
5. If an Elkdale minister is not performing the ceremony, the visiting minister must contact an Elkdale Minister to confirm that premarital counseling has taken place.
6. All weddings are required to use the services of the Elkdale Wedding Coordinator (*see fee schedule*). The Elkdale Wedding Coordinator is to ensure that the ceremony adheres to Elkdale's wedding policy. The coordinator will be present, as needed, to assist the wedding party.

Scheduling

1. The church office controls the scheduling of weddings. Weddings are scheduled on a first-come, first-served basis. No wedding shall be scheduled more than twelve months in advance.
2. Weddings may not be scheduled on Sundays, holidays, or the last two weeks of December.
3. A completed wedding reservation form along with a \$200.00 refundable deposit is required to secure the wedding date. Reimbursement of the deposit may occur only after assessment of facilities following the wedding.
4. The Fellowship Hall is available for receptions. Reservations for the use of this facility should be made at the time the wedding is placed on the church calendar.

Decorations

Care must be taken to protect the church property against damage. The wedding party will be required to pay for any damages to the church building or equipment. The following guidelines must be observed:

1. Decorations and decorative equipment must be furnished by the wedding party.
2. Any wedding scheduled in December will incorporate the church's decorations in the wedding décor.
3. No nails, tacks, staples or tape may be used to attach decorations or equipment to the walls, woodwork, furniture or floors.
4. Only non-wax dripless candles may be used.
5. All decorations must be removed immediately following the ceremony unless previous arrangements are made with the Elkdale Wedding Coordinator.
6. Furniture, flowers, or decorations belonging to the church may be moved only upon approval of the Elkdale Wedding Coordinator. It will be the responsibility of the wedding party to move these items and return them immediately following the ceremony.
7. At the church's discretion, wedding parties may be issued a key or the Elkdale Wedding Coordinator may provide access. Keys should be returned on the next business day following the ceremony. Loss of keys may result in additional fees.
8. Flowers may not be placed on the cross in the church. No exceptions will be granted.
9. Permission is required for the use of church audio/visual equipment. Only authorized church personnel and volunteers may set up and use this equipment upon payment of the fee (*see fee schedule*).

Fees

- The pastor's fee is determined by the pastor and payable to the pastor.
- Musicians' fees are determined by each musician and payable to the musicians.
- All other fees are payable to Elkdale.
- No fee is charged for use of the church facilities if the bride, groom, or an immediate family member of the bride and groom, is a member of Elkdale.
- All fees must be paid in full one week prior to the wedding date.

Fee Schedule:

Elkdale Wedding Coordinator	\$200.00
Audio/Visual Technician	\$100.00
Janitorial Fee	\$200.00
Building Rental (non-member)	\$350.00
• Sanctuary	
• Fellowship Hall	
• Parlor	
Tablecloths	\$6.00 per tablecloth

Photography

1. The wedding party must coordinate with the Elkdale Wedding Coordinator for the scheduling of wedding photography.
2. Photographers must not distract or disrupt the sacredness of the wedding. This includes no flash photography during the ceremony.

Miscellaneous

1. No alcoholic beverages of any kind may be served or consumed on the church premises.
2. No smoking is permitted in the church buildings.
3. No rice or birdseed may be used on church premises.
4. Hymnals and Bibles are not to be removed from the sanctuary.
5. If keys are issued, the wedding party must lock all doors, set alarms and restore thermostats to previous setting upon exiting.
6. Non-reusable supplies (e.g. plates, cups, napkins) will not be provided by Elkdale.

**2.4.1 - Elkdale Baptist Church
Wedding Reservation Form**

Wedding Date: _____ Time: _____

Elkdale Member: ___ Yes ___ No

Minister(s): _____ Phone: _____

Premarital Counseling Counselor: _____ Phone: _____

Rehearsal Date and Time: _____

Reception Site and Time: _____

Bride's Name & Address

Groom's Name & Address

Phone: _____

Phone: _____

Email: _____

Email: _____

Wedding Director: _____ Phone: _____

Will flowers from the wedding be available for the church the following Sunday? ___ Yes ___ No

Elkdale Wedding Coordinator: _____ Phone: _____

*I have read and hereby agree to abide by the wedding policy of Elkdale Baptist Church.
I understand that Elkdale is not responsible for injury or loss of property.*

Signature of Bride

Signature of Groom

Date _____

Date _____

For Office Use Only:

Deposit Amount: _____ Date received: _____ Received by: _____

Cash or Check (Check Number) _____

Total Fees Due: _____ Date Fees Due: _____ Received By: _____

Cash or Check (Check Number) _____

Deposit Return: Yes or No (*Reason:* _____)

Returned date: _____ Returned by: _____

3.1 - TITHES & OFFERINGS

Collection

1. During services, ushers will collect all tithes and offerings. At least two non-related ushers will place all gifts in a bag and deposit it in the church drop-box.
2. During Sunday School, the Sunday School records collector will place the tithes and offerings in a bag and place it in the office church drop-box.
3. During special events, ushers will collect all tithes and offerings. At least two non-related ushers will place all gifts in a bag and deposit it in the church drop-box.
4. Any financial gift brought to the church during business hours shall be placed immediately in the church drop-box.

