MT. PLEASANT BAPTIST CHURCH

POLICIES AND PROCEDURES

PERSONNEL

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GENERAL COMMENTS

Mt. Pleasant Baptist Church will care for its employees in a way that demonstrates a high regard and appreciation for the individual and his/her ministry service (1 Timothy 5:17-18, Colossians 4:1, Matthew 25:21, Galatians 6:2 and 1 Thessalonians 5:12-13). We will foster an atmosphere of reciprocal care between the staff and the congregation and remove as many encumbrances as possible to help the staff serve effectively and efficiently. We will encourage present and future staff to pursue excellence in ministry and reward them for their excellent performance. We will also strive to maintain our responsibility to be good stewards over the resources that have been entrusted to Church leadership.

This Personnel Policies and Procedures Manual is the property of Mt. Pleasant Baptist Church. The policies, procedures, rules, benefits, and other elements of this Manual pertain only to Church employees and have no bearing on persons outside the Church. The contents found in this Manual are provided for employee’s use as a reference guide and summary of practices, methods and benefits and are not to be construed as legal documents nor used for strict interpretation of the policies and/or procedures provided herein. While leadership believes wholeheartedly in the plans, policies, and procedures described in these manuals, they are not to be considered conditions of employment. The Church reserves the right to modify, revoke, suspend, terminate, or change any or all such plans with or without notice. The language used in this manual is not intended to create nor are they to be construed to constitute a contract of employment or a guarantee of benefits between Mt. Pleasant Baptist Church and any or all of its employees. Furthermore, where not prohibited by law, the employment at will principle will apply. If employees or ministry leaders have questions or require additional information, they shall contact their supervisor or appropriate ministerial position. This manual is not an employment contract between the church and any employee.

For purposes of this document, pastor, senior minister, senior pastor are all the same.
EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT
RECEIPT OF EMPLOYEE HANDBOOK

This statement is to acknowledge that I have received a copy of the Church’s Employee Handbook. I understand that it provides guidelines and summary information about the Church’s personnel policies and procedures. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the guidelines that have been established.

I further understand that the Personnel Committee reserves the right to modify, supplement, rescind, or revise any of these guidelines from time to time, with or without notice, as they deem necessary or appropriate.

I also acknowledge that my employment may be terminated at any time with or with cause or advance notice, and that this employment “at will” relationship will remain in effect throughout my employment with the Church unless it is specifically modified by an express written agreement signed by me and the Personnel Committee of the Church. I further acknowledge that this employment “at will” relationship may not be modified by any oral or implied agreement.

I further understand and acknowledge that this Employee Handbook and any parts of its contents in no way, shape, or form create any contract of employment.

Employee’s Name (Please Print):

________________________

Employee’s Signature:

________________________

Date:

NOTE: This Employee Statement of Acknowledgement will be filed in the employee personnel file.
Section A

EMPLOYMENT

"Whatever you do, work at it with all your heart, as working for the Lord, not for men... It is the Lord Christ you are serving."

Colossians 3:23, 24

Statement of Policies and Procedures:

1.0 EQUAL EMPLOYMENT OPPORTUNITY

.01 The Church is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, marital status, physical disability, mental disability, medical condition, veteran's status, age or any other applicable protected class so required by state or local statute or code, to the extent required by law. This would include providing reasonable accommodations to qualified applicants and employees with known physical or mental disabilities. To deny a qualified person the chance to contribute to the ministries of Mt. Pleasant Baptist Church because he or she is a member of a minority group is unfair to everyone and is not consistent with Scriptural principles. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits. The Church does, however, reserve the right to employ persons who have a denominational background and philosophy of ministry similar to ours and who, in the opinion of the Church, have a work history and a lifestyle that is consistent with scripture. Decisions will be made in compliance with applicable employment-related laws.

2.0 EMPLOYMENT AT WILL

.01 Under federal and state law the Church has the right to terminate the employment relationship at any time, with or without cause or advance notice and the employee may resign at any time. This employment "at will" relationship will remain in effect throughout the ministers' and non-ministers' employment with Mt. Pleasant Baptist Church.

.02 This employment "at will" relationship may not be modified by any form of oral or implied agreement. No Church leader, supervisor or Church representative has the authority to alter this relationship, and each employee shall never interpret such a person's remarks as a contract for and/or as a guarantee of continued employment.

3.0 EMPLOYMENT CLASSIFICATIONS

.01 Church leadership has clarified the definitions of employment classifications further so that employees understand their employment status as it relates to governmental matters and benefit eligibility. These classifications do not guarantee employment for any specified period of time and
Mt. Pleasant Baptist Church's employment "at will" policy remains in effect at all times.

.02 Following are the various classes of employment with Mt. Pleasant Baptist Church:

3.1 Exempt

.01 Exempt employees are not covered under the minimum pay and overtime provisions of the Fair Labor Standards Act. To be classified as an exempt employee under this Act the employee must meet several requirements. These requirements relate to the type of work the employee is performing, his/her level of authority, and the amount of compensation being paid. The Act lists five (5) types of positions that are exempt. The positions most often applicable to Mt. Pleasant Baptist Church are: administrative, executive and professional. Examples of the requirements for these positions are outlined below.

.02 Exempt employees must be paid on a salary basis, based on the duties performed of a position, rather than by the hours worked. Such employees are not paid overtime for time worked in excess of forty (40) hours per week. It is generally accepted that exempt employees will work in excess of forty (40) hours per week. In circumstances where excessive overtime is being worked, these employees may be granted compensatory time off at a later date.

.03 Each Church employee's position will be evaluated to determine if the Act's exempt requirements are met before the employee is so classified. Following are the tests for these three (3) most common exempt positions that must be satisfied in order for an employee to be considered exempt. The employee's Payroll Authorization will so note this classification.

3.1.1 Administrative Job Classification Requirements

.01 The job must be responsible office or non-manual work directly related to the management policies or general business operations of the employer or the employer’s customers.

.02 The job must be responsible work that is directly related to academic instruction or training carried on in the administration of a school system or educational establishment.

.03 The employee must customarily and regularly exercise discretion and independent judgment, as distinguished from using skills and following procedures, and must have the authority to make important decisions.

.04 The employee must regularly assist a bona fide executive or administrative employee.

.05 The employee must perform work under general supervision along specialized or technical lines requiring special training, experience, or knowledge.

3.1.2 Executive Job Classification Requirements

.01 The employee’s primary duty must either be management of the business or of a customarily recognized department or subdivision.

.02 The employee must customarily and regularly direct the work of at least two or more full-time employees.

.03 The employee must have the authority to hire or fire, or recommend hiring and firing or one whose recommendation on these and other actions affecting employees is given particular weight.
.04 The employee must customarily and regularly exercise discretionary powers.

.05 The employee must devote no more than 20% of hours worked to activities not directly related to managerial duties.

.06 The employee must be paid on a salary basis at a rate of at least $250 per week.

3.1.3 Professional Job Classification Requirements

.01 The work must require knowledge of an advanced type in a field of science or learning, customarily obtained by a prolonged course of specialized instruction and study.

.02 The work must be original and creative in character in a recognized field of artistic endeavor. The result must depend primarily on the employee’s invention, imagination, or talent.

.03 The employee must consistently exercise discretion and judgment.

.04 The employee must do work that is predominantly intellectual and varied, as distinguished from routine or mechanical duties.

.05 The employee must not spend more than 20% of the time worked in the workweek on activities not essentially part of or necessarily incident to the professional duties.

.06 The employee must be paid on a salary or fee basis at a rate of not less than $250 per week.

3.2 Non-Exempt

.01 Non-exempt employees are covered under the minimum pay and overtime provisions of the Fair Labor Standards Act. To be covered by this Act, a ministry must be an “enterprise engaged in commerce.” Ministries will meet this definition if they satisfy any one or more of the following. This list should not be considered all-inclusive. Mt. Pleasant Baptist Church does meet this definition and will comply with the provisions of this Act.

- Operates a private school;
- Have recurring purchases of supplies, literature, equipment, etc. from out-of-state vendors;
- Sells products (i.e. ministry tapes, literature) to persons or other ministries in other states;
- Makes recurring telephone calls or sends mailings to individuals or organizations out-of-state;
- Has visitors or special guests (i.e. evangelists, guest musicians) from other states attend services;
- Conducts out-of-state or foreign mission trips;
- Operates a ministry website on the Internet; or
- Engages in television or radio broadcasts.

.02 These employees are paid a minimum hourly rate of at least $5.15 per hour (present minimum
hourly rate under the Act) and for time worked in excess of 40 hours per week at a rate of one and one-half (1 1/2) times their regular pay rate. Paid time off used in a workweek does not qualify as hours “worked” in the calculation of overtime pay. Examples of paid time off could be: vacation, holidays, sick leave, etc. No compensatory time off is allowed for non-exempt employees outside a 40-hour workweek.

.03 All Church employees will be classified as non-exempt unless they meet the specific exempt requirements of the Act.

3.3 Regular Full-Time

.01 Full-time employees who work a minimum of 30 hours per work week.

3.4 Regular Part-Time

.01 Part-time employees who work less than 30 hours per work week.

3.5 Temporary Full-Time

.01 Full-time employees who work a minimum of 30 hours per workweek for a specific period of time or for the duration of a specific assignment or group of assignments which does not exceed 12 months. Not to exceed 1500 hours during a calendar year.

3.6 Temporary Part-Time

.01 Part-time employees who work less than 30 hours per work week for a period of time not to exceed 12 months. Not to exceed 1500 hours during a calendar year.

3.7 Employees Changing From Part-Time to Full-Time Status

.01 Employees who are currently working part-time (regular or temporary) or temporary full-time and their status changes to regular full-time (30 hours per workweek minimum) will be eligible for full-time benefits. The effective date for benefits will be the same as the effective date of the employee’s full-time status, applying any waiting periods already established.

4.0 MINISTER QUALIFICATIONS FOR SPECIAL TAX PROVISIONS

.01 To qualify for the special tax provisions available to ministers as defined by Treasury Regulations, an individual must be a "minister" and must perform services "in the exercise of his ministry." Treas. Reg. Sec. 1.107-1(a) incorporates the rules of Treas. Reg. Sec. 1.1402(c)-5 in determining whether the individual is performing the duties of a minister of the gospel.

