

Pleasant Heights Baptist Church
Columbia, Tennessee

PERSONNEL POLICIES HANDBOOK

Whoever serves, as one who serves by the strength that God supplies-
-in order that in everything God may be glorified through Jesus
Christ. To him belong glory and dominion forever and ever. Amen.

1 Peter 4:11 ESV

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Welcome!

Welcome to Pleasant Heights Baptist Church! We consider you to be a gift from God and look forward to working with you as a member of our ministry team. We see our team as consisting of office employees, physical plant workers and our weekday preschool faculty. We appreciate you and the gifts and talents you bring to this ministry and are committed to helping you achieve your highest level of service for the Lord in this ministry.

As an employee of the church, you represent this ministry in both your work life and private life. As a result, you are expected to always be sensitive to how others may see you biblically, spiritually, ethically, or socially. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the church's Mission Statement, Purpose Statement, and Statement of Faith.

INTRODUCTORY STATEMENT

This personnel policies handbook applies to all employees and is intended to provide guidelines and summary information about the church's personnel policies, procedures, benefits, and expectations.

It is important that you read, understand, and become familiar with the handbook and support the standards that have been established. Please talk with your supervisor if you have any questions or need additional information.

This handbook has been developed to acquaint you with your privileges and responsibilities as an employee of Pleasant Heights. This handbook supersedes and revokes all prior handbooks, policy manuals, and procedures. It may not be amended or supplemented without the express written approval of the Personnel Committee or whomever the committee designates. If there is a conflict between the provisions, benefits, and policies in this employee handbook and those set forth in the written terms of an ordained staff member's call, or employee's hire, the signed and written terms shall prevail.

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, these policies may be modified, supplemented, or revised from time to time as necessary or appropriate. The information in this employee handbook supersedes and replaces all previous personnel policies, procedures, benefits, and rules of conduct.

The term "Minister" referred to in this handbook shall mean all Ministerial level positions. Employees may be identified in this handbook as "employees", "personnel", or "ministers."

WHY WE HAVE A PERSONNEL POLICIES HANDBOOK

Why a handbook? Do churches really need them? Isn't the Word of God our guide? If we put it in writing won't we have to follow it? Isn't face-to-face interaction better? Handbooks are too corporate . . . we are professionals, aren't we? Do you really think we'll ever be sued? Doesn't a handbook mean you're just trying to regulate every action of my work day?

All good questions. We have a handbook because . . .

- We want to be consistent and clear in what we communicate to our employees, minimizing misunderstandings and frustrations.
- We want to give employees a place to turn to understand what is expected of them, and what they can expect from us (though face-to-face questions are always welcome).
- It is recommended by our legal counsel and we want to pursue an appropriate level of protection for the church, while placing our hope not in those legal advisors or societal protections, but in God, our Protector.
- While it isn't the Word of God, which is our ultimate guide, it is informed by the Word. We value the Word and want everything we do and say to be informed by the Word. It is imperative that each employee lives a personal lifestyle and practices moral behavior consistent with his/her profession of

faith, the teachings of God's Word, and prayer.

VISION STATEMENT

To live out our calling as a people of God by demonstrating our love for God and our neighbors through worship, evangelism, discipleship, fellowship and service.

PURPOSE STATEMENT

To bring all persons into a right relationship with God through Jesus Christ.

STATEMENT OF FAITH

We affirm the Holy Bible as the inspired word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of the *Baptist Faith and Message* as adopted by the Southern Baptist Convention in 2000. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the Good News of salvation to lost mankind.

The ordinances of the church are believer's baptism and the Lord's Supper.

ROLE OF PERSONNEL COMMITTEE

The role of the Personnel Committee is to be the connecting link between paid staff and the Church body in matters related to effective and efficient personnel administration, in addition to the role of the Senior Pastor and Minister of Administration.

POLICY ON POLICY

The Personnel Committee develops policies which serve as guidelines and goals for the successful and efficient functioning of church employees. Written personnel policies will be reviewed and revised periodically by the Personnel Committee and (where necessary) the Weekday Preschool Committee. The Minister of Administration shall maintain the master policy manual and draft policy proposals in conjunction with the Senior Pastor as directed by the Personnel Committee. The Minister of Administration serves as the liaison between the Personnel Committee and the staff with regard to policy.

When action must be taken where no policy is provided, the Minister of Administration shall have the power to act. Such decisions, however, shall be subject to review by action of the Personnel Committee at its next meeting.

Any proposed new policy or policy change shall be submitted to the Personnel Committee to be placed on the agenda. Following the first reading, the Personnel Committee may approve the proposal with or without changes. The revised policy or policy amendment proposal shall be considered at a future Personnel Committee meeting. Adoption shall require a majority vote of the

committee members. At the second reading, policies and amendments adopted by the Personnel Committee shall be attached to, and made a part of, the minutes of the meeting. They shall be included in the Personnel Policies. Any church member who so requests shall be given an opportunity to be heard regarding matters of personnel policy.

Policies and amendments shall be effective immediately upon adoption unless a specific effective date is provided in the motion to adopt. These changes will be disseminated to the church employees.

SECTION I: Employment

EMPLOYMENT AT WILL AGREEMENT

Employment is with the mutual consent of you and the church. Consequently, both you and the church have the right to terminate the employment relationship at any time. This *Employment At Will Agreement* constitutes the entire agreement between you and the church on the subject of termination and it supersedes all prior agreements. Although other church policies and procedures may change from time to time, this *Employment At Will Agreement* will remain in effect throughout your employment with the church unless it is specifically modified by an express written agreement signed by you and the Personnel Committee of the church. This *Employment At Will Agreement* may not be modified by any oral or implied agreement. This *Employment At Will Agreement* does not constitute a contract of employment

EQUAL EMPLOYMENT OPPORTUNITY

The church is committed to equal employment opportunity for all qualified persons, without regard to race, color, gender (including pregnancy, childbirth and related medical conditions), national origin, ancestry, age, physical disability, mental disability, medical condition, family care status, veteran status, marital status, to the extent required by law. This applies to all employment practices, including recruitment, hiring, compensation, church benefits, transfers, promotions, demotions, training, disciplinary action, and termination. The church also makes reasonable accommodations for disabled employees. It is our policy and practice that all employees prescribe to basic Christian tenets found in our statement of faith. We will not knowingly hire those of opposing religious beliefs.

We expect all employees to show respect and sensitivity towards all other employees, and a commitment to the church's equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to your supervisor. Should your supervisor be unavailable or unwilling to address the violation, you may report it to the Personnel Committee. The Personnel Committee will immediately investigate any complaint and take appropriate preventive and/or corrective action. Violation of this policy may result in disciplinary action, up to and including termination.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

The church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States.

EMPLOYEE CLASSIFICATIONS

Pleasant Heights Baptist Church has defined and implemented certain employment classifications, categories, and staff designations as needed for the administration of certain benefits, work schedules, work rules, etc. Each staff member should be aware of their classification, category, and/or staff designation at the time of employment with the church. Employment classifications and staff designations for each staff position are documented via the Job Description. Job Descriptions exist for all church staff positions and are available to all staff.

Depending on position, a staff member is classified as either Nonexempt or Exempt from federal and state wage and hour laws. A Nonexempt staff member is entitled to overtime pay under the specific provisions of federal and state laws. An Exempt staff member is excluded from specific provisions of federal and state wage and hour laws. Exempt or Nonexempt classifications may only be changed via the Job Description

Exempt: Employees whose positions meet specific tests established by the Fair Labor Standard Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. An exempt employee is paid a fixed salary.

Non-Exempt: Employees whose positions do not meet FLSA and state exemption tests. They are required to track the number of hours they work and must be paid overtime at a rate of time-and-one-half their regular rate of pay for all hours worked beyond forty (40) hours within fair labor regulations of a standard work week.

All employment relationships with Pleasant Heights Baptist Church will fall under one of the following classifications:

PROFESSIONAL STAFF (exempt): Pastor, Associate Pastor of any designation (i.e. Education, Mission, Music, Administration, Students, Children), and preschool director or any other professional staff of the church.

HOURLY EMPLOYEES (non-exempt): Secretarial positions, custodian, facility technician, pianist, and organist.

FULL-TIME EMPLOYEES: All employees, whose work week is 35 hours or more per week.

*PART-TIME EMPLOYEES: Employees whose work week is less than 35 hours per week.

PRESCHOOL FACULTY (exempt): Preschool Staff includes all teaching staff working in the church's mid-week preschool program. In most cases, Preschool teachers are exempt, part-time staff members. Assistants or aides are considered part-time, non-exempt employees. All Preschool Staff are employed on an “annual renewal” basis and are not eligible for church benefit programs. The annual renewal is accomplished via annual ‘intent to return’ letters, signed by the employee and the Preschool Director. All letters are kept in the staff member’s personnel file.

TEMPORARY EMPLOYEES: Employees who have been hired for a limited time, including nursery and kitchen help.

CONTRACT: a church hire who has entered into a contractual relationship with PHBC. Their contract specifies the terms and conditions of the relationship.

CASUAL: Employees who are hired on an irregular, infrequent, as-needed basis. Casual employees are ineligible for any and all benefits.

*As Pleasant Heights Baptist Church (PHBC) utilizes part-time professional staff, the Personnel Committee will develop guidelines for these positions.

NEPOTISM AND EMPLOYMENT OF RELATIVES

Nepotism is defined as “favoritism shown to a relative”. For the purpose of this handbook, relatives are defined as immediate family (spouse, children, siblings, parents and corresponding in-laws). Our employment policies and the high character of our staff precludes favoritism of any kind, whether family member or not. Related employees will not be permitted to work in the same department or under the supervision of their relative.

Professional Ministry Level and above:

In order to maintain the highest trust and support within the staff and the congregation, and to avoid situations that might result in unfair or preferential treatment of staff members, Pleasant Heights Baptist Church will not consider relatives for position at or above the Professional Ministry level.

Other Positions:

Relatives may be employed in this level, but may not be permitted to work in the same department or under the supervision of their relative. Relatives of employees will receive the same consideration as any other applicant for a job opening. They will neither be given nor denied equal consideration for employment opportunities. A related employee may be required to transfer or resign if conflicts of interest or personnel management problems associated with the relationship cannot be resolved.

A temporary (contract or casual) labor project may be allowed. Additional exceptions to these policies must be approved by the Personnel Committee.

NONDISCRIMINATION AGAINST INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act ("ADA") was enacted in 1992 to ensure that disabled individuals who are qualified to perform a job are not discriminated against in an area of employment including hiring, testing, promotion, compensation, benefits, and termination because of their disabilities.

Pleasant Heights Baptist Church abides by the ADA guidelines by providing for nondiscrimination in employment against qualified individuals with disabilities or handicaps and providing reasonable accommodation for such individuals in accordance with these laws. It is the policy of Pleasant Heights Baptist Church to, without limitation:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
2. Keep all medical-related information confidential in accordance with the requirements of the ADA/HIPAA regulations and retain such information in separate confidential files.
3. Provide applicants and employees who are qualified individuals with disabilities under the ADA with reasonable accommodations that will permit them to perform the essential functions of their jobs, except where such accommodations would create an undue hardship on Pleasant Heights Baptist Church.
4. Notify individuals with disabilities that Pleasant Heights Baptist Church provides reasonable accommodations to qualified individuals with disabilities by including this policy in the Pleasant Heights Baptist Church Personnel Policies Handbook and by posting the Equal Employment Opportunity Commission's poster on nondiscrimination against individuals with disabilities and other protected groups conspicuously on Pleasant Heights Baptist Church's premises.

Qualified individuals with disabilities may make a request for reasonable accommodation to their supervisor or directly to the Minister of Administration. On receipt of an accommodation request, a designated representative of Pleasant Heights Baptist Church will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that Pleasant Heights Baptist Church might make to help overcome those limitations. Pleasant Heights Baptist Church will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, Pleasant Heights Baptist's overall financial resources and organization, and the

accommodation's impact on the operation, including its impact on the ability of other employees to perform their duties and Pleasant Heights Baptist Church's ability to conduct business.

If you have questions regarding disabilities or job accommodations, contact your immediate supervisor, the office of the Administrator, or Senior Pastor.

**BACKGROUND CHECK
(CRIMINAL HISTORY, DRIVING RECORDS & CREDIT REPORT)**

Background checks are conducted to promote a safe work environment and to protect Pleasant Heights' most important assets: the people we serve and the people with whom we serve. We enlist hiring authorities in making prudent employment decisions based upon more comprehensive job-related information.

Prior to employment, or serving as a Pleasant Heights volunteer, all candidates must complete a satisfactory background check. An offer of employment, or acceptance of a volunteer, is contingent upon the following:

- The candidate's signing of a background check consent form. Pleasant Heights reserves the right to modify and revise the consent form as needed.
- A determination by Pleasant Heights that the candidate's criminal history does not preclude him/her from employment or volunteering.

In addition, if Pleasant Heights knows or has reason to believe that an employee or volunteer has a criminal conviction that was not previously disclosed, that individual will also be requested to consent to a background check(s) as described above, or Pleasant Heights may terminate the employee or volunteer. Pleasant Heights specifically reserves any and all rights to conduct criminal background checks regarding applicants, employees, or volunteers without the consent of such individuals, as permitted by law.

Adherence to this policy by Pleasant Heights, its employees, applicants, volunteers, or others, shall in no way limit Pleasant Heights' right to require additional information or to use procedures currently in place or other procedures to gain information concerning criminal activities or other background information concerning employees, applicants, volunteers, or others.

All staff and volunteers wishing to drive a church vehicle must be at least twenty-five (25) years of age and will have their driving record verified.

SECTION II: Benefits

VACATION

Ministerial Staff

The Personnel Committee has the authority to negotiate vacation policies with ministerial staff commensurate with ministry experience. Ministerial staff employed during the calendar year will receive vacation prorated based on experience. Otherwise, the following schedule for vacation shall apply:

<i>Years in Ministry *</i>	<i>Office Days Away</i>	<i>Permissible Vacation Sundays**</i>
0-5	10	2
6-10	13	2
11-15	15	3
16-20	18	3
20 or more	20	4

* “Years in Ministry” is defined as the total number of years in full-time Christian service, including those prior to service at Pleasant Heights Baptist Church.

** Sundays are considered an “office day”.

Ministry Assistants and Support Staff

Full-time hourly employees will be awarded paid vacation at the conclusion of their first six months of continuous employment. No vacation pay is given if an employee terminates prior to six months of continuous service. Vacation time is earned as stated below:

6 mos – 1 year	5 days	4 days x 7.75 hrs = 31 and 1 day x 4 hrs = 4	Total 35 hrs
1 – 5 years	10 days	8 days x 7.75 hrs. = 62 and 2 days x 4 hrs. = 8	Total 70
6 – 10 years	13 days	11 days x 7.75hrs = 85.25 and 2 days x 4 hrs. = 8	Total 93.25
11 -15 years	15 days	12 days x 7.75 hrs. = 93 and 3 days x 4 hrs. = 12	Total 105
16 – 20 years	18 days	15 days x 7.75 hrs. = 116.25 and 3 days x 4 hrs. = 12	Total 128.25
> 20 years	20 days	16 days x 7.75 hrs. = 124.00 and 4 days x 4 hrs. = 16	Total 140

Part-time hourly employees do not accrue paid vacation during the first year of employment. Vacation pay is awarded during the second and subsequent years of employment. Annual vacation days awarded will equal the average number of hours worked in a two-week schedule.

Vacation hours may not be carried over from year to year. Each employee shall submit to his/her immediate supervisor a vacation request. Any changes or additional requests for vacation time off must be made in writing and should be submitted to the employee's immediate supervisor for approval at

least 10 working days in advance.

At least one ministry assistant shall be on duty when the office is open. This is in the case of vacations and holidays.

Non-holiday vacation requests will be approved if the time off will not interfere with the normal business operations of the church.