Counting and Deposit

1. On the first business day of the week, a representative from the church's accounting firm and a church representative shall count all tithes and offerings. The counters must not be related.
2. At the conclusion of counting, the funds shall be placed in a bank bag and deposited at the bank.

3.2 - TREASURER

Purpose

The treasurer shall have the responsibility of primary oversight of financial receipts and disbursements in accordance with the church-approved budget and other financial obligations. The treasurer will be affirmed annually upon nomination by the Nominating Committee for a one-year term and may succeed himself/herself twice. The treasurer shall serve as an ex-officio member of the Stewardship Committee without voting privileges.

Responsibilities

1. To work with responsible parties (i.e. staff members, committees) within the church to ensure that all monies spent are in accordance with the church-approved budget.
2. To approve all disbursements of funds according to the Disbursement of Funds Policy (*Policy 3.3*).
3. To approve any spending exceeding 20% or \$2000 of any line item's annual budget in one month. The treasurer's sole approval may extend up to \$5000, at which point it must be brought to the Stewardship Committee.
4. To approve emergency expenditures in collaboration with the Stewardship Committee.
5. To work with the accounting firm to see that all monies received and disbursed are credited to or debited from the proper accounts.
6. To give regular reports to the Stewardship Committee on the financial status of the church. He or she may make financial recommendations to the committee.
7. To execute any financial actions that result from motions passed by the Stewardship Committee (e.g. transferring money between accounts, approving large purchases, controlling spending for specific line items).

3.3 - DISBURSEMENT OF FUNDS

Spending Controls

1. Any funds disbursement request from a specific line item may only be requested by the person or committee in charge of that line item.
2. Spending exceeding \$2,000 or 20% of a line item's annual budget in one month must be submitted to the treasurer for approval. The treasurer's sole approval may extend up to \$5,000, above which point it must be brought to the Stewardship Committee.
3. All emergency expenditures must be approved by the treasurer in collaboration with the Stewardship Committee.

Vouchers

1. Each expenditure must have a corresponding voucher.
2. The voucher must include the following information: date, payee, requester's name, amount, description, and budget line item.
3. The treasurer reviews the vouchers/payments and approves the requests using the following steps.
 - a. Confirm that the disbursement was requested by the appropriate person.
 - b. Confirm that the church has sufficient funds.
 - c. Confirm that the disbursement will come from the correct budget line item.
4. In the treasurer's absence, the chairperson of the Stewardship Committee may approve vouchers.
5. The voucher and supporting documentation are given to the outside accounting firm for payment.
6. All voucher and payment documentation must be stored for a minimum of five years.

Credit Card Purchases

1. Credit card purchases must be within previously stated budget controls.
2. Credit card purchase receipts are turned in to the church office in a timely manner labeled with the appropriate budget line item.
3. The office staff reconciles each credit card statement with submitted receipts and generates a voucher for each credit card statement (*See voucher policy above*).
4. The treasurer reviews the credit card payment voucher with accompanying statements and receipts and approves payment of the credit card bill.
5. All voucher and payment documentation must be stored for a minimum of five years.

Signing of Checks

Checks must be signed by two members of the Stewardship Committee. In unusual circumstances, the treasurer may be one of the two check signatories. However, it should not be normal practice for one person to both approve a voucher and sign the corresponding check. Additionally, checks may not be signed by a relative of the person who is requesting the disbursement of funds.

Bidding Process

1. Bids are required for any purchase over \$5,000. Bids are taken by the committee or staff member responsible for the project.
2. A minimum of two written bids is taken. In unusual circumstances, one bid may be acceptable.
3. Once a bid is selected by the requesting committee or staff member, the normal voucher-approval process should be followed (*See voucher policy above*).

Non-Budgeted, Non-Emergency Spending

Non-budgeted, non-emergency purchases less than \$5,000 must be approved by the Stewardship Committee. Purchases above \$5,000 are to be approved by the church in a Members' Meeting.

3.4 - BUDGET PREPARATION

The procedure regarding the formation of the annual church budget shall be as follows.

1. The church office shall be responsible for providing financial documentation to appropriate staff and committees for budget requests and preparation.
2. The treasurer shall manage the budget preparation schedule and serve as moderator of the budget preparation process according to Robert's Rules of Order.
3. The annual church budget shall be prepared by:
 - Stewardship Committee (at least four members)
 - Chairperson (or designated representative) of the Building and Grounds Committee
 - Chairperson (or designated representative) of the Personnel Committee
 - Chairperson (or designated representative) of the Missions Committee
 - Senior Pastor (*non-voting*)
 - Treasurer (*non-voting*)

Upon approval of the budget by a three-fourths majority of those present and voting, the group shall submit it to the deacons. All staff members and committees who submit budget requests shall be informed of any changes to the request prior to the budget proposal's submission to the deacons.