.02 First, the individual must be a “duly ordained, commissioned, or licensed minister of a church.” Secondly, services performed by a minister in the exercise of the ministry would include:

- Ministration of sacerdotal functions (i.e. Lord's Supper, baptism, weddings, funerals, etc.)
- Considered to be a religious leader of their church
- Conduct religious worship
• Control, conduct, and maintenance of religious organizations (including religious boards, societies, and other integral agencies of such organizations), under the authority of a religious body constituting a church or denomination

.03 Ordained, licensed, or commissioned ministers performing services for a Para church organization based upon an assignment or designation by Mt. Pleasant Baptist Church, or those performing teaching and administration duties at a theological seminary or Bible college under the authority of Mt. Pleasant Baptist Church or our denomination, may also qualify as a “minister” for federal tax purposes.

.04 Ministerial services for a nonreligious organization are qualified services if the services are assigned or designated by the Church (i.e. chaplain at a jail or retirement center). Assigned or designated services may qualify even if they do not involve performing sacerdotal functions or conducting religious worship.

.05 Regulations also provide that whether service performed by a minister constitutes conduct of religious worship or ministration of sacerdotal functions, depends on the tenants and practices of the particular religious body constituting the church or denomination.

.06 If the church or denomination ordains some ministers and licenses or commissions others, anyone licensed or commissioned must be able to perform substantially all the religious functions of an ordained minister to be treated as a minister for tax purposes.

.07 The Personnel Committee will determine if a Church employee truly meets the governmental definition of a minister and is entitled to the benefits and obligations as outlined in the statute(s). If the employee so qualifies, then this employee will be classified as a minister and granted the various tax treatments available to him. At no time will a Church employee be allowed to be classified as a “minister” for the sole purpose of receiving tax related benefits.

5.0 EMPLOYEE STATUS FOR FEDERAL INCOME TAX PURPOSES

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

.02 Ministerial employees are exempt by law from the withholding of federal income taxes. As a service to the ministers, the church will withhold taxes and submit them to the proper authorities, if the minister chooses to have this service, they will need to submit a Form W-4 to the Church. The Church will never withhold FICA taxes nor match the employer portion of this tax on a minister. Furthermore, ministers can request an additional amount of federal income taxes to be withheld in an amount that equals their self-employment tax liability. If the minister requests such tax withholdings, these withholdings will be reported on the minister's Form W-2 at year-end.

6.0 IMMIGRATION LAW COMPLIANCE

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

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

.03 Copies shall be made of all documents that were verified on this form. These copies shall be stapled to the I-9 form and maintained in a separate file apart from the employee's personnel file.

.04 Employees with questions or seeking more information on immigration law issues are encouraged to contact the Personnel Office. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

.05 A copy of the I-9 form and instructions can be downloaded from the Immigration and Naturalization Service's website, www.ins.usdoj.gov, by clicking on on-line forms.

7.0 HIRING AND NEW EMPLOYEE ORIENTATION

.01 Personnel requisitions, interviewing and ultimate hiring shall be performed in an effective manner and method with the objective to ultimately fill the staff position with the best available candidate. These procedures apply to the hiring of all full-time, part-time or temporary employees.

7.1 Hiring Procedures for Non-Minister Employees

7.1.1. Employee Recruitment

.01 Every effort shall be made to fill the position in the most cost-effective manner. All costs of want ads, agency fees, etc. shall be considered and budget funds must be available. The supervisor may work with the Personnel Committee and/or Senior Minister in drafting want ads or summary Position Descriptions for use in advertising the position or working with an employment agency. Special caution will be taken in the preparation of such ads so as to avoid wording that could be used as evidence of discrimination against applicants.

7.1.2. Employment Applications

.01 All applicants must complete the Church's Application for Employment. For intern positions, the Internship Supplement must also be completed. This supplement will be attached to the Church's primary Application for Employment. The application form and supplement asks a number of questions which will assist the Personnel Committee and/or Senior Minister in evaluating the suitability of the candidate for the position and further reduce the Church's risk of being charged with negligent selection.

.02 All employment applications and applicable supplements must not be accepted until all questions have been answered, the past employment section thoroughly completed and the application is signed by the applicant.

.03 Selected applications and personal resumes will be routed to the requesting supervisor for his or her review. The selecting supervisor will choose applicant(s) for interview.

7.1.3 Interviewing

.01 Interviews will provide Church leadership with an opportunity to inquire into each applicant's background and make a determination as to each person's suitability for the position under
consideration.

.02 For certain positions, the interview team may conduct second or third interviews if necessary.

7.1.4 Performing Reference Checks

.01 Reference checks will be performed by Personnel Committee on every applicant being considered for employment. These records are sealed and only accessible to the Senior Pastor and Personnel Chairperson. This information may prevent the hiring of the wrong employee and could help protect the Church against charges of "negligent employment." Even if previous employers will not give out much information, the following question shall always be asked; "Is he/she eligible for re-employment?"

.02 References shall be from individuals with knowledge of an applicant's past and his or her suitability for the needed Church position. References shall include the following:

- Contact board members or ministry leaders in other congregations in which the applicant has served.
- Contact other nonprofit organizations in which the applicant has served as an employee or volunteer, especially if the applicant has had no prior church experience.
- Contact current or former secular employers, especially if the applicant has had no prior church experience.

.03 It is of the utmost importance to receive a particular reference, the applicant must be asked to sign an Authorization and Release of Information or Prior Employment Release for mailing to the referencee.

.04 Other important pre-employment reference checks would include the following:

- A sexual molestation check on all applicants.
- Mt. Pleasant Baptist Church conducts criminal background checks of all new employees to determine suitability of employment. The Authorization for Criminal/Court Records Check is used for this procedure. Mt. Pleasant Baptist Church also reserves the right to conduct criminal background checks of existing employees. In the event a criminal record exists, consideration will be given to the relationship between the conviction and the responsibilities of the position that is or will be held. A relevant job-related conviction is grounds for termination of employment or non-selection of an applicant. Conviction is defined as including all felonies and misdemeanors except minor traffic violations in relation to any position that does not require driving. For positions that do require operation of a motor vehicle, the term conviction shall include minor traffic violations. Falsification of application materials, including failure to disclose criminal convictions is grounds for termination of employment or non-selection of applicant.
- Affidavit of Good Moral Character shall be completed by all applicants and maintained by the Church with other pre-employment information.
- Driver's license background check through the Church's Insurance Carrier for those positions that require driving a Church vehicle or using their own vehicle while conducting Church business.
- Credit checks through a Credit Bureau for those positions that require the handling of Church
funds. A Notice and Authorization for Consumer Report will be obtained from the candidate allowing for such checks. To comply with the federal Fair Credit Reporting Act (FCRA), the Church will provide notice to the applicant and/or employees regarding each of the following: (1) a clear and conspicuous written disclosure that a consumer report may be obtained, (2) that a written authorization for receiving the report must be obtained from them, (3) notification will be given to them if any adverse action is to be taken based upon the consumer report, and (4) a copy of the report and a summary of the consumer’s rights will be provided to them.

- Educational training verification.

.05 The Church will not give an applicant a "second chance" if during the screening process it was determined that the applicant has been involved in prior sexual misconduct. Leadership feels the care of minors under their responsibility is far more critical than "taking the side of mercy" for the applicant.

.06 Furthermore, it is not anticipated that any person would be employed whose Christian conduct and standards are questionable in any way or could bring reproach upon the name of Christ or this body of believers.

7.1.4 Hiring and Employee Orientation

.01 A Payroll Authorization will be prepared for the employee's signature.

.02 The Employee Orientation Checklist will be used as the basis for giving the orientation.

.03 The hiring supervisor or secretary will be responsible for meeting with the new employee and completing any remaining forms or documentation as noted on the Orientation Checklist (i.e., health insurance, IRS tax withholding Form W-4, citizenship verification INS Form I-9, etc.). The Administrative Assistant will be asked to assist in this process. The new employee will also complete the following items, if applicable:

- Selected keys - Complete Key Receipt
- Needed Ministry Equipment - Complete Ministry Property Issued To Employee

.04 The hiring supervisor or designee will be responsible for briefly reviewing the Church's Policies and Procedures Manual with the new employee and provide a copy to him/her. The new employee will be told they need to read this Handbook within the first week of employment and sign the inside declaration acknowledging receipt of the material and willingness to comply with church approved polices and procedures.

.05 The hiring supervisor will be responsible for completing an Employee Personnel File for the new employee and appropriately filing all personnel requisitions, interviewing and hiring information and other employment documentation.

.06 If a person begins work before all of the above procedures are appropriately completed, their employment status could be interrupted until all forms and documentation are completed in an acceptable manner. Since local, state and federal laws require Mt. Pleasant Baptist Church to see that such documentation is completed in the pre-employment process, employees must make certain they comply with the above procedures.
7.2 Hiring Procedures for Minister Employees

.01 Ministers (excluding the Senior Minister) are called to serve by the recommendation from the Personnel Committee and Senior Minister and are empowered to run the day-to-day ministry operations of the Church. The Senior Minister is responsible, and will be held accountable for the oversight of all ministerial staff of the Church. Refer to the Article 5 (Articles of Incorporation & By-Laws) regarding the procedures for hiring the Senior Minister.

.02 When it is necessary to call a minister (excluding the Senior Minister) to fill an existing or newly created position the following steps will be taken:

- The Pastor will work with the Personnel Committee to determine the specifics related to the need. If the position is not in the current ministry plan/budget, the Pastor and Personnel Committee will collaborate with the Finance Committee in preparing necessary recommendations to the church for consideration.

For existing church approved positions, the Pastor and Personnel Committee may call for a search committee to be created by the church without prior church approval to fill the vacant position. For new positions, the Pastor and Personnel Committee will make a recommendation to the church for creating a search committee for the specific need and upon church approval the Church will create a search committee for each ministerial position with the pastor serving on the committee as member. A search committee (including the pastor) will not exceed seven people.

- No candidate will be presented to the church for consideration without the "approval" of the Senior pastor.

- Prior to recommending a candidate to the church, the search committee will request the Personnel Committee to secure a criminal, credential, and credit report from the service they use for employee screening. When the report is received the chairman of the Personnel Committee and the Pastor will review the report. If there are concerns/issues raised by the reports, a decision will be made by these two (Pastor and Chairman of Personnel Committee) as to whether to: a) proceed with the candidates recommendation to the church, b) do additional investigation which may include meeting with the candidate, and/or c) removing the candidate for consideration. The Criminal, Credit, Credential reports remain the property of the church, maintained by the Personnel Committee. Reference checks/reports made by the Search Committee on the candidate the church actually calls, will be submitted to the Personnel Committee to be including in the personnel jacket for this member of the staff.

- Once a candidate is approved for presenting to the church, the church will receive a bio, Position Description, and other information deemed appropriate by the Pastor and Search Committee at least two weeks prior to a vote being taken by the church to approve/reject the recommendation.