Time away during holiday periods will be approved on a rotating basis so that as much as possible each staff member may have equal opportunities to be away at these times. For the period of Christmas and New Year's, a rotation schedule will be followed. Vacation time will not exceed more than 5 days.

Vacation requests for non-exempt employees will be accepted from October 1 through October 15 for the upcoming year. By November 15, the Minister of Administration or designee will present a vacation schedule for the following year to ensure that sufficient support staff is present to maintain all church activities.

For exempt employees, the Senior Pastor will approve the calendar for ministerial staff to ensure sufficient ministerial coverage is available to maintain the ministerial duties of the church.

Master Calendar - All approved vacation will be posted on a master calendar for each year. The Minister of Administration and Senior Pastor will manage the calendar to ensure that sufficient staff is present to maintain all church activities.

Weekday Preschool – please see addendum for explanation.

UNPAID HOURS or SHORT TERM MISSION

Full-time, non-exempt employees may have unpaid time off after vacation time is used, but cannot exceed a total of five (5) days annually. Example: 5 days (4 day x 7.75 hrs. = 31 and 1 day x 4) = Total 35 hours. Unpaid time off will be approved only if the time off will not interfere with the normal business operations of the church.

This provision is specifically designed for an employee's need of emergency time off or for an unexpected need. This is not for planned time away.

Additionally, the church wishes to offer employees the ability to experience the servant role of serving on a short term, faith-based mission experience. This provision will only be granted to the employee every other year and is considered as unpaid time. Unpaid time for such mission activity can be taken prior to use of all vacation time. The maximum of five (5) days still applies. Time away for the mission trip will be approved on a rotating basis so that as much as possible each staff member may have equal opportunities to be away at these times.

Under the Short Term Mission provision, the employee's vacation time will not be deducted. If the

mission activity is longer than 5 days, the employee will use vacation time in conjunction with the unpaid days to participate per approval.

NOTE: This benefit allows for a total of 5 days of unpaid leave annually, however if the mission trip is less than 5 days, the remaining days may be taken as unpaid hours under guidelines noted in paragraph 1 of this section. Example: If mission trip is only for three days, the remaining two days may be taken in unpaid hours.

It should be known that non-exempt employees are permitted by law to volunteer for PHBC ministry, so long as the ministry does not include job-related or job-like responsibilities.

SICK HOURS

Sick hours for professional staff and full-time hourly employees accrue at a rate of one day (7.75 hrs.) per month. Sick days can be accumulated up to a maximum of 30 days (7.75 x 30 = 232.50 hrs.) per year. There are no sick hours available for part-time employees.

Full-time (exempt and non-exempt) employees shall be allowed sick hours annually after the 90-day probationary period. The employee will receive regular pay and benefits during the sick hours.

It will be required that after a three day sick absence, an employee will provide medical evidence of illness. Sick hours may be used for personal health-related needs of the employee or immediate family (spouse, children, step-children, parents, or parents-in-law).

Unused, accrued sick hours will not be paid at year end or upon termination of employment.

*NOTE – Standard work week practices – see page 31

WEEKDAY PRESCHOOL

An employee receives five days (26 hours) per school year for time taken away from work. Each employee notifies the director as soon as possible in case of illness or personal days. Medical appointments are encouraged to be scheduled outside regular work hours. Time away for appointments will be deducted from personal hours. Un-used sick/personal days do not carry over to the following school year and will not be paid upon the end of the year or termination of employment. These days may not be used past May 1st without Director's approval.

HOLIDAY PAY POLICY

The church will observe the following holidays:

New Year's Eve	one-half day
New Year's Day	one day
Martin Luther King Day	one day
Good Friday	one day
Memorial Day	one day
Independence Day	one day
Labor Day	one day
Thanksgiving	two days (Thursday/Friday)
Christmas Eve	one-half day
Christmas (Dec 25 & 26)	two days

If a holiday falls on Saturday or Sunday, a compensation day will be allowed.

The following general provisions apply to holiday pay:

1. Holidays will be observed on the calendar day designated by the church for observance.
2. If a holiday falls on a Saturday, the preceding Friday will be taken as the holiday. If a holiday falls on a Sunday, Monday will be taken as the holiday.
3. If a holiday falls during an employee's approved vacation period, the employee will receive holiday pay, and will not be charged for a vacation day on the day the holiday is observed.
4. Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.
5. Holiday pay will not count as hours worked for the calculation of overtime.
6. Regular part-time employees are eligible for holiday pay only when the holiday falls on a regularly scheduled workday.
7. If a holiday falls on or next to a minister's day off, that minister may be asked to reschedule the day off to ensure adequate office coverage.
8. Within a given year, the Senior Pastor or Administrative Pastor may recommend specific changes to the observed holidays to the Personnel Committee for their approval.

MEDICAL LEAVE

Medical Leave: An unpaid extended medical leave of absence up to (2) weeks for an employee's non-occupational illness or disability, other than pregnancy, childbirth, or related medical condition. This time off is only available after sick hours, vacation and unpaid hours have been used.

Requests for medical leaves will normally be granted to eligible employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will

be unable to work due to the disability.

A physician's release stating the employee can perform their duties safely is required when the employee returns.

OTHER LEAVES OF ABSENCE

The church makes other leaves of absence available to full time employees on the following basis:

Pregnancy Leave: An unpaid leave of absence related to an employee's pregnancy, childbirth, or related medical condition.

Any full-time (exempt and non-exempt) employee may submit a written request for a pregnancy leave of absence, for the length of any pregnancy related disability, up to six weeks. Sick hours, vacation time, and unpaid hours may be utilized. Requests for pregnancy leaves will be granted to employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work.

Employees on pregnancy leave who return to work immediately following the end of an approved leave will be returned to the same job they held immediately prior to their leave or, if that position has been eliminated.

A transfer to a less strenuous or hazardous position will generally be granted to employees who submit certification from a health provider that a transfer is medically advisable. Certification must include the date of the medical advisability of the transfer, the probable duration of the need for the transfer, and a statement that, due to a pregnancy related disability, the employee is unable to work at all, or perform any one or more of the essential functions of the job, without undue risk to her or the successful completion of her pregnancy.

Jury Duty: A leave of absence to serve on jury duty.

All employees will be granted a leave of absence to serve on jury duty, as required by law. Professional staff, full-time and hourly employees will receive their regular pay for time served on jury duty. It is not an ethical practice for the employee to keep the 'jury pay' since the employee is receiving regular pay. Upon completion of jury duty, a Verification of Attendance Form must be presented to your immediate supervisor. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

Ministerial Staff Development: A leave of absence of up to two weeks for personal and professional development (conference/convention).

Staff Development is encouraged. A full-time ministerial staff member shall be eligible for participation

in employee development according to the following guidelines:

1. Requests should be submitted to the immediate supervisor three months in advance of the leave.
2. The Personnel Committee must approve leave requests for the Senior Pastor. The Senior Pastor will approve leave requests for all other ministerial staff.
3. All conferences/conventions must pertain to the staff member's specific work area or a work area to be undertaken at the church.
4. During this time, the employee must make provisions for continuity of the programs in his/her specific church ministry area.
5. Tuition, books and fees may be paid by the church, (within the limits of that area of the budget) providing that the course relates directly to the employee's area of work, and the employee successfully completes the course. Should the Personnel Committee initiate the staff development request, the staff member will receive total reimbursement for costs associated with the program.
6. Only one (1) Sunday absence will be allowed during the time away for staff development. Exceptions will be considered on an individual basis.
7. The employee's salary will not be reduced for time off for approved courses.
8. Tuition advances, in accordance with the amount granted by the church, will be made available to the employee for course work.
9. The employee will reimburse the church for the cost of the Staff Development should he/she accept employment elsewhere within six months of completing the course.

Ministers' Spouse Conference Participation: Expenses for a minister's spouse to attend a conference with their spouse may be included in the minister's staff development budget under the following conditions:

1. A \$500 limit, to be paid from the conference budget with a limit of one conference per year.
2. Conference participation is limited to Ministerial level staff members.
3. All Conferences must be approved by the Senior Pastor and include training opportunities for the spouse, followed by a report to the staff.

Ministerial Staff Revival/Denominational Leadership: A leave of absence up to two weeks for providing leadership during revivals or to provide leadership in other venues.

Ministers are encouraged to exercise their gifts and talents in areas of leadership. A full-time ministerial staff member shall be eligible for participation according to the following guidelines:

1. Requests should be submitted to the immediate supervisor at least three months in advance of the leave.
2. The Deacons will approve leave requests for the Senior Pastor. The Senior Pastor will approve leave requests for all other ministerial staff.
3. During this time, the employee must make provisions for continuity of the programs in his/her specific church ministry area.
4. Two (2) Sunday absences will be allowed during the time away.
5. The employee's salary will not be reduced for time off for approved courses.

Sabbatical Leave: Upon request, and as budget allows, a sabbatical leave is for Ministerial staff who meet the following criteria:

Definition: a period of paid leave for a full time minister. This leave is from one's customary work, to acquire new skills or training.

1. After seven (7) years on the staff of Pleasant Heights Baptist Church.
2. The staff member must make application for the leave to the immediate supervisor at least one year in advance for planning purposes. All sabbatical leaves will require approval of the Senior Pastor, the Personnel and Finance Committees.
3. Prior to approval of the leave, the staff member must submit to the Personnel Committee through the supervisory channel:
 - a. an outline of the study leave plans including field of study, location and inclusive dates, and
 - b. an outline of specific plans, goals and the means by which work responsibilities will be carried out while the minister is on leave. This plan should include any needed personnel, projected costs, etc.
4. The staff member will receive full salary and benefits while on an approved leave.
5. The staff member shall agree to serve PHBC at least one year beyond the completion of each sabbatical leave. Should a staff member accept employment elsewhere within one year of their sabbatical leave, the employee shall reimburse Pleasant Heights Baptist Church for the cost of their sabbatical project.
6. Study leave will take the place of Staff Development for that year.

Military Leave: A leave of absence for required military service.

The church will comply with the Uniform Services Employment and Reemployment Rights Act of 1994 and with applicable Tennessee law concerning leaves for military service.

Workers' Compensation Leave: A leave of absence because of work-related illness or injury.

The church complies with applicable state and federal law concerning leaves for work-related illness or injury.

The following general provisions apply to all leaves of absence:

1. A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
2. Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.
3. Employees will not accrue length of continuous service for the portion of a leave of absence in excess of 30 days.
4. Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work.
5. Employees who return to work from a medical, pregnancy, or workers' compensation leave of absence may be required to submit to a physical examination at the church's expense to determine their fitness for duty.
6. Employees on leave of absence must communicate with the church on a regular basis, at least once each month, regarding their status and anticipated return to work date.
7. Employees on leave of absence who seek or accept other employment without the church's prior written approval may be subject to disciplinary action, up to and including possible termination.
8. Employees who falsify the reason for their leave of absence will be subject to disciplinary action, up to and including termination.
9. All leaves of absence must be approved in advance, in writing, by the employee's supervisor and the Personnel Committee.

BEREAVEMENT LEAVE

All professional staff and full-time hourly employees are granted funeral leave as follows:

Immediate family (spouse, child) – up to five (5) days with pay.

Next of kin (mother, father, brother, sister, or spouse's next of kin) – up to 3 days with pay.

Other – time off to be worked out with supervisor (without pay).

Bereavement pay will not be considered as hours worked for the calculation of overtime.

ACADEMIC EDUCATIONAL ASSISTANCE

Where it can be demonstrated that the employee's ministry effectiveness will be enhanced from the employee's participation in an academic degree educational program, a full-time minister shall be eligible for participation according to the following guidelines:

1. Requests must be submitted to the immediate supervisor six months in advance.
2. The Personnel Committee must approve educational assistance for the Senior Pastor. The Senior Pastor and Personnel Committee will approve educational assistance requests for all other ministerial staff.
3. All coursework must pertain to the staff member's specific work area or a work area to be undertaken at the church. If a theological perspective is a principle element of the coursework, that perspective will be demonstrably consistent with the theological perspective of Pleasant Heights Baptist Church.
4. Each course is conditional on successful completion of the prior coursework.
5. During coursework, the employee must make provisions for continuity of the programs in his/her specific church ministry area. Employees should be prepared to adjust their course schedule up to and including withdrawing from the course should it become apparent the coursework will interfere with the employee's responsibilities as a staff member of the church.
6. The church may pay tuition, books, and fees, providing the employee successfully completes the course with a final grade of "C" or above, when grades are provided. The employee will reimburse the church for tuition advances should the employee fail to successfully complete the course with a final grade of "C" or above. Should the Personnel Committee initiate the educational program request, the staff member will receive total reimbursement for costs associated with the program.
7. Only one (1) Sunday absence per year will be allowed during the time away for educational programs. Exceptions will be considered on an individual basis.
8. The employee's salary will not be reduced for time off for approved courses.
9. Tuition advances, in accordance with the amount granted by the church, will be made available to the employee for course work.
10. The employee will reimburse the church for the cost of each course should he/she accepts employment elsewhere within six months of completing the course.

MINISTERIAL INSURANCE PLANS

In the consideration of salary for the full time ministerial staff member, the church understands that the minister will purchase quality medical insurance and/or participation in long-term disability income programs.

WORKERS' COMPENSATION INSURANCE

Pleasant Heights carries Workers' Compensation Insurance. This program covers certain accidental injuries or occupational illnesses that are caused by, arise out of, or occur in the course of employment at the church, including medical expenses and time-lost benefits as provided by statute. Specific benefits are prescribed by law depending on the circumstances of each case. Coverage begins on the first day of employment.

Employees who sustain work-related injuries or illnesses should inform their supervisor or the Financial Secretary immediately. This will protect the employee's ability to qualify for coverage and expedite assistance.

RELOCATION EXPENSES FOR NEW MINISTERIAL STAFF

Relocation expenses shall be paid for new Ministerial staff members as follows:

1. The church pays for the packing and moving of household goods. Three written estimates must be submitted to the Finance Secretary / Church Treasurer for approval prior to the move.
2. Automobile expense for the move will be reimbursed according to current IRS Guidelines (not to exceed two automobiles). Basis of payment will be the most direct route from the city of previous residence to Columbia.
3. Transition expenses (mileage & hotel) for relocation shall be reimbursed by the church. Reimbursement for automobile and living expenses will be made upon submission of an itemized statement when approved by the Finance Committee.
4. Under the consideration by the Finance Committee, a possible allowance may be paid to cover out-of-pocket expenses (i.e. registration of automobiles, deposits, installation fees, etc.). Additionally, in the event that the home of the newly called ministerial staff person has not sold at the time of relocation/move, the Church will consider providing a housing subsidy per month until the former house is sold or three months has expired.

Adjustments to this policy may be considered at the request of the Senior Pastor and with the approval of the Personnel and Finance Committees.

HOUSING ALLOWANCE FOR MINISTERIAL STAFF

A housing allowance that meets IRS guidelines may be designated. The portion of a ministerial staff member's compensation to be designated as housing allowance shall be mutually agreed upon by the staff member and the Personnel Committee. Such amount designated as housing allowance shall be reviewed on an annual basis by the committee with the Ministerial staff member to consider necessary adjustment and changes. The staff member is solely responsible for justifying the amount

claimed.

AUTOMOBILE EXPENSE ALLOWANCE

Reimbursement for expenses incurred by employees using their personal automobiles on authorized church business shall be paid at a mileage rate not to exceed current IRS regulations.

It is the responsibility of each staff member to provide justification of the automobile expense allowance as required by the IRS.

SOCIAL SECURITY

Ordained Ministers who participate in the Social Security program are responsible for contributions to Social Security at the percentage rate required by law for self-employed individuals. The tax code allows an individual to reduce taxable earnings by 7.65% (0.9235 mult.) when calculating self-employment tax. The church will offer a Social Security Supplement to the minister equal to one-half of the self-employed tax percentage applied to 0.9235 of gross compensation before deduction for housing allowance or salary reduction items.

RETIREMENT

The church will contribute to a retirement plan for the benefit of each full-time ministerial staff member who is enrolled in an IRS approved tax sheltered annuity or retirement plan commonly referenced as a "Qualified Plan".