4. Upon approval by the Deacon Body, the budget shall be presented to the church at a regularly scheduled Members' Meeting for approval. A copy of the prepared budget shall be made available to the membership at least one week prior to the vote.

3.5 - DONATION OF NON-MONETARY GIFTS

1. No item should be dropped off at the church without prior contact and approval from the church staff.
2. Items donated must be of immediate use to the church.
3. All items donated become the property of the church. The church staff, in consultation with the Building and Grounds Committee, reserves the right to remove any item that is deemed unnecessary for use due to décor, function, or overall infringement of building use. Removed items may be donated, discarded, or sold.
4. The value of any donated item will be determined by the donor for tax purposes. That determination is not the responsibility of the church.

4.1 - DEACONS

Nomination and Election Process

1. Each year, the first Sunday in May through the first Sunday in June shall be set aside for the church to nominate men to serve in the office of deacon.
2. All Elkdale Baptist Church members are eligible to nominate up to five candidates using the official nomination form. Completed nominations will be collected in specified locations or may be mailed to the church office.
3. The Senior Pastor, deacon chairman and vice chairman, and one other active deacon shall serve as the deacon nomination screening team. If the office of Senior Pastor is vacant, the deacons shall select another member of the ministerial staff to serve.
4. The Deacon Screening Team shall evaluate nominees using several factors. Some factors include biblical qualifications, adherence to the church covenant, the number of nominations a candidate receives, and the current needs of the deacon body.
5. The Deacon Screening Team shall:
 - a. collect and review all nominations.
 - b. prayerfully consider which nominees should proceed to the interview stage.
 - c. following nominee interviews, produce a list of candidates.
 - d. supplement the list of candidates in the event that a full list cannot be generated by the church nominations.
 - e. submit its list for approval to the deacon body.
6. Deacon election shall take place in the month of August during Sunday morning services. A copy of the ballot shall be made available to the church membership at least one week prior to the vote.
7. The Deacon Screening Team shall be available for questions or concerns pertaining to any of the candidates on the ballot.
8. The new Deacon Body shall take office on September 1.

Meetings

1. Deacons shall strive to meet at least monthly.
2. Meetings will be called to order when a quorum is reached.
3. A quorum for deacons' meetings is reached when two-thirds (rounding up to the nearest whole number) of the active Deacon Body is present.

Deacon Emeritus

The active Deacon Body may bestow the title of Deacon Emeritus on behalf of the church. The purpose of this title is to provide recognition and express appreciation to men who have faithfully served Elkdale Baptist Church in the office of Deacon and are no longer able to serve due to life's circumstances. This is an expression of love and honor from the church. The honored deacon is to be recognized in front of the church body.

4.2 - MINISTRY TEAMS

Ministry Teams are groups of people who share the common purpose of carrying out one specific ministry (e.g. Greeter Team, Childcare Team, Audio/Visual Team). The goal of ministry teams is to connect people to a place of service matching their giftedness. These teams exist to increase ministry opportunities for the purpose of advancing the mission and vision of the church.

Ministry Team Formation

- The idea for a new ministry team may come from any Elkdale member.
- All teams must be formally approved by the staff and deacons.
- When a new team is created, the church should be informed of the new opportunity to serve.
- The staff and deacons shall periodically evaluate the effectiveness and necessity of specific teams.

Ministry Team Leaders

- Staff and deacons are tasked with ensuring each team has a designated leader or leaders.
- Team leaders must be active members striving to live out the church covenant.

Ministry Team Members

- All Elkdale members are encouraged to serve on at least one ministry team.

4.3 - MISSIONS ASSISTANCE

Church members in good standing, having made a good-faith effort to fund the trip themselves, may request financial assistance for a mission trip. Requests are to be made to the Missions Committee. Assistance may not exceed 25% of the total cost of the trip.

The Missions Committee shall evaluate the request based on the following criteria:

- The requester must be an active member striving to live out the church covenant.
- The trip must align with Elkdale's missions strategy.
- The funds must be available.

For Staff and Trip Leaders

Full-time staff members leading trips within their area of ministry (e.g. Youth Pastor leading a Youth Trip, Children's Minister leading a Children's trip) are to attend the trip at no cost. This is due to the trip being part of the staff member's job requirements.

The following persons are to be granted 85% assistance with the total cost of Elkdale Sponsored trips:

- Full-time staff and laypersons designated by the Missions Committee as playing a vital leadership role
- All participants on trips planned for scouting purposes

Exceptions

In unusual circumstances, the Missions Committee may grant exceptions to the Missions Assistance policy.