8.0 NEW HIRE REPORTING REQUIREMENTS

.01 The Church must report all new hires to the South Carolina Employment Security Commission. The state agency will then forward this data on to the Federal Parent Locator Service. This agency will assemble the data from all states and maintain a National Directory of New Hires, which contains identifying information on virtually every person hired in the United States. This information will allow the enforcement agencies to locate those persons who are delinquent in their child support payments.

.02 Reports may be sent by mail, fax, Internet website, hard copy, computer disk, tape, cartridge or some other approved method.

.03 Each report must list all new hires along with the following information:
• Employee name
• Employee address
• Employee Social Security Number
• Employee’s first day of work (defined as the first day the employee began earning a wage)
• Employer name and address
• Employer Federal Employer I.D. number

.04 South Carolina employers have the option of sending copies of the W-4 form for each new hire, instead of sending a list. Mt. Pleasant Baptist Church has elected to use this method to transmit new hire information. The Administrative Assistant will send copies of all new hire W-4 forms on the 1st day of each month along with the required employer information.

9.0 PROBATIONARY PERIOD

.01 All non-ministerial staff are hired for a 90 day probationary period. At the end of this 90-day period, the staff person will be evaluated by their supervisor to determine if continued employment will be extended. This time period will also allow the staff person to decide if they would desire to continue ministering at Mt. Pleasant Baptist Church. The employment "at will" policy, as mentioned earlier, will remain in effect during this probationary period, as well as all other employment periods.

10.0 EMPLOYMENT OF MINORS

.01 All applicants for employment who are not at least 18 years old, may be required to provide either a valid Work Permit, High School Diploma, its equivalent and/or a Certificate of Proficiency. Minors cannot work during school hours unless they receive an exemption from the school. Additionally, a parent/guardian acceptance letter and a Permission and Medical Consent must always be received before a minor is allowed to work at Mt. Pleasant Baptist Church. The Administrative Assistant will make certain that such documentation has been received and is on file.

.02 U. S. Department of Labor regulations also require that the Church maintain the following records on Church employed minors: (1) daily starting and quitting times; (2) daily and weekly hours worked; and (3) their job position. This information will be obtained and maintained from the completion of the minor’s weekly timesheet.

.03 Minors are not allowed to work in the facilities department, or any other area of the Church, where they could be assigned hazardous duties. Hazardous duties would consist of, but not be limited to: electrical work, construction projects, roofing repairs, operation of mowing equipment, driving of Church vehicles, etc.

.04 As required by the Department of Labor, outside of school hours, minors 14 and 15 are allowed to work 15 hours a week when school is in session; three hours a day between 7 a.m. and 7 p.m., if school is scheduled for the next day; eight hours a day, between 7 a.m. and 9 p.m., on days when
there isn’t school the next day; 40 hours a week during the summer and holidays. Minors’ ages 16 and 17 may work 30 hours a week when school is in session; eight hours a day between 6:30 a.m. and 11 p.m. if school is scheduled the next day; no restriction on hours during vacations and holidays, or when school is not scheduled for the next day.

.05 The employment of minors could also be restricted by other terms and conditions as established by local, state and federal law.

.06 All minors must also be appropriately screened as outlined in the above procedures. After the minor has been approved for employment, the minor will follow the normal employee orientation procedures as outlined above.

11.0 EMPLOYMENT OF RELATIVES

.01 No employee shall fill a position over which a member of his/her immediate family exercises supervisory authority. For the purposes of this section a member of an immediate family will include any of the following: Husband, Wife, Child, Brother, Sister, Father, Mother, Aunt, Uncle, spouse’s parents, spouse’s grandparents, spouse’s children, grandparents, or other relative that reside in the employee’s household. Current employees as of April 1, 2006 will be grandfathered into current position for the length of their continued employment.

.02 No church employee can continue employment, nor can an applicant for employment be hired, if a member of his/her immediate family serves on a committee or church entity which either by rule or practice screens candidates for employment or recommends or determines financial compensation for employees or which may have direct or indirect supervisory or management responsibility for the position.

12.0 LIFE THREATENING, INFECTIOUS AND COMMUNICABLE DISEASES

.01 We recognize that employees with a potentially life threatening and/or infectious illness may wish to continue to engage in as many of their normal pursuits as their condition allows, including their employment. As long as these employees are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, supervisors shall be sensitive to the employee’s condition and ensure that they are treated consistently with other employees. Reasonable precautions shall be taken to ensure that an employee’s medical condition does not present a health and/or safety threat to other employees.

.02 Should any employees report an infectious or communicable disease to their supervisor, they shall be aware that Mt. Pleasant Baptist Church is prepared to offer them education and any support groups available to assist them in their time of need. We reserve the right to request an examination by a medical doctor appointed by Mt. Pleasant Baptist Church when it is determined that an employee is having difficulty performing his or her essential job functions.

13.0 DISABILITY ACCOMMODATION

.01 Mt. Pleasant Baptist Church is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

.02 Reasonable accommodation is available to all disabled employees, where their disability affects
the performance of their job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

13.1 **Reasonable Accommodation**

.01 Upon written request, Mt. Pleasant Baptist Church provides reasonable accommodations to individuals with disabilities. Under the employment provisions (Title I) of the Americans with Disabilities Act, or ADA (PL 101-336), employers are required to provide “reasonable accommodation” as a means of overcoming unnecessary barriers that prevent or restrict employment opportunities for otherwise qualified individuals with disabilities.

.02 The ADA defines a qualified individual with a disability as a person who “satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires and who, with or without reasonable accommodation, can perform the essential functions of such position.” The term “reasonable accommodation” means a modification or adjustment to the job, the work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. Essential functions are, by definition, those that the individual who holds the job would have to perform, with or without reasonable accommodation, in order to be considered qualified for the position.

.03 It is the desire of Mt. Pleasant Baptist Church to extend reasonable accommodation to the known limitations of qualified persons with disabilities who are employees or applicants for employment, in order that these individuals may perform the essential functions of a position and/or participate in the employment application process. In general, it is the responsibility of the applicant or employee with a disability to inform Mt. Pleasant Baptist Church that an accommodation is needed in order for him or her to participate in the application process, to perform the essential job functions, or to receive benefits and privileges of employment.

.04 All requests for accommodations will be evaluated on an individual basis to determine the appropriateness of the request. Moreover, employment opportunities shall not be denied because of the need to make reasonable accommodations for an individual’s disability. To request a reasonable accommodation, the disabled person must contact their Supervisor and make their request known in writing.

13.2 **Identification of Special Needs**

.01 Individuals are encouraged to report any special needs to their Supervisor and Senior Minister so they may be protected during emergency procedures. The employee shall make arrangements with his or her department if assistance exiting a building during an emergency is needed.

14.0 **CHURCH MEMBERS WHO ARE EMPLOYEES**

.01 Church members who are employees are expected to be faithful at regularly scheduled worship services, Sunday School and other appropriate special Church events or activities unless out of town, on vacation, self-improvement, sick leave, Church programming, or family emergencies. Church member employees shall keep their ministerial Department Head informed of exceptions to the items noted above.

.02 Staff employees who are Church members are also expected to be an example to the congregation.
15.0 DISPLAY OF LABOR POSTERS

.01 The following federal labor law posters will be placed in a prominent and conspicuous location, within the Church Office where they can be easily seen by employees and applicants for employment.

- Federal Minimum Wage and Overtime Poster
- "Equal Employment Opportunity is the Law" Poster
- Occupational Safety and Health Act (OSHA) Poster
- Employee Polygraph Protection Act Poster
- Worker's Compensation Poster

.02 A current copy of these posters can be obtained free by contacting the nearest office of the U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division; Equal Employment Opportunity Commission, Communications and Legislative Affairs; U.S. Department of Labor, Occupational Safety and Health Administration; and our Worker's Compensation carrier.

.03 The state Department of Labor may also require the display of other posters as required by state law.

.04 Whenever possible, Spanish posters will also be requested and placed for the convenience of employees who may speak Spanish.

16.0 EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

.01 Upon completion of the employee orientation process, each new Mt. Pleasant Baptist Church employee is required to sign and date an Employee Statement of Acknowledgement Receipt of Employee Policy and Procedure Manual. This Acknowledgment states that the employee has received a copy of the Church's Policy and Procedure Manual; has read and understands it; and will comply with the standards set forth in it.

.02 This signed Acknowledgement will be placed in the employee's Personnel File.

Section B

COMPENSATION

“For the Scripture says, ‘Do not muzzle the ox while it is treading out the grain,’ and ‘The worker deserves his wages.’ 1 Timothy 5:18

Statement of Policies and Procedures:
1.0 PAY PERIODS

.01 Mt. Pleasant Baptist Church practices a bi-weekly pay period. Hourly employees receive wages for hours worked during this period on Thursday of each week. If the pay period falls on a holiday, the payday will be the preceding normal workday.

.02 Paychecks are available after 11:00 a.m. from the employee’s supervisor.

.03 The cashing of employee paychecks is not allowed from Church funds.

2.0 ADVANCE OF PAY

.01 The advancement of pay may be granted to employees who request in writing such pay for reasons of vacation and other approved leave of absences. The amount advanced must be limited to wages earned at the time of the advance. A Request for Advance Payment of Pay must be made to the treasurer at least seven work days prior to the disbursement date.

.02 Normally, checks will not be issued in advance under any other circumstances.

3.0 TIMESHEETS

.01 All non-exempt hourly employees are required to complete a Timesheet that accurately reflects their actual hours worked, leaves of absence and sicknesses. These timesheets must be submitted to their respective supervisors no later than 9:00 a.m. on the Monday following the pay period. All supervisors are required to approve the hours recorded and sign the timesheet. These timesheets are required to be submitted to the treasurer by 5:00 p.m. every Monday. Failure to turn in timesheets on a timely basis may result in a delay in pay.

.02 Employees shall not record their starting time until they are ready to report directly to their workstation and begin work.

.03 Employees shall never record or sign the Timesheet of another employee or knowingly allow someone else to record or sign his or her time record.

.04 If a change or correction is to be made on a Time sheet; both the employee and their supervisor must initial the revision.

.05 Violations to these guidelines may result in disciplinary action, up to and including possible termination.

4.0 OVERTIME

.01 Federal labor laws require the Church to pay time-and-a-half (1-1/2) for time non-exempt employee’s work which is in excess of 40 hours per week. The work week is Monday – Sunday. To comply with this requirement, non-exempt employees are required to report all hours worked at their regular job on their timesheet each week. Non-exempt personnel are specifically not allowed to "volunteer" hours in performing their regular job assignment. Since all overtime hours worked are
required to be paid at time-and-a-half, it is the responsibility of the non-exempt employee's supervisor to monitor and prioritize each non-exempt employee's work so that overtime is kept to an absolute minimum.