The amount of the contribution will be computed on the basis of 10% of gross compensation before deduction for housing allowance or salary reduction items, up to a maximum limit of \$6,000 established by the Personnel Committee (approved amount at time of publication).

Each participant shall provide documentation of enrollment in a qualified plan to PHBC payroll accounting personnel, including information needed for making payment to the plan for benefit of the participant. Payment will be made by PHBC direct to the plan rather than to the participant for his/her payment to the plan.

Funds provided for retirement must be used for that purpose and may not be reallocated to salary or any other classification of income.

**SECTION III:
Standards, Guidelines,
and Records**

ATTENDANCE AND PUNCTUALITY

It is important that employees work their assigned schedules as consistently as possible. However, the church understands that because of illness or emergency you may be unable to come to work.

Employees, who are unable to report to work for any reason, must contact their supervisor immediately. It is the responsibility of the employee to keep the church informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

Hourly employees are expected to be at their work station ready to begin work at the beginning of their scheduled shift, and at the end of their scheduled breaks and meal period. The need to leave work early may periodically arise (either planned or unplanned). The employee will notify their supervisor as to the details of having to leave early. Note: see p.18 for unpaid hours or p.19 for sick.

Tardiness or absence is considered “excused” only when the employee calls ahead of time and tardiness or absence is for a compelling reason. The employee’s supervisor is responsible for determining what constitutes a compelling reason. Tardiness or absence for a non-compelling reason, and failing to call in according to church policy, will be considered “unexcused”.

Unexcused tardiness and absences create a serious breach of trust and additional work on coworkers. Employees who are tardy or absent excessively or show a consistent pattern of absence, whether excused or unexcused, will be subject to disciplinary action, up to and including termination.

In the event that an employee is absent for three consecutive days and does not call her or his supervisor, the employment relationship may be terminated, and such termination will be considered a voluntary termination of employment.

CONFIDENTIALITY

Employees are expected to keep information confidential, particularly if it involves other lives, or church plans that are too premature to share, or confidences that people have shared. It should not be discussed outside the office, or inappropriately among other employees.

The church wants to do everything it can to help church members develop trust and a freedom to come to us for help without fear that personal needs will become public. Anything related to a specific need or a personal problem that an employee or congregation member has shared should not be communicated without the knowledge and permission of that person. The fact that a person is seeing a pastor or an employee is considered confidential. Also, programs that are not ready for public announcement should not be talked about except where input is required.

Whether or not a confidence may be shared with one’s spouse will be made clear on a case-by-case basis, with extreme caution given to situations involving personal matters. It should not be assumed that spouses may automatically hear staff confidences.

Things that were confidential while employed with Pleasant Heights remain confidential after termination of employment.

Cases involving any kind of abuse, especially of children, youth, vulnerable adults, or spouse will be reported according to federal, state and county laws. If you have a question regarding any reporting obligation, please speak to the Senior Pastor.

Any breach of confidentiality will be treated seriously. Disregard of this policy may lead to discipline, up to and including termination of employment.

STANDARD WORK WEEK

All Church Employees

The ministerial and all paid staff are considered members of a high performance professional team. It is highly unlikely a member of this team could fulfill their responsibilities or reach their potential in less than the specified hourly work week.

The full-time professional staff employee is expected to work their standard hours per week. Those who *volunteer* in a multitude of key leadership roles at PHBC do so in *addition to* their demanding work and travel schedules. The church employees whose membership is at PHBC should be prepared to volunteer at least as much time to this ministry as our most committed volunteers. If the employee is a member of another church, the same volunteer effort is encouraged.

The Ministerial standard work week is Sunday through Friday. Sunday **is not** considered a day off.

Exceptions:

1. At least two ministers should be on duty. This is in the case of vacations and holidays (to be assigned by the Senior Pastor).
2. Ministers' schedules shall be set by the Senior Pastor.

Ministry Assistants & Facility Technician

The standard work week for Ministry Assistants and the Facility Technician shall be Monday through Thursday, 8:00 a.m. until 4:30 p.m. and Friday 8:00 a.m. to 12:00 p.m., unless otherwise stipulated. Part-time employees' office hours will be designated by their immediate supervisor.

At least one ministry assistant should be on duty when the office is open. This is in the case of vacations and holidays

The office does not close for lunch or breaks. Daily lunch times for full-time employee are 45 minutes. Daily lunch for part-time employee is 30 minutes. Secretarial staff mutually agrees to stagger lunches in order to provide consistent office coverage. It is not an accepted practice to "work

through” a lunch break in order to leave early.

For the full-time employee, two 10 minute rest periods are given each full day of work. For part-time employees, one 10 minute rest period is given each day. Since the rest periods are counted and paid as time worked, employees must not be absent from their work stations beyond the allotted time. Rest periods may not be used to shorten a work day or to lengthen a meal period. Rest periods cannot be accrued in any manner. No rest period is offered on Friday (half day).

RESOLVING PERSONNEL CONFLICTS

PHBC is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from PHBC supervisors and management.

Conflict resolution will be addressed with an employee’s immediate supervisor and will be handled in a redemptive, Christ-like manner. PHBC has an “Open Door” policy to help employees resolve job-related problems or personnel matters. The Personnel Committee believes that most matters can be resolved between an employee and his/her supervisor. If for any reason the matter is not resolved, the employee is encouraged to consult the Personnel Committee.

The Personnel Committee endeavors to listen and give the best possible response to concerns. There will be no discrimination, recrimination, or criticisms against any employee because he/she presents a complaint or problem

When conflict between employees occurs, it is best to address the person(s) involved directly. Should a direct conversation fail to resolve an issue between two employees, it may be necessary to request the participation of a supervisor. Under no circumstances shall an employee be required to make a grievance to a supervisor with whom he or she is conflicted.

In such an instance, the aggrieved employee may go directly to the Senior Pastor except when the Senior Pastor is personally involved.

If conversation in the presence of a supervisor proves insufficient to resolve the issue (or if the supervisor is personally involved in the conflict) it may be necessary to involve the Senior Pastor (or in the event the Senior Pastor is personally involved in the conflict, the Associate Pastor)

If problem is still unresolved, the employee presents the issue to the Personnel Committee in writing and must include:

- a. A concise statement of the facts on which the grievance is based.
- b. Specific reference to the policy, procedure, or practice that is involved if applicable.
- c. Desired results.
- d. Signature and date.
- e. Copy of grievance kept in employee’s file.

The Personnel Committee will inform the employee of the decision and forward a copy of the

written response to the employee's file. The Personnel Committee may consult the Deacon body, if they deem appropriate.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

WEEKDAY PRESCHOOL

The Preschool faculty operates under the same guidelines as above with these exceptions.

Under no circumstances shall an employee be required to make a grievance to a supervisor with whom he or she is conflicted. In such an instance, the aggrieved employee may go directly to the Weekday Preschool Committee chairperson or the Senior Pastor.

The Weekday Preschool Committee may consult the Personnel Committee or Deacon body, if they deem appropriate. The Weekday Preschool Committee will then issue the final decision.

RESIGNATION

Resignation is a voluntary act initiated by you to terminate employment with the church. Although advance notice is not required, Pleasant Heights requests at least four (4) weeks' written notice of resignation from ministerial staff and two (2) weeks' written notice from non-ministerial employees.

You may be asked to assist in the training of a new replacement employee. There will be an exit interview on your last day with the Senior Pastor and/or the Pastor of Administration. You will be expected to return all church keys and other church property upon your final day of employment.

TERMINATION

Procedure:

Ministerial Staff

The Personnel Committee, in consultation with the Senior Pastor, and Chairman of Deacons shall have the authority to recommend to the Church the termination of a Ministerial/ Professional staff member (other than the Senior Pastor) in accordance with the *Employment At Will Agreement*.

According the Church Bylaws (2015), a simple majority of the active members in good standing who are present and voting will be necessary to dismiss a Senior Pastor, Associate Pastor or Ministry Staff Director.

This occurrence will only be at a special called business meeting with at least two (2) weeks public notice.

All Other Employees

The Administrative Pastor, in consultation with the Senior Pastor, and the Personnel Committee, shall have the authority to dismiss any other employee in accordance with the *Employment At Will Agreement*.

Violation of the church's work policies and rules may warrant disciplinary action or employment termination. Where possible and appropriate, the church will initiate a progressive system of discipline that will include verbal warnings, written warnings and possible probation. However, since employment with Pleasant Heights is based on mutual consent and is "at will", both the employee and the church have the right to terminate employment at any time, with or without cause or notice.

Pleasant Heights is not obligated to pay into the Tennessee Unemployment Compensation System. We do not participate and therefore any employee who is terminated will not receive unemployment compensation.

Employees will return all church keys and other church property upon employment termination.

TIME SHEETS - SIGNING IN AND OUT

Hourly employees are required to sign in and out each day using the electronic time clock software according to the following guidelines: (break time sign in / out)

- SIGN IN when you report to work at the beginning of the day;
- SIGN OUT when you go for your scheduled meal period;
- SIGN IN when you return to work after your scheduled meal period;
- SIGN OUT when you leave work at the end of the day.

Do not sign in until you are ready to report directly to your work station, and do not mark or sign the time sheet of another employee or knowingly allow someone else to mark or sign your time sheet. If a change or correction is made on your time sheet, it must be initialed by both you and your supervisor.

The Personnel Budget is a portion of the unified church budget approved by the Finance Committee and the Church. The limit of these funds is set for the year and may not be increased without approval. Hourly employees, therefore, will not work "overtime" without approval from the office of the Administrator or Senior Pastor.

"Comp time" generally refers to time off taken by hourly employees to "compensate" for "overtime" accrued. "Comp time" must be taken within the pay-period it was accrued. Employees may not accumulate comp time.

Violations of the overtime and comp time policies may result in disciplinary action, up to and including termination.

PERSONNEL RECORDS

It is the responsibility of the employee to keep personal identification information current and accurate. Employees should notify the Administrator in writing with any changes in name, address, phone number, marital status, etc. Some changes, such as Social Security number or IRS filing information may require additional documentation.

For the weekday preschool, the director shall maintain a confidential employment file on each employee as required by DHS. File contents will be available for an employee's review.

PROMOTION, DEMOTION AND TRANSFER

Qualified and tenured employees may receive preference over new applicants when filling job openings within the church. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the church are not always possible.

An employee's past performance, experience, attitude, qualifications, and potential are all important factors which will be considered in making promotion and transfer decisions.

Employees may be transferred or demoted at the discretion of the Personnel Committee.

ARBITRATION OF EMPLOYMENT DISPUTES

It is the church's constant position to seek Biblical guidance. In recognition of 1 Corinthians 6:1-8, we embrace the process of seeking counsel among the Brethren. We believe that the body of Christ has many competent, wise persons who are gifted in peacemaking and conflict resolution. By acceptance of this employee handbook, the employee agrees to utilize arbitration for any form of employment disputes in order to seek resolution. This process will include a five member panel.

SECTION IV: Compensation

PAY ROLL

PAY PERIOD: Professional employees (exempt) are paid on the 15th and 30th of each month. Full-time, hourly and part-time employees (non-exempt) are paid every two weeks. Pianist / Organist will be paid monthly. Housing allowance recipients will receive that check each week.

CONFIDENTIALITY OF PAY INFORMATION - An individual's rate of pay is a confidential matter. An employee's rate of pay is not revealed to anyone other than those who have a business need to know.

PAY REVIEW: Each employee is evaluated at least once annually by their supervisor. Recommendations for changes in rates of pay will be brought to the Personnel Committee. The Personnel Committee submits the budget to the Finance Committee for review prior to approval by the church body. Pay increases are not final until the church budget has been approved.

OVERTIME: For full time, non-exempt employees, overtime beyond 35 hours is to be avoided under normal circumstances. If overtime is needed, it must be pre-approved by the Senior Pastor or Minister of Administration. In the rare occasion of additional 36- 40 hours, this will be paid at the employee's regular rate of pay. Overtime for work beyond forty (40) hours in one calendar week will be paid at time and one half. Employees who consistently work overtime without receiving prior authorization from their supervisor(s) will result in termination.

Extraordinary job demands will occur for the full-time ministerial staff requiring unusual sacrifices (such as multiple late nights away from home or working on scheduled days off) these are the exception rather than the rule. In such cases, it is encouraged to coordinate with the Senior Pastor for paid time off.

If granted, overtime is paid at one and one-half times the regular rate. Duties requiring anything more than "very occasional" overtime should be reviewed and adjusted by the employee's supervisor.

Weekday Preschool

Faculty have the option to be paid year round from August to July. Salary will be determined by the Director and the Preschool Committee. In the event an employee does not sign an 'Intent to Return' for the next school year they will be paid through July of that year. If an employee quits or is asked to separate, their pay will be calculated effective of that day.

WAGE AND SALARY REVIEWS

Wage and salary reviews for each employee are conducted annually. A wage and salary review does not imply an automatic wage or salary increase, only that employees are eligible for consideration based on a number of variables, including cost of living adjustments, job performance, ministry responsibilities associated with the position, and budget constraints.

PAYROLL DEDUCTIONS

Various payroll deductions are required by law, such as federal income tax, Medicare and social security taxes. Any other deductions from your paycheck must be authorized by you, in writing. The church complies with applicable state and federal laws regarding the garnishment and assignment of wages.

Paycheck stubs will itemize amounts that have been withheld. It is the employee's responsibility to keep this information for tax purposes. Questions regarding deductions should be directed to the Financial Secretary.

RECOGNITION OF SERVICE TENURE

Recognition for employees' tenure of service will be on an annual basis in the church bulletin. Other recognition will be at five-year intervals as noted below. The date for determining an employee's tenure will be the anniversary date of employment.

Five-Year Intervals

Ministerial Staff: Recognition will be noted through the church bulletin and visual media (includes the media screens in the sanctuary). Recognition will also be during the morning worship service.

All other church staff: Recognition will be the same as for the ministerial staff.

Church-wide special event for the ministers will be at ten, fifteen, twenty and twenty-five years of service and any subsequent five year anniversary. Monetary appreciation from the congregation would be appropriate.

SECTION V:
Job Descriptions and Evaluations

JOB DESCRIPTIONS

Employees will be provided a job description before they begin their ministry at PHBC. A job description summarizes the duties and responsibilities of each employee and outlines important information about their ministry. A job description should not be understood as the limit of responsibility for employees of PHBC. Job Descriptions are available to assist new staff members with understanding their duties and responsibilities and other specifics about their position. Job Descriptions are also used to identify the requirements of a position, to determine hiring criteria, to set standards for staff member performance, and to establish a basis for making reasonable accommodations for individuals with disabilities.

It is assumed every employee understands his or her job is a *ministry* and requires an “extra mile” attitude (*Matthew 5:41*). At the same time, ministers should make every effort to plan their work and establish goals such that extraordinary job demands requiring unusual sacrifices (such as multiple late nights away from home or working on scheduled days off) are the exception rather than the rule.

New employees should study their job description carefully and discuss any questions with their supervisor. Ministers, or their supervisor, may suggest revisions and updates to their job descriptions from time to time; any revisions will be reviewed by the Personnel Committee prior to being adopted. Should changes in ministry duties warrant adjustments in salary or other compensation, adjustments will take place in the new budget year, unless approved by the Finance Committee for the current budget year.

MINISTRY EVALUATIONS

All employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted for support staff at the end of the first three (3) months in any new position and at the end of a pastor’s first six (6) months. Additional formal annual performance evaluations are conducted to provide employees the opportunity to discuss job tasks and goals, to encourage and recognize strengths, to identify and agree to improve weaknesses, and to discuss positive, purposeful approaches for accomplishing goals.

Performance evaluations are scheduled approximately every twelve (12) months, coinciding generally with the end of the year.