Elkdale Seminary Scholarship Guidelines & Application Form



Seminary Scholarship Guidelines

Eligibility and Criteria

- Current member of Elkdale Baptist Church in good standing
- Enrolled in an accredited University as a full-time student for spring and fall semesters (12 credit hours or more per semester)
- Actively taking full-time courses focused in seminary
- Must maintain a cumulative GPA 3.0 or higher
- Applicants may reapply for scholarship annually (maximum eligibility 4 years)
- Application is due ONE month before classes start

Requirements for Application

- Official transcripts for review (High school for college freshmen)
- Two letters of recommendation (non-family members)
- A brief personal statement focused on future ministry goals
- Personal interview with Missions Committee members
- Proof of Registered Classes

Scholarship recipient will receive \$1,000/year (Fall/Spring Semester), payment will be made directly to college.
Funds will be used for tuition and /or books.



Scholarship Application Form

Name:

Requirements for Application

- ❑ Official transcripts (High school for college freshmen)
- ❑ Two letters of recommendation (non-family members)
- ❑ A brief personal statement focused on future ministry goals
- ❑ Personal interview with Missions Committee members
- ❑ Proof of registered classes

Please provide the following documents to Elkdale Baptist Church before deadline, if any item is missing application can not be processed

Scholarship Requirements

- Church member of Elkdale Baptist Church in good standing
- Enrolled in an accredited University as a full-time student for spring and fall semesters (12 credit hours of more per semester)
- Actively taking full-time courses focused in seminary
- Must maintain a cumulative GPA 3.0 or higher
- Applicants may reapply for scholarship annually (maximum eligibility 4 years)
- Application is due ONE month before classes begin

Signature:

Date:

4.4 - CHILD PROTECTION

Elkdale Baptist Church defines a child as any person age 18 and under.

Elkdale Baptist Church is committed to providing an environment that protects children and volunteers through implementing appropriate guidelines for persons before working with children. Applicants are required to meet the following qualifications and complete the screening process.

Applicant Qualifications

1. Must be a member for at least six months. Exceptions may include paid staff.
2. Applicants must be free of any and all accusations or allegations of child abuse.
3. Must provide two non-related references during the application process.

Screening Process

1. Interview with appropriate ministerial staff and/or committee.
2. Pass a criminal background check.
3. Complete Elkdale's child protection seminar.

Persons working with children may be subject to re-screening and continued training. They may be removed from responsibilities for any violation of the guidelines found in the child protection seminar. All reports of illegal activity will be turned over to the appropriate legal authorities.

***Non-Member's service**

We recognize that special event or circumstances may lead to occasional exceptions for non-member adults to serve with children and youth. The exceptions may be made at the sole discretion of the pastor of Elkdale Baptist Church and may not negate the need for adherence to the screening process mentioned above.

Examples include: Camp Pastor; Bus driver for local missions week or for long distance traveling; Missionary on furlough or on an extended stay in the United States; Guest speaker for children/youth activities.

(added) In these case by case circumstances, these leaders are subject to at least a background check and at least 2 reference checks.

***Neglect and Abuse**

*In the event that an incident of abuse or neglect is alleged to have occurred at Elkdale Baptist or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker or church member alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave pending an investigation and instructed to remain away from the premises during the investigation. He or she should be instructed to have no contact with the victim or with witnesses.
3. All allegations of abuse should be reported to the civil authorities, and the organization will comply with the states requirements regarding mandatory reporting of abuse as the law then exists. Elkdale Baptist Church will fully cooperate with the investigation of the incident by civil authorities.
4. The insurance company will be notified, and the organization will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. Elkdale Baptist Church will designate a spokesperson to the media concerning incidents of abuse or neglect. The advice of legal counsel will be sought before responding to media inquires or releasing information about the situation to the congregation. All other representatives of the organization should refrain from speaking to the media.
6. A pastoral visit will be arranged for those who desire it. This should be for the purpose of providing pastoral support during the time of crisis and not for the purpose of investigating the incident or influencing the investigation.
7. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth. (Tabled by Church in Member's mtg 3.2.25, Approved by Deacon's mtg 10.16.24, Proposed 5.22.22 from staff)

4.5 - CHURCH BUS

Uses

The bus is for the use of Elkdale Baptist Church. Elkdale's bus may not be used, loaned, leased, or rented to any individual, group, organization, church or school. Exceptions may be granted by the ministerial staff and the deacon chairman.

Reservations

1. Reservations shall be on a first-come, first-served basis. Reservations for use of the bus will be made through the church office.
2. Groups using the bus are responsible for securing their own driver from the Elkdale-approved list.