.02 It is the policy of Mt. Pleasant Baptist Church to staff all administrative support and activities in such a manner that employees are regularly scheduled for a 40-hour or less workweek. Overtime is intended to be a vehicle to resolve emergencies and temporarily alleviate problems resulting from the imbalance in the normal work schedule.

.03 Overtime shall not be worked by non-exempt employees unless prior authorization is obtained by both the supervisor and/or the Senior Minister.

.04 The approval process outlined above also applies to hourly non-exempt employees who are budgeted to work less than 40 hours per week. All supervisors shall ensure that the authorized budgeted hours are not exceeded without prior approval.

4.1 Compensatory Time

.01 Church supervisors may work in conjunction with support non-exempt employees to adjust work schedules when excessive hours are required to be worked in the early part of the workweek. Furthermore, no compensatory time off is allowed outside the 40-hour workweek (a pay period) in which the time is computed.

5.0 PAYROLL DEDUCTIONS

.01 By law the Church is required to deduct, where applicable, federal and state income taxes and Social Security taxes. Any other voluntary deductions from an employee's paycheck (i.e. group health and life insurance premiums, etc.) must be authorized in advance in writing by the employee.

.02 If the secretary receives any Form W-4 where the employee is claiming 10 (ten) or more allowances or claims “exemption” from withholding altogether (and his/her wages would normally exceed $ 200.00 per week), the employee will be contacted and informed that the Church is required by IRS regulations to furnish a copy of their Form W-4 to the IRS. The secretary will send the form as required by IRS instructions.

6.0 GARNISHMENTS

.01 As required by law, the Church is required to honor legal garnishments of employees' wages. The Church will notify the applicable employee of any garnishment notice received by the Church. Repeated garnishments of wages may be cause for disciplinary action up to and including discharge.

7.0 STAFF GIFTS

.01 All special occasion gifts to staff (i.e. birthday, anniversary, etc.) which are paid out of the Church funds (unrestricted or restricted) must first be recommended by the Personnel Committee and approved in advance by Finance Committee who will notify the Senior Minister and recommend
to Church for approval.

.02 Under most all circumstances, an all-expense paid trip for a staff member to the Holy Land or other destination in recognition of a special occasion or in commemoration of an anniversary will be treated as a taxable gift. The full amount of transportation, meals, lodging and extra cash must be included on the staff person’s Form W-2. It also includes all the travel costs of the staff person’s spouse (and children) if the Church also pays these. While this trip can tangibly benefit one’s ministry, such a trip is not considered a business or educational expense under tax law.

.03 Gifts given by Church members directly to a staff member arising from “detached generosity”, that is, where there is no Church leadership involvement or solicitation, will not be taxable to the staff member nor tax deductible by the donor. The Church will never be used as a funnel to transfer or self-direct funds to a staff member for the purpose of receiving a tax-deductible contribution.

.04 The basic tax rule regarding prizes, awards, and gifts from an employer to employees normally constitute taxable income to the employees, subject to federal (and state) income tax withholding and FICA. The IRS has always taken the position that any gifts or payments made to employees arising out of present or past years of service performed by the employee will not be considered as arising from “detached generosity” (required for a gift to be tax free). There are some exclusions based on de minimis factors that take into account the value of the property or service and the frequency with which similar fringes are provided by the employer to the employees. Cash awards are never excludable as a de minimis fringe benefit. Gift certificates that may be redeemed for cash are also not excludable under the de minimis rules. In order for a fringe benefit to be considered “de minimus,” the IRS stipulates: (1) that there must be no accounting for the benefit on an individual basis; and (2) that the benefit must be occasional. By “no accounting” the IRS means that the value of the benefit cannot be tracked; the IRS defines “occasional” as no more than once per quarter.

8.0 HONORARIUMS PAID TO STAFF

.01 In no circumstances shall a staff member of Mt. Pleasant Baptist Church receive an honorarium paid from Church funds for services they rendered while being on staff with Mt. Pleasant Baptist Church. Church funds would include not only budgeted funds but also any restricted or specially designated funds. An honorarium would be defined as any of the following types of payments:

• Cash gift  
• Gift certificates  
• Other forms of tangible gift (i.e. flowers, pen and pencil set, etc.)

.02 It is the general policy of Mt. Pleasant Baptist Church to pay staff members a salary or hourly rate for the services they render while employed at the Church. Leadership feels that each staff member's service abilities consist of not only the primary assigned area of ministry, but also any other areas of Church ministry whereby that staff member feels his/her spiritual gifts can be used most effectively for the Lord's work.

.03 If a staff member does feel led to assist another ministry, it is proper for that ministry to pay or reimburse from program funds any out-of-pocket expenses that staff member might incur relating to his/her service.

.04 Honorariums paid to an employee for services rendered (i.e. revivals, weddings, etc.) may be received by the employee.
9.0 WORK MADE FOR HIRE

.01 All work prepared by an employee within the scope of his or her employment will be owned by Mt. Pleasant Baptist Church. Examples of such work would be: sermons, books written, music arrangements and software developed on the Church premises during normal working hours. Section 201 of the Copyright Act specifics that "the employer...is considered the author" of a "work made for hire," and "owns all the rights comprised in the copyright" unless the employer and the employee "have expressly agreed otherwise in a written instrument signed by them." Therefore, in the absence of such an executed instrument, Mt. Pleasant Baptist Church owns all works prepared by an employee in the scope of his or her employment.

.02 Employees are encouraged to do all personal writing and composing at home and not at work. Employees shall not write or compose personal items during normal office hours nor use Church owned equipment, supplies, or personnel.

.03 If the copyright for such work made for hire is under consideration to be transferred to an employee, the Church’s Legal Council must first review the situation to see if it constitutes “inurement” and thus jeopardize the Church’s tax-exemption status, or expose the employee and Church leadership to intermediate sanctions rules.

10.0 FINAL PAYCHECK

.01 The final paycheck for voluntary terminated (resignation) employees will be available under the normal payroll pay cycle.

.02 The final paycheck for involuntary terminated employees will be prepared in advance and will be issued to the employee after the exit interview has been successfully completed or within 24 hours of termination.

Section C

WORKPLACE GUIDELINES

"On the contrary, we worked night and day, laboring and toiling so that we would not be a burden to any of you. We did this, not because we do not have the right to such help, but in order to make ourselves a model for you to follow." 2 Thessalonians 3:8-9

Statement of Policies and Procedures:

1.0 GENERAL

.01 The purpose of these guidelines is to define Mt. Pleasant Baptist Church's general workplace expectations. By keeping employees informed of these expectations, both the Church and the
employees will be able to operate God's house in a more decent and orderly manner. Leadership has found that most employees have a keen sense of appropriate behavior and strive to present the best conduct at all times. Most employees do not break the rules.

.02 Mt. Pleasant Baptist Church’s basic rule is very simple. If any employee engages in activity detrimental to the best interests of Mt. Pleasant Baptist Church, its members, or its employees, he or she will be appropriately disciplined. There will be consequences for improper behavior. The workplace guidelines listed in these procedures shall not be considered as exhaustive or all-inclusive.

.03 Examples of activities detrimental to the Church includes, but is not limited to, habitual lateness and/or absenteeism, destruction of property, reporting to work under the influence of drugs or alcohol, stealing, insubordination, refusing to perform an assignment, disclosing confidential information inappropriately, non-support of church guidelines, and others. This list is not all-inclusive but provides an example of improper or unacceptable behavior.

2.0 PERSONAL APPEARANCE AND DRESS CODE

.01 Appearances reflect not only on the staff person as an individual, but also on the Church as well. The appearance of staff members shall be appropriate to the occasion and their duties. Attire shall always be neat and attractive while on Church functions/responsibility and/or while officially representing the church. Church leadership expects staff to take pride in their appearance and strive to achieve a positive and professional image when representing the Church.

3.0 OPEN DOOR ARRANGEMENT

.01 One of the foremost goals of Mt. Pleasant Baptist Church is to ensure that each employee has a way to express their problems, opinions or suggestions. For all administrative matters, the employee shall talk with their immediate supervisor first, and if their supervisor cannot resolve an issue that is brought to his or her attention, he or she will refer them to the next higher supervision level for resolution.

.02 For all personal matters, the employee may talk with any member of the ministerial staff with whom they feel comfortable. It is recommended that when employees speak with a minister of the opposite sex a third party be in the general area of the meeting and aware of the meeting taking place…just to keep unnecessary rumors, suspicions or temptations at bay.

.03 All employees of Mt. Pleasant Baptist Church are encouraged to take an active part in the ministries and support of the Church. The Senior Minister and other leadership positions rely upon the support and encouragement of the Church staff in their ministry decision-making.

4.0 PARKING ON CHURCH FACILITIES

.01 Parking spaces on Church facilities are available on a first-come, first-served basis and may not be reserved without the Senior Minister’s approval. Employees shall not park in spaces that have been appropriately designated (i.e. handicap, first time visitors, drop-off areas, etc.).

.02 Parking is at the employee's own risk. Mt. Pleasant Baptist Church will not be responsible for any forms of theft or damage to an employee's vehicle parked on or near Church facilities.
Additionally, Mt. Pleasant Baptist Church will not be responsible for any personal property left in vehicles that is lost, damaged, stolen, or destroyed. Vehicles shall always be locked when unattended. It is the responsibility of each employee to use prudent measures in safeguarding their vehicles while on Church facilities.

.03 Each employee is encouraged to notify his Supervisor whenever they notice a suspicious person or unusual circumstance in Church parking areas.

5.0 TARDINESS AND ABSENCE

.01 Employee work schedules are being relied upon by ministry Department Heads and immediate supervisors. Therefore, it is critical that each employee works his or her assigned schedule on a punctual and consistent basis. However, the Church is aware that illnesses or emergencies may occur which could cause the employee to miss work.

.02 The offices of the Church are open Monday through Thursday from 8:00 a.m. to 1:00 p.m. If an employee is unable to report to work for any reason, they must call the Church office no later than 9:00 a.m. Employees shall talk directly to his/her supervisor. Leaving a message is not acceptable. If the employee's supervisor is not in the office at the time of the call, the Office Manager shall be contacted. If both the supervisor and Office Manager are not available, it would then be appropriate to leave a message requesting them to return the call. It is the employee's responsibility to keep the Church informed on a daily basis regarding the status during a short-term absence and to provide appropriate medical verification when requested.