Pastor
Pleasant Heights Baptist Church
Columbia, Tennessee

Position Summary

Provide general leadership for all church ministries; lead in casting and communicating the church's vision and purpose and influence the plans and ministries that will lead to their accomplishment; give overall leadership and supervision to the ministry staff team; lead worship planning and ongoing and special event worship services and congregational events; provide spiritual leadership to the congregation; and provide pastoral care to congregation and others.

Duties and Responsibilities

- Visionary
 1. Communicate to the ministry staff team, church leaders, congregation, and community the church's vision and purpose.
 2. Lead staff ministry team and church leaders in casting and communicating the church's vision.
- Pastoral Minister
 1. Lead pastoral staff team in exercising pastoral care to the congregation and community.
 2. Lead deacon body in a comprehensive pastoral care ministry to the congregation.
 3. Provide pastoral care ministry to congregation and others as needed or requested.
- Worship Leader and Preacher
 1. Lead planning for ongoing worship service and special congregational events.
 2. Lead ongoing worship services and special congregational events.
 3. Prepare for and engage in biblically based preaching ministry that leads the congregation toward fulfillment of its vision, achievement of its purpose, and growth toward spiritual maturity in Christ.
- Growth Agent
 1. Influence and support the planning and implementation of a comprehensive foundational strategy for helping the church do the work of the Great Commission.
 2. Influence and support prospect and new member visitation and assimilation.
 3. Influence and support the development and implementation of ongoing and long-range growth plans.
- Administrator
 1. Lead in the enlistment of volunteer ministry leaders and ministry team members in accordance with church policy and procedure.
 2. Lead staff ministry team in church ministry design and annual and long-range planning.
 3. Lead and supervise staff ministry team and others in accordance with church adopted policies and procedures.
 4. Lead in the development of policies, procedures, plans, and ministries that lead the church to achieve its purpose and fulfill its vision.
 5. Lead in the development and administration of church budget in accordance with church business and financial policies and procedures; serve as church purchasing agent.

6. Assure the implementation of church adopted policies and procedures.
- Evangelism
 1. Lead in planning and implementing a comprehensive evangelism ministry that is comparable with and intentional to the church's foundational strategy for doing the work of the Great Commission.
 2. Lead in the research, development, and selection of evangelistic training resources in accordance with church curriculum plan.
 3. Lead members in ongoing training and practice of evangelism.
 4. Lead in development and promotion of efforts that interface church with community in an evangelistic thrust.
 5. Assist in development of ongoing new member orientation and assimilation.
 6. Lead in the discovery, enlistment, and development of volunteer leaders relating to evangelism.

Associate Pastor-Education & Missions
Pleasant Heights Baptist Church
Columbia, Tennessee

Position Summary

Provide general leadership and serve as ministry staff resource for all church education ministries, including all Bible study and mission education ministries; lead in enlistment of volunteers for church ministries; lead in planning and implementing church growth actions and ministries; participate in pastoral care ministry and as a worship leader.

Duties and Responsibilities

- Educator
 1. Lead in planning, organizing, staffing, conducting, and evaluating a comprehensive ministry of Christian education.
 2. Lead in the research, development, and selection of all church teaching curriculum.
 3. Lead in enlistment of volunteer ministry leaders in accordance with church policy and procedure.
 4. Participate in church ministry design.
 5. Lead in development and administration of Christian education ministry budget.
 6. Oversee production of print media, including newsletters and promotional materials.
 7. Serve as staff liaison with designated church committees, planning groups, or ministry teams.
 8. Provide staff support to church media/library services and as staff liaison in purchase of media resources and equipment.
 9. Responsibility and supervision of the weekday preschool personnel and program.
 10. Responsibility and supervision of the education related associate pastors.

- Growth Agent
 1. Lead in planning and implementation of a comprehensive Sunday school ministry as the foundational strategy for helping the church do the work of the Great Commission.
 2. Guide prospect and new member visitation and assimilation.
 3. Assist in development of ongoing and long-range ministry plans.
 4. Lead in development and promotion of ministries that interface church with local, state, national, and global communities.

- Discipler
 1. Guide in planning and implementation of leader and member development ministry.
 2. Guide in planning and implementation of potential leader training.
 3. Provide staff support to other church education ministries.

- Pastoral Minister
 1. Serve as member of pastoral staff team.
 2. Lead worship as needed or requested.
 3. Participate in pastoral care ministries.

Associate Pastor Music and Administration
Pleasant Heights Baptist Church
Columbia, Tennessee

Position Summary

Provide general leadership and serve as ministry staff resource for music ministries; lead in planning worship; lead worship music; supervise employees as assigned; lead in discovery, enlistment and development of volunteer leaders for music ministries; assist in planning and implementing church growth actions and ministries; participate in pastoral care ministry.

Worship and Music Leader

1. In cooperation with pastor – plan and prepare for weekly worship services and other special worship and congregational events.
2. Lead in the research, development and selection of music ministry resources in accordance with church curriculum plans.
3. Lead in planning and development of a comprehensive music ministry that is compatible with, and intentional to the church's foundational strategy for doing the work of the church.
4. Lead worship music; plan for and enlist vocalists and instrumentalists for worship services and congregational events.
5. Lead in the enlistment of leaders for worship choirs and ensembles, both vocal and instrumental.

Administration

1. Supervise instrumentalist, other music volunteers and employees as assigned and in accordance with church policies and procedures.
2. Propose and administer music budget in accordance with church approved business and financial policies and procedures.
3. Serve as staff liaison in purchase of equipment, instruments, and other resources related to worship and music ministries.
4. Serve as staff liaison with designated church committees, planning groups, or ministry teams.
5. Supervise day-to-day activity of all non-ministerial staff. This includes regular and part-time hourly employees, clerical, custodial and kitchen personnel.
6. The scope of responsibility in the preceding item 5 includes the authority to implement procedures and policies required for the effective management of church operations and the efficient performance of tasks assigned to personnel. Procedures and policies will be developed with the Personnel Committee.
7. Support PHBC strategic planning and staff coordination in execution of that plan.
8. Help define strategic goals and vision as a key leader among staff and leadership.
9. Ensure staffing, facilities and programs are appropriately and effectively aligned to best meet strategic goals.
10. Manage outside promotions (advertising).

11. Manage church operations and support staff on a regular basis. Oversee and deal with all personnel/human resources issues. The keeper and manager of the Employee handbook. Approve employee timesheets / vacation & sick time.
12. Provide regular staff training and development.
13. Prepare the weekly staff meetings in conjunction with the Sr. Pastor.
14. Lead in the role of evaluating staff.
15. Champion the development of infrastructure by all ministry and support areas that supports church growth.
16. Compliance Officer – seeking to ensure that all policies are kept.
17. Church Management Software (ACS) Administrator.
18. Recruit office volunteers.
19. Privacy Manager of confidential files. (on the server or hard copy only)
20. Ensure implementation of church policies and procedures.
21. Serve as a liaison to pertinent church
22. Work with Senior Pastor to coordinate church ministries in alignment with church mission statement, vision statement, core values and belief statement.
23. Attend monthly deacon's meetings when needed
24. Attend quarterly Trustee meetings prepared to give an oral a report.
25. Provide leadership in area of financial stewardship, with specific duties outlined in the Financial Handbook.
26. Bank Lock Box key holder.
27. Teller for counting offering.
28. Assist in generating checks as a non-signatory.
29. Primary agent of unity across all staff and ministry volunteers
30. Headmaster of Weekday preschool.
31. Risk Assessment for Insurance Policy. Investigate all injuries and file reports.
32. Assist with the annual review.
33. Security Door Key/Code administrator
34. First contact for Fire Alarm System
35. Limited contract liaison for service vendors
36. Administrate facilities for weddings

Pastoral Minister

1. Serve as member of pastoral staff team.
2. Assist in pastoral care ministries.

Associate Pastor-Youth (full time)
Pleasant Heights Baptist Church
Columbia, Tennessee

Position Summary

The role of the Associate Pastor of Youth and Recreation is to assist the pastor and staff by overseeing the ministry of outreach to youth and college students and provide leadership to the church recreational committee. The Youth and Recreation Pastor will work with staff and lay ministers to execute this mission.

Duties and Responsibilities

1. Lead, plan, coordinate, direct, and evaluate all youth ministries of the Church.
2. Serve as a motivating, inspiring, and engaging teacher to our youth on a regular basis as part of a larger plan for the spiritual development of students.
3. Lead coordination and execution of youth activities designed to create and stimulate personal spiritual growth and Bible study in the youth of the Church and community in a safe and supportive environment. Examples of activities are retreats, camps, fellowships, and other special events.
4. Lead and plan mission and benevolence activities for the youth of the Church and community. Examples are Habitat for Humanity, community beautification, shut-in yard-work, etc. Work with the local civic clubs, schools, and community groups to strengthen the tie between our community and the PHBC youth.
5. Address specific personal and spiritual needs of students as they arise through one on one or small group meetings, hospital visits, or other connections appropriate to the circumstances. Build and maintain personal relationships with the youth and youth parents growing the bond through communication, accessibility, and time commitment and leading events to strengthen the youth and parent relationship.
6. Coordinate and execute special events with other Christian youth leaders in the community.
7. Plan, coordinate and execute special events with the purpose of reaching out to other youth in the community to grow the church.
8. Assist in selection and training of youth teachers who will love and lead our youth.
9. Develop, support, and lead PHBC youth council.
10. Encourage involvement of college students with youth through a mentor program, combined activities, etc. to enhance the relationship.
11. Plan and administer the budget for youth ministries.
12. Develop and enforce rules for the youth as well as teaching Christian leadership qualities.
13. Develop and lead recreational church special events and activities using lay volunteers in conjunction with the recreational committee to strengthen Christian families in our Church and community.
14. Participate in leading / planning worship services as needed (welcome, prayer, etc.). Administer to other Pastoral needs during the absence of other ministers.
15. Assist the Pastor as needed.

Required Skills, Abilities and Experience:

1. Experience as youth minister or other applicable experience with youth.
2. Ability to lead, organize, and execute long and short range plans.

3. Effective oral and written communication skills.
4. Flexible work schedule with accessibility (cell phone provided??).
5. High level of interpersonal skills to work effectively with youth and parents.

Other (Preferred/Useful) Skills, Abilities, Experience and Attributes:

1. Balance of family and pastoral duties.
2. Sense of humor.
3. Ability to maintain youth ministry website. Strong computer skills are assets.
4. Licensed and/or ordained.

Education Requirement:

1. College degree or seminary training preferred.

Minister of Children's Ministry (part time)
Pleasant Heights Baptist Church
Columbia, Tennessee

Position Summary

Principal Purpose and Function

Children's Ministry represents Pleasant Heights Baptist Church's effort to touch children's lives with God's love, teach them God's Word, and provide fellowship with God's people; thus, laying a foundation that will lead children, kindergarten through sixth grade, into a personal, lifelong relationship with Jesus Christ and to a commitment to serve Him through His church and as salt and light in the world.

The Director of Children's Ministry is responsible to the Pastor for the development, promotion, and implementation of this comprehensive ministry to children and their families.

Job Classification and Definition

This position is a salaried, part-time position. At a minimum, the Director of Children's Ministry would be expected to prepare for and participate in ministry to children on Wednesdays, Sundays, during special projects/events for children, and during special church-wide events where providing ministry to children is needed.

Responsibilities

The Director of Children's Ministry oversees and coordinates all ministry to children, kindergarten through 6th grade, with a focus on Sunday school, discipleship, mission education, and worship.

- Enlist, train, and develop leadership for the various ministry organizations and activities.
- Lead the workers in a systematic program of visitation with a focus on children and their families.
- Plan and conduct special projects for children such as retreats, camps, social activities, summer programs, and so forth.
- Prepare, recommend, and administer the children's ministry budget in compliance with church financial policies and procedures.
- Comply with all other established church policies and procedures as well as applicable federal and state laws.
- Serve as staff advisor for church committees or ministry teams affecting or influencing children's ministry.
- Participate in training opportunities that further develop skills for leading children's ministry.
- Organize training and planning sessions for children's ministry leaders/workers.

- Approve all children's ministry programs, curriculum, and activities within the context of the church's vision and strategic plans.
- Counsel and pray with children, their family members, and children's leaders/workers.
- Meet regularly with children's ministry leaders/workers to address concerns, answer questions, and communicate happenings affecting the ministry.
- Participate in church staff meetings and prayer times.

Requirements: Knowledge, Skills, Abilities

- A college or seminary degree with childhood education major preferred.
- Experience working with children on a Baptist church staff or in another child-related position preferred.
- Listens effectively and communicates clearly to children and their parents.
- Possesses strong human relations skills and is able to motivate others.
- A skilled planner attentive to detail, able to organize and coordinate work, set priorities, and meet deadlines.
- Capable manager of people and processes who acts decisively but knows how to be flexible.
- Demonstrates an understanding of the special needs and learning styles of children, kindergarten through sixth grade.
- An effective teacher who demonstrates creativity, passion, high energy, and diligence to the task.
- Passed criminal, financial, and sexual misconduct background checks.
- Cultivates a personal relationship with God through prayer and Bible study and maintains a lifestyle reflecting authentic Christianity.
- Faithfully attends and supports church services and ministries.
- Articulates a vision for children's ministry that meets church objectives.
- Demonstrates expertise in the latest materials and methods in children's ministry.

LEAD KITCHEN WORKER

JOB DESCRIPTION

Plans, develops and oversees preparation of Wednesday night meals for congregation. Supervises kitchen staff. Works cooperatively with church members and staff in regard to special events.

DUTIES & RESPONSIBILITIES:

1. Plans menus.
2. Purchases food and supplies necessary for meal preparation.
3. Supervises other kitchen workers.
4. Prepares meals.
5. Prepares serving area and food in attractive, clean and efficient manner.
6. Helps to maintain kitchen and dining area in a clean and orderly manner.
7. Works cooperatively with kitchen committee and church staff in order to provide a safe, clean and efficient kitchen/dining area.
8. Cooperates with financial secretary by submitting time sheets for kitchen workers in a timely manner (signed by each employee).
9. Maintains inventory of supplies and equipment.

-MINISTRY ASSISTANT-

GENERAL JOB DESCRIPTION

The **MINISTRY ASSISTANT**—The ministry assistant is on the frontline and is often the first person the public sees or talks to. The person in this job performs high level secretarial, clerical, office management and general administrative duties. The ministry assistant is responsible for administering the tasks and functions of the church office in conjunction with the daily service practices of the ministerial staff. Notify all applicable staff when absences are necessary.

PURPOSE

To provide secretarial, administrative, and/or financial support to church staff and organizations of the church.

GENERAL QUALIFICATIONS

Candidate should have a personal commitment to Jesus Christ as Savior and Lord, and a strong desire to serve as an active church member in a Bible-based local congregation.

- Exhibit a commitment to the mission, vision and values of our church.
- Must have good discernment in making decisions.
- Exhibit leadership and compassion when working with others.
- Maintain and foster cooperative relationships with co-workers and others contacted in the course of work.
- Must exhibit personal conduct that reflects positively on the integrity of Pleasant Heights Baptist Church.
- Must be a team player.
- Be dependable, self-directed, flexible and receptive to change.
- Understand and carry out oral and written instructions.
- Exhibit high work ethics to meet standards of staff and congregation.
- Work well independently; be well-organized; be a self-starter.
- Exhibit highly effective people skills.
- Good knowledge of correct English usage and grammar (both spoken and written).
- Ability to meet deadlines, remember important details, multi-task, and routinely complete assigned tasks in a proficient and timely manner.
- Must possess strong time management skills and organizational abilities.
- Compassionate and caring person, who is sensitive to the needs of others.
- Care for Food Pantry guests, as needed.
- Operate equipment necessary to perform required tasks.
- Strong computer skills and ability to learn software.
- Ability to maintain a neat and organized work environment.

Practice complete and appropriate confidentiality with regard to ministry situations and information.

MINISTRY ASSISTANT- EDUCATION, YOUTH, CHILDREN & PUBLICATIONS

General Summary: With limited supervision required, the Ministry Assistant consistently carries out secretarial responsibilities for areas of education, youth, and children. Also performs other duties associated with church publications and computer and office equipment.