Driver Qualifications

1. A minimum of a Class C Commercial Driver's License (CDL) and a passenger endorsement.
2. Must be approved by the church's insurance company.
3. Must complete bus orientation, which shall include familiarization with the Elkdale Bus Manual.
4. Must complete the requirements of Elkdale's Child Protection Policy (*Policy 4.4*).

Elkdale Bus Manual

Elkdale Baptist Church shall maintain a bus manual, a copy of which shall stay on the bus at all times. The manual shall include such items as driver responsibilities, DOT regulations and forms, and emergency procedures.

PERSONNEL GENERAL

5.1 - Authority of the Policy

The terms and conditions of all personnel policies shall be administered by the Senior Pastor in conjunction with the personnel committee. Failure to comply with the policies may result in disciplinary action, up to and including termination of employment.

5.2 - Nature of Employment

Employment with Elkdale Baptist Church is at the mutual consent of Elkdale Baptist Church and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

This policy cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor Elkdale Baptist Church is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

No representative of Elkdale Baptist Church has the authority to enter into an agreement with an employee that is contrary to the personnel policies of Elkdale Baptist Church.

5.3 - Employment Categories

It is the intent of Elkdale Baptist Church to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Elkdale Baptist Church.

Each employee will belong to three employment categories:

Category One: Fair Labor Standards Act Status

Each employee is designated as either *nonexempt* or *exempt* from federal and state wage and hour laws. *Nonexempt* employees are entitled to overtime pay under the specific provisions of federal and state laws. *Exempt* employees are excluded from

specific provisions of federal and state wage and hour laws. An employee's *exempt* or *nonexempt* classification may be changed only upon written notification by the personnel committee.

Category Two: Work Status

Regular Full-Time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work at Elkdale Baptist Church on a full-time schedule. For our purposes, full time shall refer to an employee who works at least 32 hours per week. Generally, they are eligible for Elkdale Baptist Church's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Part-Time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 32 hours per week. While they do receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Elkdale Baptist Church's other benefit programs.

Temporary employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Elkdale Baptist Church's other benefit programs.

Casual employees are those who have established an employment relationship with Elkdale Baptist Church but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Elkdale Baptist Church's other benefit programs.

Category Three: Ministry Status

Senior Pastor

Ministerial Employees - This category includes called staff, other than the Senior Pastor, who are responsible for one or more of the ministries of the church (e.g. Children, Youth, Education, Music and Worship).

Support Employees – This category includes any employee that does not fall under the previous two categories.

EMPLOYMENT PRACTICES

5.4 - Employment Process

Senior Pastor – See bylaws (*Section 4.3*)

Ministerial Employees – See bylaws (*Section 4.3*)

Support Employees – See below.

5.5 - Employment Process for Non-Ministerial Personnel

All requests shall be submitted to the personnel committee for consideration. The personnel committee, on behalf of the church, and in consultation with the Senior Pastor, shall have the authority to employ persons. Any new or additional position must be approved by the church. Initial salary/wage shall be set by the Personnel Committee in consultation with the Stewardship Committee.

5.6 - Employment Reference Checks

The Senior Pastor will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

5.7 - Pre-Employment Screening

Each prospective employee must pass a background check and may be subject to a drug test. All screening shall be paid by Elkdale Baptist Church.

5.8 - Employment Agreement

New employees may be required to sign an employment agreement as a condition of employment. Any employee who violates the terms of their employment agreement will be subject to disciplinary action, up to and including termination of employment, even if he or she does not actually benefit from the violation.

5.9 - Job Descriptions

A job description shall be provided to all employees.

5.10 - Personnel Data Changes

It is the responsibility of each employee to promptly notify Elkdale Baptist Church of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, the Senior Pastor should be notified.

5.11 - Employment Applications

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

5.12 - Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

5.13 - Employee Qualifications

The personnel committee determines the appropriate qualifications for any vacant position at Elkdale Baptist Church. Such qualifications are the minimum requirements for the given position. Areas of qualification may include:

- Education.
- Experience.
- Physical requirements of the job.
- Church membership.

5.14 - Immigration Law Compliance

Elkdale Baptist Church is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, as subsequently amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Elkdale Baptist Church within the past three years, or if their previous I-9 is no longer retained or valid.

In compliance with the Alabama Immigration Act, as subsequently amended, each new employee, as a condition of employment, must complete the E-verify Eligibility Verification process. Former employees who are rehired must also complete the process again.

5.15 - Outside Employment

The Senior Pastor or a ministerial employee may hold a job with another organization as long as the job serves to enhance or support the ministry of Elkdale Baptist Church; and he or she satisfactorily performs his or her job responsibilities with Elkdale Baptist Church. All ministerial employees will be judged by the same performance standards and will be subject to Elkdale Baptist Church's scheduling demands, regardless of any existing outside work requirements. Such outside employment is subject to the approval of the personnel committee in consultation with the deacons.