.03 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.

.04 If an employee does not call in or report to work for three consecutive workdays, such actions may be considered as a voluntary resignation.

6.0 INCLEMENT WEATHER

Before Normal Working Hours

.01 If an employee is at home when inclement weather begins they shall listen to local news reports to determine if public schools will be closed.

.02 All Church employees shall call the Church’s Senior Minister by 7:30 a.m. to receive instructions on who shall report to work.

.03 If an employee has children and does not have a childcare alternative, he/she may choose to stay home in a non-compensated status.

.04 Employees away on scheduled vacation or approved leaves of absence will not be called to report. Employees facing personal crisis that prevent them from coming in (i.e. protection of personal property and immediate family) will also be excused.
.05 Time off due to inclement weather under the above circumstances will be considered non-compensated unless the employee elects to use paid time off.

**During Normal Working Hours**

.01 If an employee is on the job and leadership closes the facilities, the employee will be paid for the hours they would have normally worked for that day. If the facilities are closed beyond that day, the employee will not be paid for this time off. In those cases where the Church’s facilities are unable to be reopened for an extended period of time, employees may use their Paid Time Off benefits or may request to make up time later in the day or week. All requests must be made in writing to be valid.

### 7.0 LEAVING OFFICE DURING REGULAR HOURS

.01 When an employee leaves the office, he/she is expected to obtain approval from their immediate supervisor stating their departure and the expected time of return to the office. Any delays in returning shall result in a call to the office. The time out from the office must be properly recorded as uncompensated leave time on non-exempt employee’s timecard or timesheet.

### 8.0 BREAK AND LUNCH PERIODS

.01 Non-exempt employees are provided one (1) fifteen (15) minute break period for each four (4) hours of work. Break periods shall be taken near the middle of the four (4) hour work period. A thirty (30) minute unpaid lunch period is provided for non-exempt employees who work more than five (5) hours in a workday. However, employees who do not work more than six (6) hours in a workday may choose to waive their lunch period.

### 9.0 MINISTRIAL STAFF HOURS

.01 A master schedule of ministerial activities is kept in the church office. Ministers are responsible for advising office staff where they can be reached during the week and should check in periodically by telephone. The Senior Pastor or his designee is responsible for scheduling assignments and approving ministerial staff schedules. For documentation purposes, the senior Pastor will inform the Chairman of the Personnel Committee of his leave relating to conferences, revivals, conventions, and Paid Time Off. Each ministerial staff member is expected to work a minimum eight hours each work day.

.02 Because the special nature of ministers’ work requires their presence for deaths, family crisis, hospitalization, emergencies, meetings and other activities, ministerial staff members normally work for extended periods beyond the normal 40 hour work week, plus Sundays, therefore, ministers who work on Sunday will be given one day off the following week. A roster will be maintained by the Senior Pastor or his designee and each minister will take his turn serving on his days off. Changes in the roster rotation may be made to accommodate unforeseen circumstances and events. This non-work day is provided for working on Sunday and cannot be accrued or carried over from week to week.

### 10.0 STAFF MEETINGS
.01 Every employee is expected to attend the weekly staff meeting. It is a time of sharing praises, prayer requests, and general information.

.02 Occasionally, staff meetings will be held to provide ongoing training to Church employees for the purpose of helping them perform their duties in light of changing federal and state laws.

11.0 PERSONNEL FILES AND RECORDS

.01 It is critical that the Church maintains current and accurate information about each employee. Employees are expected to keep the supervisor informed of changes to their name, address, phone number, marital status, person to notify in case of emergency, etc.

.02 A statement of marital status and the number of exemptions claimed for income tax withholding purposes shall be reported by the use of an Employee Withholding Exemption Certificate (IRS Form W-4). Normally, an employee may claim exemptions on this form equal to or less than the number of exemptions to be shown on his/her Federal income tax return. In addition, Form W-4 may be used to authorize the withholding of a specified amount of tax per pay period in excess of the amount required to be withheld under normal Circular E tax table rules.

.03 After filing a Federal income tax return for the prior year, an employee with sufficiently large itemized income tax deductions, estimated for the ensuing year, may be able to qualify for reduced withholding. The amount of reduced withholding can be determined from Schedule A of Form W-4. In order to reduce withholding, a revised Form W-4 (with Schedule A) must be filed with the Payroll Office.

.04 Personnel files will include the following types of employee information (list is not all inclusive):

- Position Description
- Offer of employment
- IRS Form W-4
- Periodic performance evaluations
- Sign-up forms for employee benefits
- Memos on excellent performance
- Warnings and disciplinary actions

.05 Employees will be allowed to review their personnel records that have been used to determine their qualifications for employment, promotion, compensation, termination, or other disciplinary actions in the presence of the Senior Minister or his representative. Employees are not allowed access to other employees’ files unless it is part of their position’s duties or if they have a need to know. This includes personnel office staff, present or potential supervisors and administrative or executive staff. Please discuss requests with the Senior Minister for more information.

06. When it is necessary for an employee’s records to be sealed, the Personnel Committee will have to approve accessing the file.

07. Pre-employment reference and information from criminal court, credit or other records will be sealed and will be accessible only by the Senior Pastor and Chairman of the Personnel Committee.

12.0 GRIEVANCES AND COMPLAINTS
.01 Employees who have grievances or complaints regarding Church policies, procedures or organizational structure issues shall discuss these with their immediate supervisor. Discussions must be made within two (2) consecutive workdays. If the employee feels their grievance or complaint is unresolved by their supervisor, the employee can submit their concern in writing to the Senior Minister, assuming the Senior Minister is not the immediate supervisor. He will review the matter and take the appropriate actions. If the employee is still not satisfied, he/she may place the concern in writing to the Personnel Committee. The Committee will review the matter and provide a response.

.02 Grievances or complaints between fellow employees shall be addressed immediately between themselves, as outlined in Matthew 18 (see guidelines below). Allowing a time lapse could interfere with work assignments. If these guidelines are unsuccessful, one or both shall then discuss the problem with their supervisor.

.03 Mt. Pleasant Baptist Church does not regard the use of these problem-solving procedures as a nuisance, but as an opportunity to correct dissatisfaction in job related practices and policies. It is the practice of Mt. Pleasant Baptist Church to let every employee tell their side of the story, with no intention of penalizing them for expressing his or her point of view.

12.1 Guidelines for Conflict Resolution

.01 Mt. Pleasant Baptist Church ministry staff members are encouraged to follow the scriptural example in Matthew 18 for resolving conflicts.

"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother." Matthew 18:15

.02 In accordance with God's Word, all Mt. Pleasant Baptist Church staff members are asked to follow these steps in resolving conflict:

- In all conflicts I will seek to act in a Christ like manner and not give in to my natural and human feelings and emotions.

- I will pray and seek the Lord's comfort and guidance in the matter. I will not share an offense with another person.

- I will not seek to find others who have been offended, nor will I seek to validate my hurt by finding potential mediators before meeting with the person who has offended me.

- I will first go to the person alone who has offended me and seek to resolve our differences and restore the relationship. I will value the restoration of the relationship above the exposing of that person's possible sin. I will listen to his/her point of view and seek to understand his/her perspective on the issue.

- If going to the person first does not resolve the conflict, I will seek the help of one of the deacons to help both of us to see what we need to do to glorify God in our relationship. I will make sure that this deacon is a spiritually mature person who is neutral in regards to this issue. I will keep an open mind to the advice of the deacon and seek to change my attitude and actions as I am advised.

- If the deacon cannot affect a resolution, and agrees with my concern, I will seek the help of the Personnel Committee who can intercede in the matter and seek God's glory in this conflict.
• I will not allow anyone to criticize another staff member without first following the scriptural
guidelines in resolving conflict. In order to avoid gossip and hurt feelings, I will not discuss this
matter without the offending party present.

• As a last resort, if the conflict cannot be resolved, I will act in a manner pleasing to God, even if
it means removing me from the source of the conflict.

13.0 SEXUAL AND OTHER FORMS OF HARASSMENT

.01 The Church is committed to providing a work environment that is free of discrimination,
harassment or a hostile work environment. In keeping with this commitment, the Church maintains
a strict policy prohibiting unlawful harassment, including sexual harassment. Sexual harassment
involves not only unwelcome touching and demands for sexual favors, but also any unwelcome
sexual oriented behavior or comments that create a hostile or offensive work environment. It is
important for every employee to understand that jokes, stories, cartoons, nicknames, and
comments about appearance may be considered offensive to others. In no way shall the above
listed examples be considered all-inclusive, but they are intended to provide guidance as to what
may constitute a form of harassment.

.02 Sexual harassment of employees by supervisors, coworkers, or others who visit the Church
(i.e. vendors or church members) is prohibited. Information providing further details in regard to
sexual harassment is posted on a bulletin board in the Church office.

.03 If an employee believes he or she is being, or has been harassed in any way, or has observed
harassment in any way, they must report the facts of the incident or incidents to the Senior Minister
or Chairman of 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 and
documented in writing. Every complaint will be taken seriously, investigated promptly and held
highly confidential. The Church will take affirmative steps to ensure that such behavior is not allowed
or tolerated. Offenders may be disciplined up to and including termination and the loss of any
accrued benefits.

14.0 PERSONAL OR ROMANTIC RELATIONSHIPS

.01 Situations may arise where employee or otherwise friendships develop into personal, romantic
relationships or marriage. Romantic relationships between coworkers or others at or through the
Church can create difficulties for the parties involved, Mt. Pleasant Baptist Church, and even other
employees or members.

.02 When this occurs, and one employee is anywhere in the chain of authority or influence over the
other, the employees are expected to report the relationship to their ministerial Supervisor and/or
Senior Minister. When this type of relationship is allowed to occur, it affects employee morale by
perceptions of favoritism and potential violations of the sexual harassment policy. Therefore,
reporting the relationship is mandatory.

.03 The employees must report the relationship at any time it appears the relationship could result
in romantic attachment (e.g. dating).
.04 It is the Supervisor’s responsibility (if he/she is not one of the employees involved) to determine whether a direct reporting or supervisory relationship exists. If the Supervisor is one of the employees involved, the Senior Minister will make this decision.

.05 If two employees marry or become involved in a romantic relationship which conflicts with this policy, one employee must either move to a different ministry position or terminate employment with Mt. Pleasant Baptist Church within ninety (90) days (or sooner if the Senior Minister deems it necessary).

.06 If the employees cannot agree as to which employee must move to a different ministry position or terminate employment; the decision will be made by the Senior Minister.