Qualifications: Typing and computer skills.
 Demonstrated experience in developing publications; software installation, and technology troubleshooting.

Essential Functions: Essential functions include, but are not limited to, those listed below. Other functions to be performed as assigned.

Job Responsibilities:

- Design, maintain and publish church newsletter/bulletin and other publications.
- Church web designer & editor; including upload of weekly sermon.
- Maintain calendar of church activities for bulletin and newsletter.
- Coordinate altar flower reservations for bulletin with Flower Committee
- Support VBS program (mail-outs, flyers, etc.).
- File historical information (newsletter, bulletins, etc.).
- Update and maintain church calendar (Facility Scheduler)
- ACS – as assigned.
- Support for Sunday School program.
- Maintain Sunday School class rolls.
- Post youth Sunday School attendance and print attendance sheets.
- Children’s Ministry support.
- Weekday Preschool support (publications, etc.)
- Church Preschool ministry support.
- Edits, prints, and mails First Steps schedules and reminders.
- Other tasks, as needed.

Associate Pastor of Students and/or Associate Pastor of Children:

- Fold and prepare (labels) for assigned ministry mail-outs.
- Prepare typed letters for assigned Minister.
- Design posters, signs, newsletter, Facebook, information cards for assigned ministry.
- Type Bible study literature, print curriculum, assemble Bible study books
- VBS support.
- Make and assemble Bible study books.
- Set up event reservations for assigned ministry, post payments/billing, etc.
- Update and maintain church calendar (Facility Scheduler) for assigned ministry
- Other tasks, as needed

MINISTRY ASSISTANT- FINANCIAL & MEMBERSHIP

General Summary: With limited supervision required, the Financial & Membership Ministry Assistant consistently carries out secretarial responsibilities associated with church finance & membership. Administrative support for ministry staff is provided.

Qualifications: Typing and computer skills.
 Demonstrated experience in finance and accounting.

Essential Functions: Essential functions include, but are not limited to, those listed below. Other functions to be performed as assigned.

Job Responsibilities:

- Answer and screen calls, as needed
- Perform all duties relative to financial accounting
- Receive contributions and post appropriately
- Make miscellaneous deposits
- Pay-roll record-keeping and check disbursement
- Accounts payable
- Accounts receivable
- Financial accounting
- Back-up financial system on computer
- Monthly bank reconciliation
- Prepare budget for monthly business meetings
- Prepare yearly budget in cooperation with Finance Committee
- Receipt contributions
- Maintain stewardship records for each member
- Yearly contribution statements evaluated, printed and mailed to church members
- File envelopes for each member
- Generate all financial reports and file in binders
- Monthly and quarterly payroll deposits
- Print monthly and yearly financial reports
- Reconcile checking accounts, saving accounts, flex account and capital improvement accounts
- Reconcile finances and make deposits associated with Wednesday night meals
- Detailed analysis of revenues and expenses reports
- Keep journal and reports updated and combine for monthly business meetings
- Order office supplies
- Church contact for vendors
- Write checks to pay any accounts payable and post to appropriate account
- Stamp all invoices and statements paid and mail

- Send out nonsufficient fund notifications
- Reports/forms submitted to IRS
- Print 1099 forms and work with auditor
- Work with Finance Committee, as needed
- Budget planning with Finance Committee
- Prepare and send In Memory Of/ In Honor Of letters
- Secretarial support for committees, as needed.
- ACS – as assigned
- Substitute for Church Treasurer in counting office, as needed
- Assist Church Treasurer, as needed
- Notify any minister or staff member if budget line item is exceeded
- Notarize and other tasks, as needed
- Keep membership up to date, edit and maintain membership rolls
- Produce New Member packets
- Request letters for new letters
- Provide Baptismal certificates
- Update Facility Scheduler as needed.

FINANCIAL SUPPORT FOR WEEKDAY PRESCHOOL

- Make Weekday Preschool deposits
- Weekday Preschool payroll
- Weekday Preschool accounts payable
- Weekday Preschool account receivable
- Weekday Preschool monthly bank reconciliation
- Weekday Preschool NSF check notifications
- Prepare Weekday Preschool Budget for monthly business meeting
- Prepare budget with Preschool Director as required to meet DHS requirements
- Weekday Preschool monthly and quarterly payroll deposits
- Print all monthly and yearly reports for Weekday Preschool
- Order supplies as needed

**MINISTRY ASSISTANT-
SENIOR PASTOR & ASSOCIATE PASTOR MUSIC/ADMINISTRATION**

General Summary: With limited supervision required, the Ministry Assistant to the Pastor and Associate Pastor of Music/Administration consistently carries out secretarial responsibilities associated with staff support and general office management.

Qualifications: Typing and computer skills.
 Strong organization skills.
 Demonstrated experience in office management.

Essential Functions: Essential functions include, but are not limited to, those listed below. Other functions to be performed as assigned.

JOB RESPONSIBILITIES:

SENIOR PASTOR-

- Answer and screen calls, as needed
- Maintain & update the master church calendar & Facility Scheduler
- Facilities coordinator
- Maintain church prayer list
- Maintain list of any hospitalizations or deaths of congregation/notify staff and Sunday School leaders
- Type sermons and special event materials for Pastor
- Order flowers for church member's funeral and baby dedications
- Work with church committees
- Book group events and reservations
- Work with Senior group ministry
- Provide annual church profile
- Work on church mail-outs and publications
- WinGS ministry
- Church use reservations
- Provide support for deacons
- Maintain inventory of church keys and distribution list
- Communicate Pastor's Needs with A-V team
- ACS – as assigned
- Notarize and other tasks, as needed

ASSOCIATE PASTOR OF MUSIC/ADMINISTRATION-

- Answer and screen call and visitors, as needed
- Post music attendance
- Print attendance sheets
- Maintain choir rolls
- Audio-visual tape/CD orders and distribution
- Assist and create any needed mail-outs
- Assist and create any needed publications
- Book group events and reservations
- Close out Children's Choirs and promote classes for the next year in ACS
- Assist Associate Pastor Of Worship & Music with records for Adult and Youth Choirs
- Assist Associate Pastor of Music/Administration with orders for needed music, equipment and/or supplies for music program
- Regular maintenance of SongShow software
- Create and maintain weekly scrolling announcements for media screens
- Prepare business meeting PowerPoint's
- Other tasks as assigned by staff

FACILITIES TECH FULL TIME JOB DESCRIPTION

Job Title

Facilities Tech (hereinafter “the Tech”)

Job Summary

The specific regularly scheduled hours and workdays associated with this position may include weekdays, weekends, evenings and holidays as required to meet the needs of the churches ministries. The Tech’s schedule will be determined by the Senior Pastor or Church Administrator.

The essential purpose of the Tech is to provide maintenance care to the church owned buildings and surrounding grounds. This document represents those duties that are essential to the Tech’s ability to perform the duties of his/her position as well as other related duties. Additional duties and responsibilities may be assigned as necessary and directed.

Additional employment related details are provided per the PHBC Employee Handbook. This position is also dependent upon passing a background check.

Job Expectations

The Tech is expected to be a committed, practicing Christian with the ability to form and maintain positive relationships with church staff as well as adult, youth and child members of the congregation and of the neighboring community.

The Tech is expected to be a highly motivated, self-starter who is able to work in a mutually respectful setting with other staff, lay leaders and volunteers. The Tech must also have a demonstrated ability to foresee and proactively resolve problems within the area of his/her job related responsibilities with a minimal amount of direct, day-to-day supervision. This ability necessarily requires demonstrated initiative, a desire for excellence, a positive work ethic and the flexibility to respond to needs throughout the accumulated church properties. To do so requires good physical condition as well as the ability to lift at least 50 lbs objects and climb ladders when necessary to complete tasks.

Reports To

Church Administrator and/or Senior Pastor.

General Responsibilities

- Maintain security of buildings by locking and/or unlocking of the building;
- Administer the maintenance of buildings and grounds in an orderly, efficient manner.
- Preventive maintenance (cleans gutters, windows, locks, sinks, grease trap, etc)
- Spot cleans, as needed.
- Maintains regular interest in the church landscape, pick up debris, etc.

- Maintains inventory of paper towels, toilet paper, soap, and hand sanitizers, trash liners, etc.
- Replaces burned out lamps.
- Recycles as appropriate.
- Perform routine inspection of basement area; cleans and maintains basement safety
- Gathers and disposes of trash.
- Oversee the set-ups for routine programs and special events as determined by the church calendar
- Makes needed semi-skilled repairs and maintains upkeep on interior of building and on facility equipment (includes plumbing fixtures, minor carpentry and electrical repairs, replaces lights and ballasts, hangs fixture/pictures, helps with installation/removal of office furniture), performs all maintenance duties assigned by supervisor.
- Sees that grass/leaves/snow and ice have been cleared from walk-ways, entry-ways and parking lots prior to church activities, as needed. Sees that courtyard is in proper order.
- Applies ice control substances to entrances of all buildings as necessary.
- Management of the church marquee, as needed.
- Inventory furnishings and equipment, providing for proper care and use.
- Responsible for making sure all requested equipment is in place and in working order, room signs are up, tables and chairs are clean and in place, floor is clean.
- Purchase and oversee the proper use of maintenance supplies and equipment.
- Develop annual maintenance budget with the Property Committee.
- Be on call nightly for security system and fire alarm calls.
- Be liaison with Fire Inspector and run security/fire system tests, as necessary.
- Keep shop area and tools in order and good repair.
- Keep storage buildings in order and good repair.
- Assists in the receiving and delivery of supplies, materials and equipment ordered by supervisor.
- Checks the emergency lighting monthly
- Arrange daily work schedule to allow maintenance checks, repairs, etc., to be performed when the area is not in use (e.g. work is done in Pre-School area outside of Pre-School hours of operation).
- When volunteers are incorporated into “work days”, alter schedule so as to be actively involved in the “work day” (i.e. “work day” will be part of the regular work week during that week). Working side by side with volunteer workers is critical to this position.
- Report to Property Committee [ex officio member] repairs/maintenance performed and additional resources utilized (including cost).

Performance Measurement

Specific measures of satisfactory performance, both objective and subjective, will be

developed in consultation with the Church Administrator and in harmony with the church's purpose, core values and annual leadership priorities.

Theological Expectations

- Alignment with Pleasant Heights Baptist Church vision, constitution, policies and procedures, employee handbook.
- Facilitating the ongoing ministry of the church by serving in a supportive role.
- Using personal skills and knowledge to enhance the ministry of the church.

SECTION VI: General Information

GUIDELINES FOR PASTORAL COUNSELING WITH MEMBERS OF THE OPPOSITE GENDER

The following guidelines for Pastoral Counseling with members of the opposite gender are provided in an effort to protect staff members and their families, Pleasant Heights Baptist Church, and the Kingdom of Christ, from the devastation of inappropriate relationships. It is the minister's responsibility to maintain Christ-honoring relationships in counseling situations. Staff members who accept responsibilities to provide pastoral counseling should:

1. Invest in a consistent time of renewal with their spouse. This will include regular date nights, participation in marriage retreats and conferences, time away without children and faithfully guarding days off.
2. Develop and maintain an accountability relationship with an individual or small group to facilitate personal holiness and a maturing faith.
3. Strongly consider limiting the number of counseling visits with a member of the opposite gender. Those who need additional counseling may be referred to another counselor.
4. Alert their ministry assistant of a counseling appointment with a member of the opposite gender. Staff members should consider including their ministry assistant or a volunteer in the session.
5. Never counsel a member of the opposite gender after regularly scheduled church program or office hours. Exceptions may apply, however the current policy of keeping a support staff presence in the office should be maintained.
6. Leave their office door ajar, or move to an office or room with a window in the door.
7. Refrain from unaccompanied in-home visits, business lunches, or extended travel arrangements.

CONTACT WITH THE OPPOSITE GENDER

As a church staff it is especially important to ensure there are healthy boundaries between members of the opposite gender. Therefore, it is the policy of PHBC that no two staff members of the opposite gender meet for any reason alone while away from the office. This includes but is not limited to going to lunch together, having coffee, or any other occasion that would have the two staff members of the opposite gender alone together.

Of course one on one communication is important between staff members regardless of gender, therefore certain provisions are made to allow such meetings to take place. For example, most offices and many classroom doors are furnished with windows to allow others to see into the room. If the office or conference room door window is furnished with blinds or other covering, it must be kept open at all times while the meeting is taking place. Rooms with doors without windows should not be used for meetings between staff members of the opposite gender. Meetings may also take place on church grounds, in the open where others can easily see the meeting taking place. Additionally two staff members of the opposite gender should not be alone in the office for any significant period of time.

If it is necessary that two staff members of the opposite gender travel to the same destination for the

same event/conference, they are required to travel separately and some provision must be made that their time at the event/conference does not allow the two to be alone at any time for any reason.

This policy also applies to all staff members when they are meeting with anyone else of the opposite gender, except of course spouses and other relatives.

This policy does not apply to unmarried staff members who are involved in a dating relationship. However, if an unmarried staff member becomes involved in a dating relationship with another unmarried staff member, both staff members should make their ministry area leader(s) aware of the relationship. In all cases, an unmarried staff member may not become involved in a sexual relationship with anyone.

WORK RULES AND PERFORMANCE STANDARDS

Employment is with the mutual consent of the employee, the Pastors, their immediate Supervisor, and the Personnel Committee. The employment relationship is “At Will” in nature and may be terminated with or without cause or advanced notice by the Senior Pastor, Administrative Pastor, immediate supervisor (in the case of Preschool), and the Personnel Committee.

As an employee of the church, your work should exemplify the biblical admonition found in Colossians 4: 17 and 23, *"Do your work heartily (whole-hearted, with enthusiasm) as unto the Lord, rather than for men ..."*

PHBC staff must conduct their personal affairs in such a fashion that their individual responsibility and the church's ministry and reputation are not jeopardized, and ethical and/or moral questions do not arise with respect to their association or work with PHBC.

Our employment carries with it the expectations which, if violated, may lead to discipline or dismissal. These violations of conduct include but are not limited to:

- below average work quality or quantity;
- poor attitude, including rudeness, or lack of cooperation;
- excessive absenteeism, tardiness, or abuse of break and meal privileges;
- failure to follow instructions or church policies and procedures;
- willful and repeated refusal to follow instruction;
- abuse, misuse, theft, or the unauthorized possession or removal of church property or the personal property of others;
- falsifying or making a material omission on church records, reports, or other documents, including payroll, personnel, and employment records;
- divulging confidential church information to unauthorized persons. (The very nature of our

association with people of this community requires that staff and employees handle information that must be held in confidence. Maintaining confidentiality is necessary to protect the interests of our members and the integrity of our staff);

- disorderly conduct on church property, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or possession of a weapon;
- violation of any law adversely affecting the church, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment;
- violation of the church's alcohol, drugs, and controlled substances policy;
- violation of the church's policy against harassment;
- marking or signing the time sheet of another employee or knowingly allowing another employee to mark or sign your time sheet.

DISABILITY ACCOMMODATION

Reasonable accommodation is available to a staff member with a disability when the disability affects the performance of that staff member's job duties and responsibilities as documented in the applicable job description. Employment decisions are only made based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, positions, career progression, and seniority.

The church will follow any state or local law(s) that gives more protection to persons with disabilities than those required by the ADA.

Pleasant Heights is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, or local laws.

OUTSIDE EMPLOYMENT

Pleasant Heights Baptist Church does not have a policy against outside employment. A PHBC staff member may, if desired, hold an outside position. However, outside employment should not interfere in any way with the proper performance of a staff member's duties and responsibilities. All PHBC staff members are held to the same performance standard and scheduling expectations regardless of any outside employment. If it is determined that outside employment is unfavorably impacting the performance of the staff member for any reason, the staff member may be asked to terminate the outside employment. Additionally, if a staff member's outside employment has an undesirable impact on the church; it will be considered to be a conflict of interest and will be addressed as described herein.