A support employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Elkdale Baptist Church. All employees will be judged by the same performance standards and will be subject to Elkdale Baptist Church's scheduling demands, regardless of any existing outside work requirements.

If Elkdale Baptist Church determines that an employee's outside work interferes with performance or the ability to meet the requirements of Elkdale Baptist Church as they are modified from time to time, the employee will be required to terminate the outside employment if he or she wishes to remain in the employ of Elkdale Baptist Church.

5.16 - Hiring of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Keeping the above in mind, each situation involving the employment of relatives will be considered on an individual basis by the personnel committee.

WORK HOURS

5.17 - Work Hours and Work Schedules

Normal church office hours are from 8:00 AM until 5:00 PM, Monday through Thursday. Reasonable effort will be made to keep the office staffed during normal church office hours.

5.17.1 - Full-Time Ministerial Employees

The normal work schedule for the Senior Pastor and ministerial employees cannot be expected to conform to a particular fixed time frame. In general, ministerial employees shall attempt to follow the church's office hours. However, since ministry requires availability as need and service opportunities arise, a minister's work schedule is flexible. Days off will be Friday and Saturday. There will also be times when the Senior Pastor and ministerial employees will need to adjust hours or days in order to carry out planned church activities. Alterations in work schedules shall be approved by and coordinated with the Senior Pastor.

When away from the office during regular work hours, ministers shall keep the church office informed where they can be reached.

5.17.2 - Full-Time Support Employees

The normal work schedule for all full-time support employees is eight hours a day, four days a week.

5.17.3 - All Non-Ministerial Employees

Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

5.18 - Rest and Meal Periods

Each workday full-time, nonexempt employees are provided with two rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All full-time ministerial employees are provided with unspecified meal periods as needed each workday. All full-time support employees will have one meal period of 60 minutes in length each workday.

Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

5.19 - Overtime

Working overtime should be an uncommon occurrence and should only occur when approved by the Senior Pastor in consultation with the personnel committee.

When overtime hours are approved, the nonexempt employee will be paid at a rate of one and one-half times the employee's regular rate of pay for all hours worked in excess of 40 hours per week.

If overtime is approved as noted above, no "comp time" shall be allowed.

5.20 - Attendance and Punctuality

Elkdale Baptist Church expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Elkdale Baptist Church. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

5.21 - Work Week

The work week is a seven-day period used to calculate hours worked for overtime calculations. The work week is Monday through Sunday. Non-exempt employees shall complete a weekly time sheet and sign it. It shall be submitted to and signed by the supervisor. Employees will not be paid until time sheets are completed and signed.

5.22 - Communication with the Church

Since it is necessary to contact the Senior Pastor and ministerial staff in the event of an emergency or crisis in the church family, the following guidelines are to be followed:

- When the Senior Pastor will be out of town, he shall inform the church office and Chairman of Deacons in advance.
- When ministerial employees will be out of town, they shall inform the Senior Pastor in advance.

PAY POLICIES

5.23 - Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Elkdale Baptist Church to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record is prohibited.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

5.24 - Paydays

All full-time employees are paid every two weeks on Tuesday for all work performed through the end of the previous payroll period. Payments shall be made by direct deposit with an accompanying itemized paper statement.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

5.25 - Pay Advances

Elkdale Baptist Church does not provide pay advances on unearned wages to employees.

5.26 - Administrative Pay Corrections

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

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

5.27 - Pay Deductions

The law requires that Elkdale Baptist Church make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Elkdale Baptist Church also must deduct Social Security taxes on each support staff employee's earnings up to a specified limit that is called the Social Security "wage base." Elkdale Baptist Church matches the amount of Social Security taxes paid by each non-exempt employee.

If employees have questions concerning deductions, their supervisor should assist in answering questions.

5.28 - Garnishments

According to legal requirements, the church's finance office will receive and process garnishments. The Senior Pastor and/or personnel committee will counsel with employees who require the garnishment of their wages.

5.29 - Severance Pay

Elkdale may provide severance pay to eligible employees whose employment is terminated for reasons that are not prejudicial to the church, as determined by the church in its sole discretion.

Severance pay for ministerial staff shall follow the church bylaws (*See Bylaws 4.3*). For Support Staff, the supervisor shall bring a recommendation to be approved by the personnel committee.

5.30 - Gifts, Honorariums, Gratuities, and Other Compensation

When a staff member performs a service for an individual, family, group or organization, he may receive whatever gratuity is offered. This refers to weddings, funerals, and the like.

5.31 - Salaries

Experience and qualifications will determine to a great extent the salary of a new employee and/or minister. Also, the professional level of others in a similar area of ministry will be considered. Salaries will be reviewed annually. In unusual cases, reviews may occur more frequently.

Possible increases in annual salary will be recommended using the following factors as guidelines: cost of living, longevity, and merit.