**15.0 DRUG-FREE WORKPLACE**

.01 Mt. Pleasant Baptist Church participates in a drug-free program through its Worker’s Compensation carrier and in doing so desires to provide a drug-free, healthful and safe work place to staff and guests. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their ministry in a satisfactory manner.

.02 Mt. Pleasant Baptist Church may establish and maintain a drug and alcohol testing program that may require employees to submit to testing, depending upon the circumstances and what governmental regulations and insurance carrier stipulations either require or allow. If the employee has any questions or need additional information in regard to the Church’s drug-free program, they must check with the Senior Minister.

.03 The manufacturing, distribution, dispensation, possession of alcohol, illegal drugs, or any controlled substance on Church property or in Church vehicles is prohibited. It is a violation of Mt. Pleasant Baptist Church's policy for employees to report to work or operate Church vehicles or equipment "under the influence" of alcohol, illegal drugs, or any controlled substances. Mt. Pleasant Baptist Church reserves the right to require employees to submit to a blood or urine test prior to employment, or at any point during employment.

.04 Possessions or detection of drugs or alcohol or refusal to abide by this policy will subject an employee to disciplinary action, up to and including termination.

**16.0 SALE OF PERSONAL MERCHANDISE**

.01 Employees, immediate family members of employees, or businesses operated by employees or family members (see Outside Employment and Activities guidelines below) may not directly sell personal merchandise (i.e. Amway products, Shaklee products, T-shirts, music, records, etc.) to employees, Church members or visitors during normal working hours. Furthermore, sales may not be made for or at Church related functions (such as retreats, concerts, choir trips, etc.). Sales can be made after hours and not on Church facilities.

.02 Any purchases of merchandise from employees or their family by the Church must be handled through the normal purchasing procedures of the Church.
.01 We thank God for the spouses and children of our staff and we always desire for staff to place their family first before this ministry. Staff must remain sensitive to Mt. Pleasant Baptist Church’s position of responsibility with children. Children of employees are not allowed on the property of the Church without proper supervision. The Church cannot assume responsibility for a child left unattended in a room during any time of the day or night. Furthermore, employees shall not get in the habit of allowing extended visits from children, spouses, or other family members during normal work hours.

18.0 OUTSIDE EMPLOYMENT AND ACTIVITIES

.01 Mt. Pleasant Baptist Church feels that all employees must devote their spiritual gifts and talents to the ministry works for which they were employed. Leadership discourages full-time employees from taking part-time employment outside the Church but does understand that it may be necessary under certain circumstances. Outside employment is allowed with the prior approval of the employee’s immediate supervisor or Senior Minister. Approvals are conditioned upon the employee maintaining satisfactory performance evaluations from their immediate supervisor. Furthermore, the Church will not pay any medical benefits for injuries or sicknesses resulting from outside employment. If excessive time off is required due to an injury from outside employment, this condition could result in his/her termination from employment with Mt. Pleasant Baptist Church.

19.0 PERSONAL MAIL

.01 Mail of a personal nature is to be delivered to the employee’s home address and not the Church.

20.0 PERSONAL AND ETHICAL RESPONSIBILITIES

.01 All employees 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 Mt. Pleasant Baptist Church. Employees are expected to use good judgment and common sense by avoiding acts that could violate sound business ethics or cause harm to the Church and/or fellow staff members.

.02 Potential ethical conflicts could include; receiving gifts, misappropriation of work time on Church property, biased selection of vendors or vendor contracts, disclosures of confidential Church information to others or use for personal gain, etc. Compliance with these standards is the responsibility of every employee, Church member employees or non-Church member employees. Under certain conditions, an employee may be asked to sign a Statement of Confidentiality.

21.0 FINANCIAL INTEGRITY

.01 All employees are to respect the Church's budget process and final adopted budget. Staff are to administer the budget effectively and abide by the following financial guidelines:

• Not transfer funds from their responsible budget area(s) to another budget area without prior permission from the Finance Committee.
• Not overspend the budget without prior approval from the Finance Committee.

• Not solicit contributions for programs or other purposes without prior permission.

• Be careful to never solicit or encourage gifts from Church members or guests for themselves or their family.

No money is to be kept at employees’ staff desks/workstations. All monies are to be properly deposited.

22.0 PASTORAL COUNSELING SESSIONS

.01 Mt. Pleasant Baptist Church is committed to protecting the integrity of our staff and the reputation of our Church. Scripture stipulates that Church leaders are to be above reproach, and that even the appearance of wrongdoing shall be avoided. Therefore, the following counseling guidelines have been established:

• Never counsel the opposite sex alone in any Church facility, or any other location at any time.

• Never counsel the opposite sex alone on Church facilities after normal working hours.

• Never counsel the opposite sex more than once without the counselee's mate present.

• Never go to breakfast, lunch or dinner alone with the opposite sex.

• Never kiss any Church member or Church guest of the opposite sex.

• Never discuss detailed sexual problems with the opposite sex. Refer them to a same sex ministry (i.e. Women's Ministry, Men's Ministry, etc.).

• Never discuss personal marriage problems with any Church member or Church guest of the opposite sex.

• Never drive alone in a car with the opposite sex.

• Carefully respond to cards or letters from the opposite sex.

• Use Church Secretaries, open/glass viewing rooms and video cameras as protective measures.

.02 The documentation of all counseling sessions shall be properly secured under lock and key by all those who counsel. These files shall be strictly protected against unauthorized access because of the legal and ethical responsibilities the Church could face.

.03 Conversations between a minister and a counselee are protected by the clergy-penitent privilege only if they are made privately in confidence with no third person present and the minister is acting in a professional capacity as a spiritual advisor.

.04 The disposition of counseling files in the event of the counselor’s death or departure from Mt. Pleasant Baptist Church ministries will be the responsibility of the Senior Minister with Church Legal Council assistance.
.05 Following are helpful guidelines to be used in counseling under crisis situations:

- Assess the level and intensity of the need.
- Immediately respond to the crisis.
- Have the person identify other key people such as friends and relatives.
- Allow the person to talk freely.
- Help them to focus on the immediate matters.
- When the person is calmer, try to work with him/her to identify a specific step that he/she can immediately take.
- After necessary referrals are made, make sure the person immediately follows through.
- Follow-up; give the person a call the next day.

.06 Following are helpful guidelines to be used in counseling over the telephone:

- Use your voice effectively to communicate warmth and pleasantness.
- Concentrate on the caller's need.
- Effectively listen to tone, speed, and effect in the voice of the caller.
- Try to ascertain the caller's basic feelings and why he/she is calling.
- Ask open ended questions rather than yes-no questions.
- Do not be over-eager to come to some type of solution on the phone or jump to quick solutions.

23.0 CONFIDENTIALITY OF CHURCH INFORMATION

.01 During the course of the employee’s employment with Mt. Pleasant Baptist Church, they may have access on a regular basis to information of a highly sensitive and confidential nature. This information will be contained in Church records, correspondence with Church members and others, inter-office memoranda, and other similar documents. Employees of Mt. Pleasant Baptist Church serve in a position of trust, and they have an obligation to the Church and to those persons to whom the Church ministers to see that the confidentiality of this information is strictly maintained and protected. Unauthorized use or disclosure, even if inadvertent, compromises both the employee and the Church and seriously erodes the confidence of others without which Mt. Pleasant Baptist Church simply could not effectively minister. Under certain situations, an employee may be asked to sign a Statement of Confidentiality.

.02 Information regarding Mt. Pleasant Baptist Church or its members, or other persons to whom Mt. Pleasant Baptist Church may minister, of which the employee becomes aware as a result of their employment relationship, is considered confidential information. The employee may not disclose, duplicate, or use this information except as required in the performance of their duties with
the Church. Failure to adhere to these necessary standards may result in disciplinary action, up to and including termination.

.03 Confidential information and messages shall never be sent to or received from an individual by use of the Church's fax machine or e-mail system. Furthermore, confidential information that is sent in the mail or an inter-office envelope shall always be sent in a sealed envelope marked "Confidential -- to be opened by Addressee only." Confidential documentation shall always be stored in a locked filing cabinet. Access to this material shall be allowed only to authorized individuals.

.04 Cellular phone conversations are not considered confidential. Therefore, ministers shall refrain from engaging in confidential spiritual counseling over a cellular phone and wait until the discussion can be made on a secured land line.

.05 Following are several helpful tips that Church employees shall use in handling confidential information:

- Protect confidential papers that are on employee's desk by keeping them face down.
- Safeguard confidential documents by storing them in a locked file cabinet when not in use.
- Mark each confidential folder or envelope "CONFIDENTIAL".
- Never leave personal notes and papers on your desk when you leave for the day.
- Shred confidential papers, notes and photocopies before they are thrown away in the trash.
- Use passwords to access personal and confidential files that are stored on personal computers.

.06 The employee's obligation to preserve the confidentiality of information acquired during their employment continues even after the Church no longer employs them. The employee may not disclose, after separation of their employment, any information which they were not permitted to disclose during their employment. Moreover, the employee may not utilize the confidential information he or she acquired while employed at Mt. Pleasant Baptist Church even after their departure from the Church.

.07 Any information that an employee gains because of their position is considered confidential unless it is in the public domain.

24.0 COPYRIGHT INFRINGEMENTS

.01 Church leadership will not tolerate any forms of copyright infringements. Church owned copy machines, computers, tape duplicators, sound recording devices or any other forms of duplicating or reproducing equipment shall not be used to copy or reproduce any form of copyright materials for ministry or personal use. This policy is strictly monitored. Violation of this policy can result in immediate termination.

25.0 ACCESS TO AND REMOVAL OF CHURCH PROPERTY

.01 It is critical that Mt. Pleasant Baptist Church have access at all times to Church property. As a result, the Senior Pastor, chairman of the deacons and chairman of the personnel committee together reserves the right to access employee offices, work stations, filing cabinets, desks,
credenzas, and any other Church property at its discretion, with or without advance notice or consent. Such access would also include records, documents, files, schedules, ledgers, etc of a non-confidential nature.

.02 No property is to be loaned or removed from the Church grounds without the approval through the ministry Department Head's or Senior Minister's office. If equipment, such as overhead projectors, etc., is to be used in another part of the facility, the Office Manager must be notified.

.03 Removal of official Church documents or records without the expressed consent of the employee's ministry Department Head is strictly prohibited.

26.0 ISSUANCE OF CHURCH PROPERTY AND EQUIPMENT

.01 Keys to exterior doors and/or offices of the Church will be issued to appropriate employees. Church issued keys shall not be used by anyone except the employee to whom they are issued.