POLICY AGAINST HARASSMENT

The church is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the church maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for you to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others.

Sexual harassment of employees by supervisors, co-workers, or vendors is prohibited. Unlawful sexual harassment includes sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- submission to the conduct is made a condition of employment;
- submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- the harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's body; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault.

Any employee who feels they are being, or have been, harassed in any way, should report the facts of the incident or incidents to their supervisor or the Personnel Committee immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.

Violation of this policy may result in disciplinary action, up to and including termination.

ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

The use, sale, transfer, possession, or being “under the influence” of alcohol, drugs, or controlled substances when on duty, on church property, or in church vehicles is prohibited. In addition, off duty conduct which may adversely affect the reputation or interests of the church is prohibited. “Under the influence” for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well being of the affected employee, other co-workers, the public, or church property. Violation of this policy may result in disciplinary action, up to and including termination.

INTERNET/E-MAIL/ELECTRONIC FILES AND COMMUNICATION/INFORMATION SYSTEMS POLICY

All Internet/E-mail/Electronic files and Communication/Information Systems whether hardware or software is the property of Pleasant Heights Baptist Church. As such they may not be used for any purpose that conflicts with the Mission and Purpose of the church or in such a way as to discredit or otherwise hurt the purposes or reputation of the church.

Users must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data. Users may not download any programs or executables from the Internet to their PC without proper reasoning.

PHBC reserves the right to audit internet use, including websites visited, as an accountability tool.

Internet usage must be able to survive public scrutiny and/or disclosure. Users must avoid accessing sites that might bring the church into disrepute, such as those which carry offensive material.

Sensitive information must not be transmitted via or exposed to Internet access.

Internet Relay Chat channels or other Internet forums such as news groups or net servers may be used only to conduct work-related business or to exchange technical or analytical information.

Alleged inappropriate use of the Internet will be reviewed by Supervisors on a case-by-case basis and may lead to disciplinary action.

It’s important that PHBC staff understand the importance of the proper use of e-mail communication. E-mails should be written with care and sensitivity, understanding the person receiving the e-mail might misunderstand or otherwise misconstrue the intended meaning of the communication. For this reason, most forms of feedback or other confrontational communication should be done face-to-face, not via e-mail.

It is also important that PHBC staff regard e-mail communication as somewhat formal, with the understanding that an e-mail is a formal document. E-mails should be well written and free from

typographical and other errors, at least to the best of the author's ability. Wide communications via e-mail (all congregation, other significant distribution lists, etc.) should be proof read by as many staff members as are available within a reasonable timeframe.

PHBC staff should also regard any e-communication (email /text) from other staff members, volunteers, congregants, etc. as a two-way form of communication. Meaning, when an e-communication is addressed to the staff member directly (not a cc distribution) they should always respond in a timely manner. For the purposes of this policy, "timely" is defined as within "hours" not "days."

Violation of this policy may result in disciplinary action, up to and including termination.

SOCIAL MEDIA, BLOGS, AND OTHER ONLINE FORUMS

PHBC values and encourages the use of social media, blogs, and other online forums by staff members for connection, promotion, and the sharing of knowledge and best practices. However, care must be taken to ensure that the content of communication through these forums is carefully considered by the staff member as it relates to the perception of others. "Perception is reality" and each staff member must *think before they post* with this in mind.

Public content as it relates to the actions of PHBC staff members must also be in compliance with the policies as documented in this Policy Manual.

PERSONAL APPEARANCE

The personal appearance of our employees reflects not only on the individual, but on the church as well. Dress, grooming, and personal cleanliness standards reflect upon the Lord as well as the image of Pleasant Heights Baptist Church. We are expected to present a clean, neat, modest and tasteful appearance as we interact with our members and guests, during services, normal business hours, or at other times when representing the church (including: camps, mission trips, associational or state meetings, when visiting members or guests, etc.). You should dress and groom yourself according to the requirements of your position and acceptable church standards for fashion. This will always require that we dress more conservatively than current fashion trends may indicate.

Because we each come from different backgrounds, and have different ideas about what is acceptable office attire, this document has been developed to help you know how to meet our requirements for appropriate attire as a church employee. If there is a concern about appearance, you can be asked to return home and change your clothes before returning to perform regular job duties. Under such circumstances, you will not be compensated for the time away from work. Consult with your supervisor if you have questions as to what constitutes appropriate appearance.

Where necessary, reasonable accommodation may be made to persons with disabilities. Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Business casual is the preferred method of dress.
- Denim is allowed on Fridays. Other days are allowed, but as the exception.
- Skirts and dresses should be no shorter than 1" above the knee.
- Shoes should be appropriate for the style of clothing being worn. Sandals are acceptable, however, no beach style flip flops will be allowed.
- Mustaches and beards must be clean, well trimmed and neat.
- Hairstyles are expected to be in good taste.
- Offensive body odor and poor hygiene is not professionally acceptable.
- Undergarments should always be worn.

The following is considered unacceptable regular office attire, and is not permitted:

- Excessively faded jeans and/or jeans that have holes worn in them. Leather pants, baggy pants, and hip huggers (low-rise) pants.
- Tank tops, tube tops, halter-tops or any top that exposes any part of the stomach.
- Extreme hairstyles such as spiked hair, unusual hair-color.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings and tongue studs. The exception is pierced earrings for women. Three (3) earrings per ear which are appropriate in size and nature are allowed.
- Tattoos and body art must be covered whenever possible. Tattoos / body art are prohibited on the head, face, neck or scalp. Tongue piercing, visible body piercing (other than earrings), ear lobe “spacers/gauges” or other extreme form of adornment is not permissible.
- Sheer, coarsely weaved fabrics and fish net clothing.
- Stretchy, clinging, or tight-fitting clothing.
- Athletic attire such as sweat pants, bike shorts, running shorts, etc.
- Excessive makeup is not permitted.
- Clothing that exposes any cleavage, or other part of the breast.
- No under-garments that hang out of over-garments.

Exceptions:

There are instances when the work to be performed will necessitate some employees wearing more casual clothing.

When working in the church office other than during official hours, or during some events, outside the office, where you represent the church, more casual attire is acceptable.

During camps, or when on mission trips, swimsuits may be worn, however, for men only boxer style swimsuits (no speedo or other tight fitting swim trunks). For women, only a one piece (like a swim team suit) may be worn (no bikinis, no two piece suits, no low cut tops that expose any cleavage, no swim suits cut high on the hip).

If you will be stopping by the office on your day off or if you have residual time left in the day, you may dress in more relaxed clothing, unless you will be conducting church business. If you are conducting church business, then you need to respect the same business dress standards as a normal workday.

If there is a disagreement between the employee and the supervisor on what is acceptable attire or grooming, the Senior Pastor will be the arbitrator

MONEY AND VALUABLES

Personal money or other valuables shall not be left in desks or in open areas in the office. The church assumes no responsibility for lost or stolen items. Money belonging to the church shall be turned in to the Financial Secretary's office as soon as possible.

BUSINESS EXPENSE REPORTING

Employees will be reimbursed for all approved business-related expenses, upon submission of accurate and receipted expense reports to the Financial Secretary. Employees are requested to submit these reports within thirty days to ensure proper accounting and prompt reimbursement.

USE OF CHURCH TELEPHONES

From time to time it may be necessary for employees to make and receive personal calls on church phones. Employees are expected to use good judgment and common sense when it comes to personal phone calls. Employees will be responsible for any personal long-distance phone charges.

Employees who violate this policy may be subject to disciplinary action, up to and including termination.

EMPLOYEE PARKING

Employees park at their own risk and the church will not be responsible for theft or damage to any vehicles parked on or near church property. Also, the church will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

CHURCH EMPLOYMENT POSTINGS

Posted information is for the benefit of all employees. Employees will find posters that explain state and federal law, as well as updated information about church policy and procedures. Employees are responsible for checking church bulletin boards on a regular basis and for reading all posted materials.

CREATIVE AND INTELLECTUAL RIGHTS POLICY

Employees (Pastors and otherwise) of the church are encouraged to exercise their gifts and talents in producing creative and intellectual properties for the edification of the body of Christ, the fulfillment of the Great Commission, contributions to ministry, and professional fields of service. These properties could include but not be limited to writings of music, books, materials, and other works suitable for publication, websites, and even some inventions of other kinds.

The creation of these properties unrelated to the individual's employment responsibility that is developed on an individual's own time and without church support or use of church facilities or equipment is the exclusive property of the creator and the church has no interest in any such property and no claim to any profits resulting therefrom.

Intellectual property either related to the individual's employment responsibility, or resulting from activities performed on church time, or with support by church funds, or from using Church facilities and equipment is subject to ownership by the church.

Further, when a pastor proposes to publish works that may be compilations of sermons, composed music, or other such properties which are created as an employee of the church indicating church ownership of such properties, the church Trustees will consider requests to transfer church ownership to another 501(c)3 ministry. Such 501(c)3 ministries are usually created for the purpose of extending the ministry of pastors and enabling the distribution of creative and intellectual properties.

The church assumes no liability for any creative and intellectual properties. Church ownership does not include the legal responsibilities borne by the author or writer for and including adherence to laws relative to copyrights, trademarks, plagiarisms, and other Biblical, legal and moral responsibilities.

PERSONNEL FILES

The Administrative Pastor and/or the Financial Secretary shall maintain personnel records for all full and part-time employees. These files are confidential and access shall be limited to: the employee, the employee's supervisor(s), the Administrative Pastor, the Senior Pastor and the Personnel Committee.

INCLEMENT WEATHER

On rare occasions the offices may be closed due to inclement weather. In those instances where severe weather hinders normal operation of the church office, the following guidelines will be used:

Unless the office is closed on decision of the Senior Pastor or his delegated representative, each employee is expected to get to work in a timely but safe manner

Any decision on closing the office or delay of the office's opening will be made as soon as is practical by the Senior Pastor or his delegated representative, and that information will be placed on the church voicemail system, church website and social media (as possible).

Should the church office close in the midst of the work day due to inclement weather, employees present will be paid for the balance of their shift. Employees will be notified by a supervisor in the event of offices being closed early.

No employee is to subject themselves to unnecessary danger in order to get to work. The underlying policy of the church, however, is no work, no pay. An employee who chooses not to come to work on a day when the office is open may take a vacation day.

In the event the office is closed, the Senior Pastor or his delegated representative will notify the appropriate individuals so this information can be posted to social media, the church voicemail box (931-388-6453 and website).

If the offices are closed due to inclement weather while an employee is taking vacation time away, that day will not be counted as such on the employee's allowed vacation time away.

EMPLOYEE STATEMENT OF ACKNOWLEDGMENT

This is to acknowledge that I have received a copy of the Pleasant Heights Baptist Church personnel policies handbook. I understand that it provides guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that the church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both the church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. I understand that this ***Employment At Will Agreement*** constitutes the entire agreement between Pleasant Heights Baptist Church and me regarding the subject of termination and it supersedes all prior agreements. I also understand that, although other church policies and procedures may change from time to time, this ***Employment At Will Agreement*** will remain in effect throughout my employment with the church unless it is specifically modified by written agreement signed by me and the Personnel Committee of the church. I further understand that this ***Employment At Will Agreement*** may not be modified by an oral or implied agreement.

Employee's Name (Please Print)

Employee's Signature

Date

SECTION VII: Appendix

VACATION (PERSONAL) PAY REQUEST

Name: _____

Dates of Absence: From: _____ **To:** _____

Hours used: _____

Approved: _____

Reason Denied: _____

Date Submitted: _____

Date Approved/Denied: _____

Please see PHBC employee handbook ~ Benefits Section II (p. 17) for request details.

Incident Report Form

Fill in all blanks and boxes that apply.

Name of Program: _____ Phone: _____

Address of Facility: _____

Child's Name: _____ Sex: M F Birthdate: ___/___/___ Incident Date: ___/___/___

Time of Incident: ___:___ am/pm Witnesses: _____

Name of Legal Guardian/Parent Notified: _____ Notified by: _____ Time Notified: ___:___ am/pm

EMS (911) or other medical professional Not notified Notified Time Notified: ___:___ am/pm

Location where incident occurred: Playground Classroom Bathroom Hall Kitchen Doorway
 Gym Office Dining Room Stairway Unknown Other (specify) _____

Equipment / Product involved: Climber Slide Swing Playground Surface Sandbox
 Trike/Bike Handtoy (specify): _____
 Other Equipment (specify): _____

Cause of Injury (describe): _____

- Fall to surface; Estimated height of fall ___ feet; Type of surface: _____
- Fall from running or tripping Bitten by child Motor vehicle Hit or pushed by child
- Injured by object Eating or choking Insect sting/bite Animal bite Exposure to cold
- Other (specify): _____

Parts of body injured: Eye Ear Nose Mouth Tooth Part of face Part of head
 Neck Arm/Wrist/Hand Leg/Ankle/Foot Trunk Other (specify): _____

First aid given at the facility (e.g. comfort, pressure, elevation, cold pack, washing, bandage): _____

Treatment provided by: _____

- No doctor's or dentist's treatment required
- Treated as an outpatient (e.g. office or emergency room)
- Hospitalized (overnight) # of days: _____

Number of days of limited activity from this incident: _____ Follow-up plan for care of the child: _____

Corrective action needed to prevent reoccurrence: _____

Name of Official/Agency notified: _____

Signature of Staff Member: _____ Date: _____

Signature of Legal Guardian/Parent: _____ Date: _____

WeekDay Preschool Handbook

EMPLOYEE HANDBOOK

This handbook is an addendum to the larger church publication of the Personnel Policies Handbook. This document is published for the specific information of all preschool personnel. This handbook is not intended to cover every aspect of the employee/employer relationship. All policies or benefits are subject to the various state laws applicable. The Weekday Preschool Committee, with a partnership with the Personnel Committee, may make changes in policies. Employees will be informed of significant changes.

Effective Date: 8/1/13

Revised: 6/25/15

MISSION STATEMENT

A child develops mentally, physically, spiritually, socially and emotionally. We are committed to providing biblically based, age-appropriate experiences to allow each child to progress in these areas

at his/her own level of ability while enjoying feelings of success. This is primarily done through hands-on activities in learning centers and positive Christ like role modeling of the staff.

CHURCH VISION STATEMENT

To live out our calling as a people of God by demonstrating our love for God and our neighbors through worship, evangelism, discipleship, fellowship and service.

PURPOSE STATEMENT

To bring all persons into a right relationship with God through Jesus Christ.

OUR STATEMENT OF FAITH

We affirm the Holy Bible as the inspired word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the Good News of salvation to lost mankind. The ordinances of the church are believer's baptism and the Lord's Supper.

PERSONNEL POLICIES

EMPLOYEE CODE OF ETHICS:

As an employee of the church, you represent this ministry in both your work life and private life. As a result, you are expected to always be sensitive to how others may see you biblically, spiritually, ethically, or socially. This includes off duty conduct that may adversely affect the reputation or interests of the preschool. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the church's Mission Statement, Purpose Statement, and Statement of Faith.

OBJECTIVES:

1. Provide well-trained Christian teachers who care about young children and who communicate care through love and individual attention.
2. Provide a Christian environment designed to meet age-appropriate needs of each child.
3. Provide a biblical curriculum of planned activities in learning centers and group experiences designed to facilitate the child's total development. (*i.e. a Christian focus on holidays rather than a secular focus*)

GUIDELINES FOR ACCEPTABLE CONDUCT:

Rules for the acceptable conduct of employees are necessary for the orderly operation of any organization and for the benefit and protection of the rights and safety of all employees. Rules are established to promote an understanding of what is considered unacceptable conduct.