5.32 - Milestone Bonuses

Full-Time Employees - Milestone bonuses for full-time employees should be based on the chart below. The bonus should be the greater of the set dollar amount or percentage of total salary package.

YEARS	BONUS AMOUNT
5	\$250.00 or 0.5%
10	\$500.00 or 1.0%
15	\$750.00 or 1.5%
20	\$1000.00 or 2.0%
25+	\$1250.00 or 2.5%

All Other Employees - Supervisors should strive to recognize and reward Elkdale employees as appropriate.

BENEFITS

Eligible employees at Elkdale Baptist Church are provided a limited range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. Benefits eligibility is dependent on employee classification.

Some benefit programs require contributions from the employee, but most are fully paid by Elkdale Baptist Church.

5.33 - Workers' Compensation Insurance

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

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

Neither Elkdale Baptist Church nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Elkdale Baptist Church.

Compensation for lost wages is paid by the church's insurance carrier based upon the requirements of the law, as is the cost of necessary medical treatment.

5.34 - Sick Leave

Elkdale Baptist Church provides paid sick leave benefits to all regular full-time employees for periods of temporary absence due to illnesses or injuries.

The following guidelines apply to sick leave:

- One day will accrue for each calendar month of employment.
- If during a month more than five (5) days are missed due to illness, bereavement, or non-occupational injury, such a month shall not be considered a full month for the purpose of accruing sick leave.
- Any employee may not accumulate more than sixty (60) days of sick leave at any time.
- In the event sick leave is depleted, vacation time may be used. When days for sick leave and vacation are exhausted, the employee's salary will be deducted accordingly. In cases of extreme hardship, the personnel committee may grant exceptions to the sick-leave policy.
- Sick leave can be used only for the purpose of illness of an employee or the illness of an immediately family member (spouse, child, parent, grandparent, brother, sister, father-in-law, mother-in-law, or grandchild).

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Paid sick leave can be used in minimum increments of one hour for medical appointment. Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation.

As an additional condition of eligibility for sick-leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick-leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or Elkdale Baptist Church-provided disability insurance programs. The combination of any such disability payments and sick-leave benefits cannot exceed the employee's normal weekly earnings.

5.35 - Vacation

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Current regular, full-time employees are eligible to earn and use vacation time as described in this policy.

At the time of hire, new employees shall be awarded one-half vacation day per month for the remaining months in the calendar year of hire.

Personnel and minister search committees may consider previous work experience and alter the initial number of vacation days.

January 1 of each year, eligible employees shall be awarded vacation days as shown below:

- After first year of service 10 workdays
- After five years of service 15 workdays
- After ten years of service 20 workdays
- After twenty years of service 25 workdays

Vacation time cannot be carried over from one year to the next.

The church office shall maintain an ongoing document for the purpose of employee vacation days and tracking employee sick days. This document will be maintained in the church office.

Paid vacation time can be used in minimum increments of one-half day. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including ministry needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation.

Upon termination of employment, employees will be paid for unused vacation time. However, if Elkdale Baptist Church, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.

5.36 - Holidays

Elkdale Baptist Church will grant holiday time off to all employees on the holidays listed below.

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)

- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Eve
- Christmas Day
- Day after Christmas

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

5.37 - Revival and Conference Time

Paid revival/conference time for the Senior Pastor is two weeks with communication through the deacons.

Paid revival/conference time for the ministerial staff is two weeks with communication through the Senior Pastor.

Time spent away from the church on youth retreats, mission trips, church sponsored trips and similar activities is not to be considered vacation or conference time.

5.38 - Maternity-Related Absences

Pregnancy will be handled as an illness with regard to sick leave. Job requirements and the employee's physical condition, as determined by her physician, will be used to decide what constitutes a reasonable period for maternity leave. Elkdale Baptist Church may request written medical confirmation of an employee's ability or inability to return to work. Six to eight weeks are typically allowed for maternity leave.

5.39 - Family Medical Leave

Elkdale Baptist Church will comply with the Family and Medical Leave Act of 1993 to the extent that is required by law.

5.40 - Bereavement Leave

An employee who suffer the loss of an immediate family member (spouse, child, parent, grandparent, brother, sister, father-in-law, mother-in-law, or grandchild) may be granted a maximum of three working days with pay to attend the funeral and be with members of the family. Special consideration will also be given to any other person

whose association with the employee was similar to any of the above relationships. Vacation time may be used to attend other funerals.

5.41 - Jury Duty

Full time employees who serve on jury duty will receive full pay from Elkdale Baptist Church. When excused from jury duty for any part of the working day, an employee must report to work for payment to be provided by the church. Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

5.42 - Witness Duty

If employees have been subpoenaed or otherwise requested to testify as witnesses in a court of law, they will receive paid time off during the period of witness duty. When excused from witness duty for any part of the working day, an employee must report to work for payment to be provided by the church.