.02 Any Church owned property and/or equipment (i.e. keys, credit cards, laptop computers, beepers, cellular phones, Dictaphone equipment, recorders, uniforms, etc.) which has been personally issued to an employee to perform their job remains the property of Mt. Pleasant Baptist Church. It is the employee's responsibility to see that these items be used solely by the issued employee for Church related business. These items must be returned to the Church Office at the time of the employee's termination and their final paycheck will be held until all such items have been returned.

27.0 USE OF CHURCH TELEPHONES

.01 Church leadership realizes that it may be necessary for employees to occasionally make and receive personal calls on Church telephones. However, such calls shall be held to a minimum and each limited to no more than 5 (five) minutes in length. Such personal calls shall be made, whenever possible, during scheduled break and lunch periods. The employee is expected to inform each of their family members of these guidelines. Unavoidable lengthy personal calls shall be cleared through their supervisor and time appropriately adjusted on their timesheet.

.02 Use of Church telephones to make personal long-distance calls is not allowed unless prior approval is received.

.03 Use of cellular phones while driving vehicles is strongly discouraged.

.04 Employees who have been issued a Church cellular phone must use these phones as normal ministry business use only, and shall not be used for routine personal calls or while on vacation leave.

.05 Personal cellular phones must be kept in their off position or vibration mode while in the Church office. Personal calls on your personal cellular phone will be treated in the manner as personal calls made on the Church's telephones.

.06 Failed efforts by staff to access voice mailboxes shall be reported for investigation and correction.

.07 Employees and lay leaders shall not knowingly listen to personal phone conversations or
secretly record any oral or electronic conversations or communications between a staff member and a third party. If some form of wrongdoing is suspected, this concern shall be brought to the attention of the Senior Minister. The Senior Minister will obtain legal advice from the Church’s General Counsel.

.08 Employees are expected to use good judgment and common sense when it comes to using Church telephones.

28.0 USE OF TELEPHONE CREDIT CARDS

.01 Church telephone credit cards may be issued to ministerial and administrative/managerial staff members. These cards have been assigned to these staff members for the sole purpose of conducting Church related business. They shall only be used when the employee does not have access to the Church in-house phone system.

.02 When out of town, the credit card shall be used only to conduct Church related business which cannot wait until returning. Telephone calls to your home are permitted up to ten minutes every day, when out of town conducting Church business. The Church telephone credit card is not to be used to conduct personal business.

29.0 USE OF CHURCH COMPUTERS AND INTERNET ACCESS

.01 The purpose of these guidelines is to maintain the integrity of Mt. Pleasant Baptist Church's computer network. Understanding of, and abiding by these guidelines, is essential to ensure that the system can be used without impeaching its integrity.

.02 The purpose of Mt. Pleasant Baptist Church's network resources, including the Internet, is to support the numerous ministries in the achievement of their mission and goals, and to improve the Christian community in general. These resources are intended to facilitate day-to-day operations, including collaboration and information exchange within the different ministry departments and integrated ministry auxiliaries. They are also intended to expedite Church members and general public access to Mt. Pleasant Baptist Church and other religious information.

.03 If there are any questions regarding the use of Church computers or Internet access, it is incumbent upon the employee to seek guidance through the Senior Minister.

29.1 Computer Network Restriction

.01 Church computers are to be used for Church business and associated ministries only. Employees shall not use a Church account for any activity that is commercial in nature, not related to work at Mt. Pleasant Baptist Church, such as consulting services, typing services, developing software for sale, advertising products, website development, and/or other commercial enterprises for personal/financial gain.

.02 Without prior written permission from the Senior Minister, the Mt. Pleasant Baptist Church computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, Trojan horses, worms, bots, flash programs, self-replicating programs, etc.), political material or activities, pornographic text or images, copyrighted material, or any other unauthorized materials.
.03 Employees may not use the Mt. Pleasant Baptist Church Internet connection to download games or other entertainment software (including screen savers), or to play games or gamble over the Internet. Additionally, employees may not use the computer network to display, store, or send (using e-mail or any other form of electronic communication such as bulletin boards, chat rooms, user groups, etc.) material that is fraudulent, harassing, discriminatory, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials must notify his/her ministry Department Head immediately.

.04 Employees shall not attempt to:

- circumvent data protection schemes or uncover security loopholes without prior written consent of the Senior Minister. This includes creating and/or running programs that are designed to identify security loopholes and/or intentionally decrypt secure data;
- monitor or tamper with another user’s electronic communications or reading, copying, changing, or deleting another user’s files or software without the explicit agreement of the owner;
- facilitate or allow use of a computer account and/or password by an unauthorized person;
- mask the identity of an account or machine which includes sending e-mail that appears to come from someone else; and
- perform an act without authorization that will interfere with the normal operation of computers, terminals, peripherals, networks, or will interfere with others’ ability to make use of the resources.

29.2 Accessing the Internet

.01 The Internet is a worldwide network of computers that contains billions of pages of information. The church cannot be responsible for unsolicited internet content and/or e-mail that may be received.

This service is provided to Church employees to facilitate communication, information sharing, information access and enhancement of their job performance. Its use shall be limited to legitimate Church business and managed by rules of conduct applicable to any other Church owned resource. Users are cautioned that many Internet pages include offensive, sexually explicit, and/or inappropriate material.

.02 As a test to determine if an employee’s use of the Internet is necessary or appropriate, the following question shall be asked: “Is this use of the Internet enabling me to perform my duties more effectively, less expensively, or provide better service to the ministries of Mt. Pleasant Baptist Church?”

.03 It is acceptable Internet use to perform the following employee functions as well as those specifically instructed by their supervisors:

- Communications of information exchanges directly relating to the Church’s mission, goals and ministry plans;
- Announcements of Church services, activities and policies and procedures;
• Use for advisory, research, analysis and development activities related to the user’s ministry duties and responsibilities.

.04 To ensure security and avoid the spread of viruses, users accessing the Internet through a computer attached to the Mt. Pleasant Baptist Church network must do so through an approved Internet firewall or other security device. Bypassing Mt. Pleasant Baptist Church computer network security by accessing the Internet directly by modem or other means is strictly prohibited, unless the computer you are using is not connected to the Mt. Pleasant Baptist Church's network.

29.3 Frivolous Use

.01 Computer resources are not unlimited. Network bandwidth and memory have finite limits, and all users connected to the network have a responsibility to conserve these resources. Therefore, users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to: sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-ministry-related uses of the Internet.

29.4 Virus Detection

.01 Files obtained from sources outside of Mt. Pleasant Baptist Church, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services, files attached to e-mail, and files provided by customers or vendors may contain dangerous computer viruses that may damage the Mt. Pleasant Baptist Church computer network. Users must not download files from the Internet, open suspicious e-mail attachments from outsiders, or use disks from non-Mt. Pleasant Baptist Church sources without first checking for viruses.

.02 Before opening any e-mail attachment, the employee shall first right click on the attachment icon and click “view” to look at attachment without opening it into the Church’s network or personal computer.

29.5 No Expectation of Privacy

.01 Employees are given computers and Internet access to assist them solely in the performance of their ministry duties. Employees shall have no expectation of privacy in anything they create, store, send or receive via the e-mail system using Mt. Pleasant Baptist Church computer equipment. As stated above, the computer network is the property of Mt. Pleasant Baptist Church and may be used only for Mt. Pleasant Baptist Church purposes.

29.6 Waiver of Privacy Rights

.01 Every user expressly waives any right of privacy in anything he/she creates, stores, sends, or receives via the e-mail system using Mt. Pleasant Baptist Church's computer equipment or Internet access. The user consents to allow designated Mt. Pleasant Baptist Church personnel access to and review of all materials created, stored, sent, or received by user through any Mt. Pleasant Baptist Church network or Internet connection.
29.7 Blocking Sites with Inappropriate Content

.01 Mt. Pleasant Baptist Church reserves the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate.

29.8 Security

.01 It is a priority of Mt. Pleasant Baptist Church to achieve the highest levels of confidentiality as possible in the Church’s computer network. In order to maintain proper security controls, cooperation will be necessary in the following areas:

29.8.1 Passwords

.01 User passwords will be issued and controlled by the Senior Minister. These passwords are used to identify authorized users on the Church’s system. Therefore, each employee password must be maintained secretly, known only by the employee and the Senior Minister. The employee shall not share his or her password or allow anyone else to use it without prior approval. A password shall consist of a word and/or numbers known to the employee but not easily guessed by others.

29.8.2 Use of System

.01 The computer system is to be used only by those with assigned accounts. Access will be limited to selected Church members who actually have a ministry related computer use.

29.8.3 Logging Off System When Away From Office

.01 If employees are going to be away from their desk for an extended period of time or at the end of the workday, they shall log off the system to prevent unauthorized access under their user name.

.02 Under normal operations at the end of each day’s work, employees are to log off from all network systems and any file server connections; close all desktop applications; make sure that all file sharing systems are turned off; and then power down their desktop computer.

29.9 Stand-Alone Computers and Laptops

.01 The guidelines mentioned in this section also relate to stand-alone and laptop computers. There will be no unauthorized use of, or software allowed to be loaded onto a Church owned computer. If a computer is connected to a Church modem, the employee is permitted to download only to the stand-alone or laptop’s hard drive. Under no circumstances shall a download take place to the Church network computer system.

29.10 Monitoring of Computer and Internet Use

.01 Mt. Pleasant Baptist Church reserves the right to monitor and log onto any and all aspects of its computer system including, but not limited to, monitoring Internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

30.0 USE OF CHURCH SOFTWARE
.01 Mt. Pleasant Baptist Church licenses the use of computer software from a variety of third parties. The software developer usually copyrights software. Unless expressly authorized to do so, Mt. Pleasant Baptist Church employees may not make copies of software except for back-up or archival purposes. The purpose of this procedure is to prevent copyright infringement and to protect the integrity of the Church’s computer environment from viruses.

.02 It is the policy of Mt. Pleasant Baptist Church to respect all computer software copyrights and to adhere to the terms of all software licenses to which the Church is a party. The Senior Minister is responsible for enforcing these guidelines.

.03 Mt. Pleasant Baptist Church employees may not duplicate any licensed software or related documentation for use either on Mt. Pleasant Baptist Church premises or elsewhere unless Mt. Pleasant Baptist Church is expressly authorized to do so by an agreement with the licensor. Unauthorized duplication of software may subject employees and/or the Church to both civil and criminal penalties under the United States Copyright Act.

.04 Employees may not give Church-owned/registered computer software to any other employee or any Church-owned/registered software to non-employees including: spouses, parents, contractors, students, and others. Mt. Pleasant Baptist Church employees may use Church-owned/registered software on the Church’s local area network or on multiple machines only in accordance with applicable license agreements.