Willful or inexcusable violation of rules will be dealt with firmly and uniformly with all employees. Cause for disciplinary procedures, including suspension without pay or termination, includes, but is

not limited to, the following offenses:

- Refusal or failure to carry out reasonable instructions of a supervisor
- Any and all practices that do not enhance the public image of Pleasant Heights Baptist Church and the Weekday Preschool
- Deliberate violation of safety, fire prevention, health, or security practices
- Threatened or actual aggressive physical violence
- Behavior that disrupts productivity
- Having in possession a weapon while on church property or while engaged in the conduct of preschool business
- Bringing in, possessing, consuming or being under the influence of intoxicants, drugs or tobacco products on church premises, or while engaged in the conduct of preschool business
- Dishonesty, which includes stealing, destroying or defacing church property, or falsification of church record

CONFIDENTIALITY:

The very nature of our association with people of this community requires that all faculty handle information that must be held in confidence. Maintaining confidentiality is necessary to protect the interests of our students and parents and the integrity of our ministry. Nothing concerning the children in your class or Pleasant Heights Weekday Preschool can be mentioned in an open Facebook page, My Space, Twitter or on the internet in any way. No employee is allowed to post any pictures of children that attend a Pleasant Heights activity on the internet.

The Faculty is expected to keep information confidential, particularly if it involves other lives or confidences that people have shared. It should not be discussed outside the school or inappropriately among other employees.

The church wants to do everything it can to help families develop trust and a freedom to come to us for help without fear that personal needs will become public. Anything related to a specific need or a personal problem that an employee or family member has shared should not be communicated without the knowledge and permission of that person.

Whether or not a confidence may be shared with one's spouse will be made clear on a case-by-case basis, with extreme caution given to situations involving personal matters. It should not be assumed that spouses may automatically hear staff confidences.

Things that were confidential while employed with Pleasant Heights remain confidential after termination of employment.

Cases involving any kind of abuse, especially of children, vulnerable adults, or spouse will be reported according to federal, state and county laws. If you have a question regarding any reporting obligation, please speak to the preschool Director or senior Pastor.

Any breach of confidentiality will be treated seriously. Disregard of this policy may lead to discipline, up to and including termination of employment.

HOURS OF WORK:

The weekday preschool office is open Monday –Thursday from 8:45 a.m. – 2:15 p.m. All staff is expected to arrive on time and to be prepared when the first child arrives.

The office does not close for lunch or breaks. Daily lunch times and personal breaks are staggered in order to provide consistent office coverage.

Director’s hours of employment: 8:30 a.m. – 2:30 p.m. Monday – Thursday.

Assistant/Teachers hours of employment: 8:45 a.m. – *2:15 p.m. (*provided all children in their class are gone).

ATTENDANCE AND PROMPTNESS:

It is our intention to provide continuous employment to the people we hire. It is each employee’s responsibility to have regular attendance and be punctual in meeting his or her work schedule. Hourly employees are paid for the hours worked, unless earned sick-leave/personal days are utilized.

Repeated tardiness or absenteeism, or failure to report promptly when you must be absent for reasonable causes, will create hardships on other employees and prevent smooth and efficient operation. Each employee must notify his or her immediate supervisor promptly when unable to report to work on time.

ACCIDENTS:

Any accident involving an employee who is on the job should be reported to the church office and preschool office as soon as possible. The preschool Director and financial secretary will maintain a record of any work-related incident.

EVALUATION:

Each employee is evaluated at least once annually by their supervisor. The Director will be evaluated by the Senior Pastor or his designee with a report given to the Weekday Preschool Committee.

CONFIDENTIALITY OF PAY INFORMATION:

An individual’s rate of pay is a confidential matter. An employee’s rate of pay is not revealed to anyone other than those who have a business need to know. Payday is twice monthly. Staff compensation for any and all services rendered must meet federal and state guidelines.

SUPERVISION:

The Director shall be employed according to the church's by-laws. Responsibilities of the Weekday Preschool Director are outlined in the job description.

STAFF ORIENTATION:

Upon employment, each employee will be given a copy of the *Pleasant Heights Weekday Preschool Employee Handbook* and asked to sign an agreement stating they have read, understand, and agree to follow the policies/procedures with a positive attitude. Each employee will be given instruction on the age-appropriate curriculum and how to teach from a biblically-integrated prospective.

All new employees will receive orientation concerning:

1. Supervision
2. Probationary period
3. Position description
4. Curriculum
5. Resources
6. Purpose and philosophy
7. Personnel policies and procedures
8. Operating policies and procedures (including safety issues such as fire drills and emergency evacuation)
9. Annual evaluation of employees
10. Positive guidance for preschoolers
11. Age-appropriate classroom environment
12. Observation schedule prior to employment

PROBATIONARY PERIOD:

The first six (6) months after employment are considered as a probationary period. During this period, the employee may terminate his/her position without explanation or further obligation, or the employer (PHBC) may terminate the employee's employment without explanation or further obligation. The probationary period is considered a trial period for both the employee and PHBC to determine suitability and interest in the work and to provide for a period of adjustment. If there are areas of the employee's performance that do not fully meet expectations, the probationary period may be extended.

TEACHING ASSIGNMENT:

Teaching assignment may vary according to the number and age of students actually enrolled.

PROFESSIONAL GROWTH:

Each staff member participates in professional training opportunities to enhance personal growth and to meet any required training guidelines according to DHS. The preschool will pay half of the fee and \$7.50 an hour for the minimum required hours approved continuing education. The employee will also be allowed a maximum of 20 additional paid hours of training. Additional hours above the minimum required must be approved by the Director.

These additional hours must be something that will enrich the employee's professional development. It is preferred that training take place at a time other than preschool hours. Approved training occurring during preschool hours will result in a limited number of attendees to be determined by the Director and the Weekday Preschool Committee Chair.

SICK DAYS/PERSONAL DAYS:

An employee receives five days (26 hours) per school year for time taken away from work. Each employee will notify the Director as soon as possible in case of illness or use of personal days. Medical appointments are encouraged to be scheduled outside regular work hours. Unused sick/personal days do not carry over to the following school year and will not be paid upon the end of the year or termination of employment. These days may not be used past May 1st without Director's approval.

DRESS CODE:

Dress will be appropriate for a professional employee in a Christian organization. Dress should be comfortable, clean, neat, appropriate, and modest. Ball caps should only be worn outside.

EMPLOYEE PERFORMANCE:

Each employee will participate in an annual performance evaluation. Immediate counseling will be provided to an employee whose conduct or performance is below standard.

1. On the first violation the Director and Weekday Preschool Committee and/or staff minister shall meet with the employee in a confidential setting to discuss the problem and give specific steps for correction.
2. Should a second violation occur within the school year, the Director and Weekday Preschool Committee and/or minister will hold a second confidential meeting seeking correction, emphasizing that a third violation will result in discharge.
3. A third violation requires a third meeting with discharge.
4. In cases involving serious misconduct such as violation of the law, lying on applications, stealing, refusal to perform duties, purposeful misuse or destruction of property, immoral conduct as determined by church policy, or disregard for the safety of children or fellow employees, the Director, the chairperson of the Weekday Preschool Committee and/or designated minister has authority to immediately terminate the employee.
5. All disciplinary actions by the Director and Weekday Preschool Committee and/or minister shall be placed in written form and included in the employee's personnel file.

SEPARATION OF EMPLOYMENT:

The program Director, the chairperson of the Weekday Preschool committee and/or the designated staff minister retain the right to terminate the employee/employer relationship.

Violation of the church’s work policies and rules may warrant disciplinary action or employment termination. Where possible and appropriate, the church will initiate a progressive system of discipline that will include verbal warnings, written warnings and possible probation. However, since employment with Pleasant Heights is based on mutual consent and is “at will”, both the employee and the church have the right to terminate employment at any time, with or without cause or notice.

Pleasant Heights is not obligated to pay into the Tennessee Unemployment Compensation System. We do not participate and therefore any employee who is terminated or leaves employment will not receive unemployment compensation

Employees are expected to submit a two weeks’ notice of resignation in writing.

Any employee who is absent for three consecutive days without having notified the Director will be terminated.

You may be asked to participate in an exit interview on your last day. You will be expected to return all church keys and other church property upon your final day of employment.

The Weekday Preschool Committee, in partnership with the Personnel Committee, will make recommendations for hiring and terminating all paid employees within the Weekday Preschool program.

PERSONNEL RECORDS:

The Director shall maintain a confidential employment file on each employee as required by DHS. File contents will be available for the employee’s review.

WAGE POLICY:

Staff will be paid year round from August to July. Salary will be determined by the Director and the Weekday Preschool Committee. No employee will be paid overtime. In the event an employee does not sign an ‘Intent to Return’ for the next school year, they will be paid through July of that year. If an employee quits or is asked to separate from employment, their pay will be calculated effective the date of separation.

RECOGNITION OF SERVICE TENURE

DHS requires us to have a pay scale for our employees. There is no set criteria on which we are to base the pay scale, but it is intended that there should be a difference in pay between someone who has worked faithfully for many years versus someone who was just hired with no experience.

We fully agree that there should be a difference between the two employees mentioned in the example; however we strive to accomplish this with fairness and with equity. In short, there is no best way.

If an employee's years of service are not consecutive but have been interrupted from time to time with absences, then we will add together the number of years worked to determine the increase.

This pay scale is designed to reward employees for faithful years of service and to place a distinction between long-time employees and the newly-hired employee.

This pay scale is by no means designed to be in lieu of a cost of living raise. Increases are reviewed annually.

PROMOTION AND TRANSFER

Qualified and tenured employees may receive preference over new applicants when filling job openings within the preschool. However, because of the experience, skills, and educational requirements of many jobs, transfers from within the preschool are not always possible.

An employee's past performance, experience, attitude, qualifications, and potential are all important factors which will be considered in making transfer decisions.

Employees may be transferred at the discretion of the Weekday Preschool Committee. If more than one employee seeks the same position, the application process will be followed.

RESOLVING PERSONNEL CONFLICTS:

PHBC is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from PHBC supervisors and management.

Conflict resolution will be addressed with an employee's immediate supervisor and will be handled in a redemptive, Christ-like manner. PHBC has an "Open Door" policy to help employees resolve job-related problems or personnel matters. The Director and Weekday Preschool Committee endeavors to listen and give the best possible response to concerns. There will be no discrimination, recrimination, or criticisms against any employee because he/she presents a complaint or problem

When conflict between employees occurs, it is best to address the person(s) involved directly. Should a direct conversation fail to resolve an issue between two employees, it may be necessary to request the participation of the Director.

Under no circumstances shall an employee be required to make a grievance to a supervisor with whom he or she is conflicted. In such an instance, the aggrieved employee may go directly to the Weekday Preschool Committee or the Senior Pastor.

If the problem is still unresolved, the employee presents the issue to the Weekday Preschool Committee in writing and must include:

- a) A concise statement of the facts on which the grievance is based
- b) Specific reference to the policy, procedure, or practice that is involved, if applicable
- c) Desired results
- d) Signature and date

A copy of the grievance will be kept in the employee's file.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

The Weekday Preschool Committee will inform the employee of the decision and forward a copy of the written response to the employee's file. The Weekday Preschool Committee may consult the Personnel Committee or Deacon body, if they deem appropriate. The Weekday Preschool Committee will then issue the final decision.

CHILD CARE BENEFIT:

Every employee will:

Be entitled to enroll their children (legal custodial) in the PHBC weekday preschool program (space permitting) at a reduced tuition rate. Registration and supply fees will be due at a 50% reduction. Tuition must be paid on time.

ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

The unauthorized use, sale, transfer, possession, or being under the influence of alcohol, drugs, or controlled substances when on duty or on church property is prohibited. This includes off duty conduct that may adversely affect the reputation or interests of the preschool. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the church's Mission Statement, Purpose Statement, and Statement of Faith.

Under the influence, for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner and/or being in a physical or mental condition which creates a risk to the safety and well-being of the affected employee, co-workers, preschool students, the public or church property. Violation of this policy may result in disciplinary action, up to and including possible termination.

Drug testing will occur when there is reasonable suspicion that an employee is engaged in the use of illegal drugs. Events that may give rise to reasonable suspicion for purposes of requiring a drug test include, but are not limited to:

- Deterioration in job performance or changes in personal traits or characteristics
- Appearance in a specific incident or observation which indicates that an individual is under the present influence of drugs
- Changes in personal behavior not attributable to other factors
- Involvement in or contribution to an accident where the use of drugs is reasonably suspected, regardless of whether the accident involves actual injury
- Alleged violation of or conviction of criminal drug law statutes involving the use of illegal drugs or prescription drugs

Upon reasonable suspicion, the Director will take the employee for immediate drug testing.

Drug testing results obtained under this section are confidential and may be disclosed only for purposes of enforcing the provisions of the childcare licensing laws.

Payment for the testing is dependent on the results. If the test is positive, the employee will pay. If the results are negative, the employer will pay. In the event that the drug testing is positive, the employee will immediately be dismissed with no opportunity for improvement

OPERATING PROCEDURES

CURRICULUM PROCEDURE

Every employee will agree:

- To follow a Christian-based curriculum. Employees have the freedom to structure their monthly lessons to meet the needs of their particular children. These lessons must meet the approval of the Director. Curriculum must be developmentally appropriate and be consistent with our philosophy and vision statements.
- To have well-defined objectives for meeting the needs of each child.
- To submit copies of lesson plans and a monthly calendar on Thursday prior to their implementation. Daily lesson plans should be complete enough for a substitute to follow in emergencies.
- To work as part of a team effort appreciating and accepting the ideas of your peers.
- To provide substantial information for substitutes by maintaining an up-to-date substitute folder.
- To keep ongoing observation and assessment notes on each child throughout the year and provide those results to parents.
- To work with parents to set individual goals for each child as needed.

ABUSE:

Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect will report any such concerns to DHS. Employees are also to report such concerns to the Director and make a written record of the abuse.

DIAPERING/TOILET TRAINING:

Diapers will be changed as needed. Procedures for diapering will follow DHS guidelines. A child learns to use the toilet when he or she exhibits physical and intellectual readiness. Parents and teachers work together in this significant stage of development.

DISCIPLINE:

Hebrews 12:5 suggests that discipline takes place when a loving relationship exists. A teacher has a head start on positive guidance when he or she:

- understands how a child develops and learns

- knows what age-appropriate activities should be provided
- prepares an appropriate learning environment

All discipline will be consistent with established program policy. (Most licensing agencies have specific guidelines for child abuse. Licensed programs must set policies according to these guidelines.) Parents will be contacted when a child has repeated discipline problems. There will be no corporal punishment. Physical restraint on a child should be used only as a last resort and only in emergency circumstances and in order to avoid risk to themselves or others. Any incident using physical restraint must have written documentation.

WORKING WITH PARENTS:

Since interaction with parents provides a foundation for quality relationships, each teacher:

- Should inform the parents about their child's progress, according to the policy of the weekday preschool program
- Is positive in relating a child's experiences
- Discusses problems only with parent(s) of the child involved, without the child being present.
- Listens actively to what parents have to say.
- Is kind and professional in maintaining policies.

**PLEASANT HEIGHTS WEEKDAY PRESCHOOL
REQUIREMENTS/CONDITIONS OF EMPLOYMENT
ALL PRESCHOOL STAFF**

REQUIREMENTS:

1. Must be a Christian with great amounts of patience and an ability to keep a positive attitude while working with children, parents and staff.
2. Must have a basic love for children and have a commitment to working in a Christian environment.
3. Must be a **“team player”** working cooperatively with all staff and the Weekday Preschool Committee.
4. Must meet requirements of DHS and licensing standards.
5. Must possess a professional understanding of early childhood weekday program.