5.43 - Educational Leave

Employees and/or ministerial staff may be granted educational leave in some circumstances. Requests for leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence. Support employees must have approval of their immediate supervisor and the personnel committee. Ministerial staff must have approval of the Senior Pastor and the deacons. The Personnel Committee may recommend financial assistance on a case-by-case basis in consultation with the deacons and Stewardship Committee.

5.44 – Military Duty

Employees who are in the Reserves of the U.S. Armed Forces or the National Guard shall be granted an unpaid Military Training Leave of Absence to participate in the required active duty with their units. This type of absence usually will not exceed two weeks. During an extended time of active duty (i.e. deployment), the church will endeavor to work out special arrangements with any employee who is deployed for an extended period of time.

5.45 - Business Travel Expenses

Elkdale Baptist Church will pay for reasonable business travel expenses incurred while on assignments away from the normal work location. Employees are expected to limit expenses to reasonable amounts. Employees are encouraged to use church credit cards for all business expenses. If necessary, cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved.

Employees must turn in receipts for all business expenses as well as any remaining funds from a cash advance (*Policy 3.3*). Elkdale shall reimburse all relevant out-of-pocket expenses upon submission of transaction receipts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.

WORKPLACE POLICIES

5.46 - Statement of Employee Conduct and Appearance

Each employee shall be Christ-like in behavior and appearance following the standards set forth in the Bible.

5.47 - Non-Disclosure

The protection of confidential information is vital to the ministry of Elkdale Baptist Church. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Membership lists
- Financial information
- Counseling information
- Medical information

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Any employee who improperly uses or discloses confidential information will be subject to disciplinary action, up to

and including termination of employment, even if he or she does not actually benefit from the disclosed information.

5.48 - Access to Personnel Files

Elkdale Baptist Church maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records.

Personnel information is the property of Elkdale Baptist Church. Access to sensitive personnel information is restricted. Only supervisors and the current personnel committee members who have a legitimate reason to review personnel information are allowed to do so. Any exceptions must be granted by the deacon body.

5.49 - Use of Phone and Mail Systems

Personal use of telephones for long distance and toll calls is not permitted. The use of Elkdale Baptist Church paid postage for personal correspondence is not permitted.

5.50 - Smoking

Smoking is prohibited throughout the workplace. This policy applies to all employees, members, and visitors.

5.51 - Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. Employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

5.52 - Marriage Ceremonies

Ministers of Elkdale Baptist Church may only perform marriage ceremonies that adhere to Elkdale's Constitution and Bylaws (*Section 8.2*), whether on or off church property. Any marriage ceremony performed in violation of this policy may result in disciplinary action, up to and including termination of employment.

5.53 - Sexual and Other Unlawful Harassment

Elkdale Baptist Church is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, or age will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should contact the Senior Pastor or a personnel committee member.

Any supervisor who becomes aware of possible sexual or other unlawful harassment should promptly advise the Senior Pastor or the personnel committee who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment. If the harassment is deemed by the Senior Pastor or the personnel committee to be illegal, it should be immediately reported to law enforcement.

5.54 - Return of Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all Elkdale Baptist Church property immediately upon request or upon termination of employment.

5.55 - Drug Testing

Elkdale Baptist Church is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of alcohol or other

drugs on the job may pose serious safety and health risks. To help insure a safe and healthful working environment, job applicants and employees may be asked to provide body substances to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment. Drug testing may only be requested by an employee's supervisor, the Senior Pastor, or personnel committee chairperson.

5.56 - Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation—voluntary employment termination by an employee.
- Discharge— involuntary employment termination initiated by the organization.
- Layoff— involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement—voluntary employment termination initiated by the employee.

Since employment with Elkdale Baptist Church is based on mutual consent, both the employee and Elkdale Baptist Church have the right to terminate employment at will, with or without cause, at any time.

5.57 - Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with Elkdale Baptist Church. Although advance notice cannot be required, the church request at least two weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire. In addition, loss of benefits may occur at the discretion of the personnel committee.

5.58 - Grievances

Any employee who has a grievance should strive to handle it in a Christ-like manner. The following steps should be followed when an employee has a grievance.

1. Employee should take his or her grievance to their immediate supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should contact the Senior Pastor or a personnel committee member.
2. If the supervisor cannot resolve the problem, the employee should talk with the Senior Pastor.
3. If the issue is still not resolved, the employee should submit the grievance to the personnel committee. This should be in writing, stating the nature of the complaint or grievance and what action has been taken to this point.
4. The personnel committee will consult with the Senior Pastor to determine if they can resolve the grievance.
5. If the grievance cannot be resolved at step four, the personnel committee shall determine the appropriate action to resolve the grievance.

Failure to follow this procedure when handling grievances may result in disciplinary action, up to and including termination of employment.