CONDITIONS OF EMPLOYMENT:

1. Hours of work: 8:45 – 2:15 (Monday thru Thursday) or until all children in their class are gone. You must sign in and out in the Director’s office.
2. Sick/Personal Leave – 26 hours per school year. When 26 hours have been used, your hourly wage will be deducted from your pay check.
3. Each staff member participates in professional training opportunities to enhance personal growth and to meet any required training guidelines according to DHS. The preschool will pay half of the fee and \$7.50 an hour for the minimum required hours of approved continuing education. The employee will also be allowed a maximum of 20 additional paid hours of training. Additional hours above the minimum required must be approved by the Director. These additional hours must be something that will enrich your professional development. It is preferred that training take place at a time other than preschool hours. Approved training occurring during preschool hours will result in a limited number of attendees to be determined by the Director and the Weekday Preschool Committee Chair.
4. Teachers may plan during rest time or before school or after the children have left for the day.
5. Pre-placement Visits: Staff is required to be present at pre-placement.
6. Attend staff meetings as required.
7. Dress will be appropriate for a professional employee in a Christian organization. Dress should be comfortable, clean, neat, and modest.
8. Must comply with all Tennessee Licensing Laws for Child Care Centers and Preschools.

9. Must provide proof of physical examination every three years and submit to the Director. This will be kept in personnel file.
10. Provide a secure environment by being aware and responsive to all children, parents, and visitors.
11. Within the first year of employment, staff must be trained in CPR and First-Aid.
12. Each employee will participate in annual performance evaluation. Immediate counseling will be provided to an employee whose conduct or performance is below standard. The following procedures will be followed:
 - A. All disciplinary actions will be written in memo form by the designated staff minister and/or the Weekday Preschool Committee and the Director and then placed in the employee's personnel file.
 - B. On the first violation the designated staff minister and/or the Weekday Preschool Committee and the Director shall meet with the employee in a confidential setting to discuss the problem and provide specific steps for correction.
 - C. Should a second violation occur, the designated staff minister and/or the Weekday Preschool Committee and the Director will hold a second confidential meeting seeking correction, emphasizing that a third violation will result in discharge.
 - D. A third violation requires a third meeting with the designated staff minister and/or the Weekday Preschool Committee and the Director with discharge of work assignment.
 - E. In cases involving serious misconduct such as violation of the law, lying on applications, stealing, fraud, insubordination, purposeful misuse or destruction of property, immoral conduct as determined by church policy, or disregard for the safety of children or fellow employees, termination may be recommended to the Weekday Preschool Committee and/or designated staff minister.
13. Adhere to standards set forth in the PHBC Employee Handbook.
14. Personal phones may be kept in classrooms, **FOR EMERGENCY USE ONLY** (to call for assistance, etc.). They are not to be used for internet use such as personal email or Facebook, etc. Teachers may give the Director's office phone as their emergency number.

Revised 06/25/15

**PLEASANT HEIGHTS WEEKDAY PRESCHOOL
DIRECTOR
JOB DESCRIPTION**

1. Implements the highest principles of early childhood education combined with Christian principles.
2. Provides good leadership in all area of the Weekday Preschool program.
3. Directs day-to-day operations of preschool in a compassionate, confidential, and professional manner.
4. Encourages and supervises staff with professionalism, confidentiality, and Christian compassion.
5. Endeavors to resolve disputes as they arise in a private, confidential, professional, and timely manner.
6. Respects the privacy and maintains, in a professional manner, confidentiality in the lives of children, parents, and staff.
7. Supplies staff with the information they need in order to contact the Director.
8. Helps preschool assistant when needed. This may entail restroom breaks for teachers, first-aid to children, help with playground and/or equipment or toys, or assistance with snacks.
9. Appropriately handles discipline problems when requested by teacher. Communicates with parents and Weekday Preschool Committee in regard to discipline problems.
10. Provides staff with orientation; provides curriculum materials and supplies as needed.
11. Maintains all staff files required by DHS including in-service training hours, records of classroom evaluations, and medical information.
12. Provides to the staff minister designee documentation of all personal records and training as required by DHS.
13. Provides staff with in-service training information.
14. Communicates opportunities for professional training simultaneously to all teachers and staff in a full and complete manner and in a written format including information of all processes, time sensitivity, and limitations.
15. Works with teaching staff in developing curriculum that is biblically-based and age-appropriate. Insures that fairy tales are not part of the curriculum.
16. Collects lesson plans from teachers monthly.
17. Conducts evaluations of each employee's work performance annually and throughout the school year as needed. Provides plans for needed improvement. Reports any areas of concern to the Weekday Preschool Committee and/or the staff minister designee.
18. Prepares preliminary annual budget with staff minister designee and/or Weekday Preschool Committee chairperson and the church financial secretary. (Final budget to be approved by the church in regular business meeting.)

19. Is accountable for and manages financial resources; communicates on a regular basis with church's financial secretary and/or staff minister designee; receipts all cash monies received; gives all monies received to the Financial Secretary for deposit and tracking; and reports monthly to the Weekday Preschool Committee on the financial status of the program.
20. Reviews annually the operation of the Weekday Preschool program. Works with the Weekday Preschool Committee if any changes need to be made for the next school year. Any proposed changes should be brought before the committee by October 1. Any and all changes must be approved and documented by the Weekday Preschool Committee. (Written notice of approval will be given to the Weekday Preschool Director and will appear in committee meeting minutes.)
21. Maintains enrollment to assure adequate income to meet the budget and fund program. Waiting lists will be kept when feasible.
22. Collects registration and tuition fees. Sends late notices for tuition. Collects late charges as outlined in student handbook.
23. Supplies the financial secretary with information needed to maintain accurate financial records. Also provides to the financial secretary a list of students, parent's names, and addresses.
24. Reports to the financial secretary staff absences along with appropriate request forms.
25. Maintains compliance with licensing agencies and high standards for the preschool program.
26. Completes application for license renewal each year and furnishes all required information and documentation to TN State Licensing Counselor. Meets with State Licensing Counselor periodically. Meets with Tennessee Early Childhood Training Alliance each year.
27. Insures facilities are safe, clean and inviting. Makes sure all areas meet DHS requirements.
28. Conducts monthly fire drills and periodic tornado drills. Records required information.
29. Keeps an updated "disaster plan" in written form and distributes to all personnel.
30. Reports any suspected child abuse to proper officials.
31. Maintains good communication with parents by providing monthly newsletters and written notes as needed. Works to maintain good parental relationships. Encourages parental participation and visits.
32. Plans school calendar and events to involve parents in the preschool program.
33. Assembles registration packets and registration of new students, making sure all registration forms are complete and compliant with DHS requirements.
34. Provides school tour and information to prospective parents.
35. Conducts Parent Orientation meetings the first week of school. Is available to meet with parents throughout the school year when needed.
36. Assists in arrival / dismissal procedures.
37. Provides early childhood expertise and professional understanding of weekday programs to Weekday Preschool Committee.

38. Reports monthly to Weekday Preschool Committee on all program activity (this can be the preschool monthly calendar), as well as at the beginning of the new school year and at the end of school year.
39. Works with the staff minister designee and/or the Weekday Preschool Committee in maintaining teacher/student ratios and space requirements in compliance with good licensing standards.
40. Maintains open lines of communication to parents, faculty, church staff, and Weekday Preschool Committee.
41. Works with staff minister designee, Weekday Preschool Committee, and Personnel Committee in hiring staff. The Director will conduct reference and background checks on new employees.
42. Adheres to requirements of Pleasant Heights Preschool Employee Handbook.
43. Other duties as assigned by staff minister designee and/or Weekday Preschool Committee.
44. Must meet educational and experience requirements as required by the state. (see TN. Department of Human Services web site revised March 2009) If does not have the CDA Credential, must be willing to complete the course work within one year of employment as Director.
45. Other duties as required.

Revised 5/11/2015

In addition to the above, the Director is expected to have these responsibilities to the Weekday Preschool Committee:

1. Establishes with the Weekday Preschool Committee the Purpose, Objectives and Mission statement of the Weekday Preschool as well as the goals and what parents can expect (Weekday Preschool Guidebook) and reviews annually at the end of school year (in preparation for the new school year). All changes must be approved by the Weekday Preschool Committee.
2. At the beginning of the school year, provides a report to the Weekday Preschool Committee containing the number of children per class, number of classes, the number of teachers and aides, the registration and tuition fee, thus giving thought to the financial balance of the weekday preschool program and to help in preparation of next budget year.
3. All gifts will go through the Weekday Preschool budget as a designated gift. All monies collected by the school for any weekday preschool use will be given to the church's financial secretary for bookkeeping, tracking, and distribution. The Weekday Preschool Director will advise the Weekday Preschool Committee of any designated gifts.
4. Obtains approval from Weekday Preschool Committee chairman or staff minister designee any purchases over \$200.00 and any purchase office equipment.

5. Notifies Weekday Preschool Committee chairman and staff minister designee of any changes in personnel.
6. If requested by Weekday Preschool Committee, presents Quarterly Financial Report to the Church in a regular business meeting.
7. If requested by the Weekday Preschool Committee, provides monthly activity reports to the church in a regular business meeting.
8. Encourages a cooperative learning atmosphere between the Church Preschool and the Weekday Preschool program to encourage the sharing of equipment and materials when possible.
9. Provides the senior pastor with a list of children's and parents' church affiliations following registration of each child.

Revised 6/25/15

**PLEASANT HEIGHTS WEEKDAY PRESCHOOL
TEACHER
JOB DESCRIPTION**

1. Plans and carries out a teaching program that is biblically-based and age-appropriate to help the child grow.
2. Focuses on the children and limits conversation with other adults.
3. Works with the Director and parents in a “private” manner in discussing problems that involve a child. Refrains from discussing a child in his or her presence or in the presence of anyone outside the preschool.
4. Cooperates with other ministries using the room and by keeping the room neat and orderly.
5. Washes hands before helping with children’s lunch and snacks. Always washes hands after helping children in the bathroom.
6. Makes sure parents sign their child in every morning and sign their child out if they leave earlier than the pick-up time in the afternoon.
7. Helps children through the following situations:
 - a. Upset and crying
 - b. Illness/injury
 - c. Discipline
 - d. Art projects
 - e. Getting to and from the playground
8. Participates in promotion/graduation ceremony and parent-teacher conferences.
9. Gives guidance if needed to all preschool children when in large group settings.
10. Monitors children closely on the playground.
11. Assists in arrival/dismissal procedures as assigned by the Director.
12. Stays with the Director until late arriving parents sign out their child.
13. Carries a handheld radio which must be monitored at all times.
14. Communicates in a professional manner.

15. Maintains confidentiality of students and parents.
16. Cooperates with weekday preschool staff, designated staff minister, and the Weekday Preschool Committee.
17. Provides and maintains a classroom that is clean, safe, and inviting.
 - a. Chairs must be put on top of tables.
 - b. At the end of each school day, classroom floor must be swept.
18. Reports any suspected child abuse to proper authorities and Director.
19. Provides lesson plans as instructed by Director by the last school day of the month before the lesson plans are needed.
20. Checks craft closet for needed supplies. If you need supplies not found, purchase them and give the receipt to the Director. Purchased supplies should not exceed \$20.00 a month.
21. Has the supplies needed for the day ready and in the room before children arrive for the day.
22. Provides the Director with an-up-to-date substitute folder consisting of:
 - A letter from the teacher to the substitute
 - Allergy chart
 - Diagram of room for naps
 - Seating chart
 - Worksheet
 - Sign-in sheet for each day
 - Daily schedule
 - Paper for free art
 - Where animal food is located.
 - Location of keys to all cabinets/closets.
23. When absence is necessary, calls the Director to inform them of their absence; calls a substitute from the list provided; fills in the substitute on instruction plans for the day. If

there are no written instruction plans the substitute can work on, they can work out of the teacher's substitute file.

24. Meets with other staff daily for prayer time in the morning. Meets once a month at 8:30 a.m. for planning meeting, the date for this meeting will be set by the Director. (Calendars must be brought to the planning meeting.)
25. In the case of an emergency, stays with the class and monitors their two way radio for directions from the Director.
26. Makes sure, when leaving the gym or playground, that toys are picked up and gravel is swept.
27. Nothing concerning the children in your class or Pleasant Heights Weekday Preschool can be mentioned in an "open or public" Facebook page, My Space, Instagram, Twitter or on the internet in any way. No employee is allowed to post any pictures of children that attend a Pleasant Heights activity on the internet.
28. Adheres to requirements of Pleasant Heights Weekday Preschool Employee Handbook.
29. Never uses personal phone in classrooms or for personal internet use. Personal cell phone can be used in emergencies only (i.e. to call for assistance). Gives Director's office phone as an emergency number.

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**PLEASANT HEIGHTS WEEKDAY PRESCHOOL
TEACHER ASSISTANT
JOB DESCRIPTION**

1. Assists teacher in carrying out a biblically-based, age-appropriate teaching program to help the child to grow.
2. Focuses on the children and limits conversation with other adults.
3. Checks all folders and removes them from backpacks. Brings all money/forms to office before 10:15.
4. Works with the Director, teacher and parents in a “private” manner in discussing problems that involve a child. Refrains from discussing a child in his or her presence or in the presence of anyone outside the preschool.
5. Washes hands before helping with children’s lunch and snacks. Washes hands after helping children in the bathroom or after changing pull ups.
6. Takes direction from the lead teacher.
7. Assists in providing snacks for children.
8. Makes copies for the teacher as needed.
9. Helps with cleaning up the room after lunch and snack time.
10. Assists teachers with cleaning the toys in the gym and on the playground.
11. Provides bathroom breaks for teachers.
12. Helps teachers get the children settled in classroom routines.
13. Helps teachers prepare children for going home. (Fills folders, packs backpacks)
14. When absent, calls a substitute from the list provided. Calls the lead teacher or the Director and lets her know of the absence.
15. Helps teacher in classroom with:
 - Upset child
 - Illness/injury

- Discipline
 - Involved art projects
 - Taking children to bathroom from playground
16. Assists in promotion/graduation ceremony
 17. Steps in as a sub if needed.
 18. Meets with the other staff daily for prayer time in the morning. Meets once a month at 8:30 a.m. for planning meeting, the date to be set by the Director. Brings calendar to the meeting.
 19. In case of an emergency, stays with the class and monitors a two-way radio for directions from the Director.
 20. Maintains cell phone on for emergencies only while children are in the care of the teacher assistant. Cell phones will never be used during school hours for phone calls or internet use. Calls for an assistant in order to step out of the room if cell phone must be answered or a text conversation is required. Teachers and assistants may give the Director's office phone as an emergency number.
 21. Nothing concerning the children in your class or Pleasant Heights Weekday Preschool can be mentioned in an "open or public" Facebook page, My Space, Instagram, Twitter or on the internet in any way. No employee is allowed to post any pictures of children that attend a Pleasant Heights activity on the internet.
 22. Adheres to the requirements of Pleasant Heights Employee Handbook.

Special Items to make note of:

- Washes tables down upon arriving in the room.
- Greeting and Free play time: Sits in a center, talking to the children and joining in with their play. Moves from group to group as needed. Helps the children keep up with how many are supposed to be in a center. (Moving stars is an example) Avoids getting too close to the door (congestion) and the cubbies.
 - Always helps with room control and speaks in a soft voice; the children will speak as loud as the teacher assistant does.
- Hand Washing: Makes sure children use soap, wash hands to make bubbles and rinse, dry with 1 or 2 paper towels. Makes sure children wash hands after sneezing, coughing or blowing their nose.
- Lunchtime: Helps the children line up to wash hands for lunch. Stands and watches each one. Teacher will help with lunch boxes and napkins.

- Sprays sink after anyone uses the restroom. Makes sure children wash their hands.
- After all of the children have washed their hands, the teacher and assistant take turns washing hands. Leads in prayer, opens lunch boxes and eats.
- After lunch, children put their lunch boxes away and wash their hands again.
- Group time: Sits behind the group. Does not handle any discipline unless asked to by the teacher. Goes with any child who goes to the restroom, blows nose, coughs, or sneezes as they wash their hands. Makes sure they wash properly.
- Outside or gym time: Stands at section of the playground or gym and watches the children. Adults will stand in different areas and may not talk to each other. Accompanies each child to the restroom. Stays in the room with children until washed and ready to join the group. The children may not go to the restroom alone.
- Snack time: Same as lunch. Makes sure the children wash hands clean and not just muddy clean.
- Stuffs folders and packs children's backpacks with lunch boxes, folders and any extra things they have in their cubbies.

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