30.1 Personal Software

.01 The use of personal software will not be allowed. Loading personal software is the number one means of introducing viruses into a computer network. Valid software licenses are required for all software loaded onto the Church computer network. If there is a software package an employee desires to have available on the network, the employee shall notify the Senior Minister, and if approved, it will be purchased from Church funds and installed.

30.2 Home Computer Use

.01 Computer software purchased by Mt. Pleasant Baptist Church is owned by the Church and cannot be copied or installed on employee’s and lay leader’s home computers. Church documents, spreadsheets, or data cannot be loaded on any other computer not owned by Mt. Pleasant Baptist Church without prior approval. All Church computer data and information belongs to Mt. Pleasant Baptist Church and shall not be copied or given to any person or loaded onto any other computer.

.02 If an employee is required to use certain software at home, Mt. Pleasant Baptist Church will purchase a separate package and record it as a Church-owned asset in the software register. Certain software companies do provide in their license agreement that home use is permitted under certain circumstances.

31.0 E-MAIL USAGE

31.1 General Guidelines

.01 The e-mail system of Mt. Pleasant Baptist Church has been established for the purpose of
furthering the Church's mission goals and not to provide a communication facility for employees' personal business. Consequently, e-mail shall be used for ministry related matters. However, an occasional or incidental use of the e-mail system for personal, non-business purposes is generally acceptable (similar to personal phone calls). However, if this privilege is abused, the employee may lose his or her e-mail privileges or receive appropriate disciplinary actions.

.02 Every communication the employees and lay leaders of Mt. Pleasant Baptist Church have with the public or with other employees shall be of the highest possible quality. Therefore, employees and lay leaders are expected to pay close attention to any electronic mail (e-mail) message sent internally or externally. E-mail messages sent externally shall receive the same attention to detail as do hard copies.

.03 E-mail communications may be used to facilitate routine matters such as scheduling meetings and conference calls, policy notices, requests for information or directives to complete tasks, and notification of employees' whereabouts. Incidental purposes may include announcing work-related social events, or contacting others about work-related transportation, work hours, and so on. At no time shall the e-mail system be used for betting pools, chain letters, product sales, political activism, and so forth.

.04 E-mail messages shall never contain sexually explicit images, slurs, jokes or cartoons, or any ethnic slurs, racial epithets, or any other material that could be construed as harassment, threatening, defamatory, misleading, obscene, or disparagement of others based on their race, national origin, gender, age, disability, or religious or political beliefs. Furthermore, e-mail messages shall not be used to reveal personal information such as the employee's or another's home address, telephone number, or social security number.

.05 All e-mail messages, documents, and information are the property of Mt. Pleasant Baptist Church, and as such, may be reviewed or inspected by the Senior Minister or his appointee at any time. Employees shall also keep in mind that when e-mail messages are exchanged with persons outside the Church, through the Internet or otherwise, the privacy of the messages depends upon policies and practices of service providers and network managers not within the control of the Church.

31.2 Confidential Church Information

.01 Employees must exercise a greater degree of caution in transmitting confidential Church information on the e-mail system than they take with other means of communicating information, (e.g., written memoranda, letters or phone calls). Confidential Church information shall never be transmitted or forwarded to outside individuals or organizations not authorized to receive that information and shall not even be sent or forwarded to other employees inside the Church who do not need to know the information. The employee shall always use care in addressing e-mail messages to make sure messages are not inadvertently sent to outsiders or the wrong person inside the Church. In particular, care must be exercised when using distribution lists to make sure that it is appropriate for all addressees to receive the information. Distribution lists are not always kept current; individuals using distribution lists shall take measures to ensure that the lists are current. Employees must refrain from routinely forwarding messages containing Church confidential information to multiple parties unless there is a clear need to do so.

.02 The following notation must be included in each employee’s personal signature on all e-mails that are sent:

Note – This e-mail is confidential and intended solely for the use of the individual to whom it is
addressed. Any views or opinions presented are solely those of the author and do not necessarily represent those of Mt. Pleasant Baptist Church, Inc. If you are not the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited. If you have received this e-mail in error please contact the sender. Although Mt. Pleasant Baptist Church, Inc. attempts to sweep e-mail and attachments for viruses, it does not guarantee that both is virus free and accepts no liability for any damage sustained as a result of viruses.

31.3 Viewing and Protecting E-mails

.01 To guard against dissemination of confidential Church information, employees shall not access their e-mail messages for the first time in the presence of others. E-mail windows shall not be left open on the screen when the computer is unattended.

31.4 Privileged Communications

.01 Some of the messages sent, received or stored on the Church e-mail system will constitute confidential, privileged communications between the Church and its ministers and professional advisors (i.e. attorneys, CPA’s). Upon receipt of a message from one of the Church’s professional advisors, the employee shall not forward it or its contents to others inside the Church without the advisor’s authorization. Never forward such messages or their contents to any non-employee.

31.5 Copyrighted Information

.01 Use of the e-mail system to copy and/or transmit any documents, software, or other information protected by the copyright laws is strictly prohibited.

.02 Among uses that are considered unacceptable and constitute a violation of this policy are downloading or transmitting copyrighted materials without permission from the owner of the copyright in those materials. Even if materials on the Church’s network or the Internet are not marked with the copyright symbol, one must assume that they are protected under copyright laws unless there is explicit permission on the materials to use them. Clip art downloads are not allowed unless expressly allowed on the website.

31.6 Governmental Involvement

.01 E-mails must never be sent for the purpose of endorsing or opposing a political candidate for public office or attempting to influence the passage or defeat of proposed legislation.

.02 These types of communications can jeopardize the federal exemption status of Mt. Pleasant Baptist Church. Refer to the different types of “prohibited activities” that Mt. Pleasant Baptist Church must not engage in by reviewing the Federal Income Tax Exemption policy.

31.7 E-mail Etiquette

.01 E-mail messages may be read by someone other than the addressee and may even someday have to be disclosed to outside parties or a court of law in connection with pending litigation. Accordingly, employees must take care to ensure that their messages are courteous, professional, and businesslike.

.02 Employees shall not send any e-mail communication that they would not feel comfortable
communicating face-to-face or over the phone. Good judgment must be used when communicating via e-mail. A good rule of thumb is to send only messages that the employee would be comfortable with if seen by someone other than the intended receiver.

.03 Other helpful tips on using e-mail:

- Keep messages brief and to the point. Format messages for easy reading—use a specific subject heading, make your main point in the first paragraph, keep sentences and paragraphs short, and use paragraph headings in longer messages. Avoid the use of all caps.

- Reread your mail for grammar, content, and tone; and perform spell check before you send it. A message can be softened by beginning with the person’s first name (“John, I have some corrections for your report . . .”) and ending with a “thank you.” Avoid inappropriate informality—think of a business e-mail message as a memo.

- Distribute messages only to selected staff with a need to know basis. Don’t overuse “reply all.”

- Never send e-mail under another person’s name without that person’s authorization, and the sender shall indicate their identity in the message.

.04 E-mails shall be avoided under the following situations:

- A message is extremely important or confidential and one cannot risk a breach of privacy;

- Conducting negotiations or holding a give-and-take conversation;

- Conducting lengthy interviews with a long list of questions that call for detailed answers;

- Delivering bad news or discussing an emotionally charged matter;

- Seeking an immediate response from someone who may not check e-mail regularly or has a tendency to procrastinate;

- Involving a number of people in the communications;

- Suspecting the written message may be misunderstood or misconstrued;

31.8 Storing and Deleting E-mail Messages

.01 Mt. Pleasant Baptist Church strongly discourages the storage of large numbers of e-mail messages for a number of reasons. First, because e-mail messages frequently contain confidential Church information, it is desirable to limit the number, distribution, and availability of such messages to protect the Church’s information. Second, e-mail retention fills up large amounts of storage space on the network server and personal hard drives, and can slow down the performance of both the network and an employee’s personal computer. Finally, in the event that the Church needs to search the network server, back-up tapes, or individual hard drives for important documents, the fewer documents it has to search through, the more economical the search will be.

31.9 Penalties for Abuse of E-Mail Policies

.01 Abuses of these e-mail policies can range from an employee’s loss of e-mail privileges up to and including termination of employment. Employees may also be held personally liable for any
policy violations.

32.0 USE OF FAX MACHINES AND COPIERS

.01 Mt. Pleasant Baptist Church fax machine and copiers are for official Church business use only.

.02 When using any of the Church's fax machines, the official Facsimile Transmittal cover sheet must be used.

.03 Church copiers can be used on an occasional basis to make a few personal copies.

.04 Copyrighted materials must never be copied or transmitted through a fax machine without the expressed written permission of the copyright owner.

33.0 CASHING OF PERSONAL CHECKS

.01 To avoid the appearance of a possible conflict-of-interest, Church staff must not request Church funds be used to cash personal checks of employees.

34.0 PERSONALLY OWNED PROPERTY

.01 In order to determine which office items belong to the Church and which items belong as personal property of staff, the following guidelines shall apply:

- Books, tapes, periodicals, or other materials purchased by staff members to assist in their ongoing continuing education or teaching (i.e. sermon preparation) are the property of the staff member. These items must be purchased from Church authorized professional expense accounts.

- Training materials purchased for Church use from Church budget accounts such as children's video series, AWANA training materials, and Sunday School training materials are the property of the Church.

- Any videos purchased for Church use remain Church property.

- All office equipment such as desks, chairs, shelves, storage cabinets, file cabinets, calculators, pendafilex files, etc. are Church property.

- Personal counseling files will remain the property of the applicable minister. Any files that deal with ongoing ministry matters shall be left behind or photocopied for continuing ministry use.

- Music purchased for any music function of the Church is the property of the Church. This includes demonstration tapes for the same music.

- Music purchased through a continuing education program or other such music seminars is the property of the Minister of Music. Its distribution is left to his discretion.

- Music subscription packets purchased on an annual basis are the property of the Church.

- Any other equipment or supplies purchased from the church budget is the property of the
church.

.02 Personally owned property brought within the Church facilities remains the responsibility of the property owner to maintain appropriate insurance for the property shall it be lost, stolen or destroyed while located on the premises of the Church. Employees must not bring large sums of money, jewelry, or other valuables to work. The Church can assume no responsibility nor will the Church's insurance company reimburse for any lost, damaged, stolen or destroyed personally owned property while located within the Church facilities.

.03 Personally owned property being maintained within the Church facilities that is valued in excess of $250 shall be clearly marked to identify it as personally owned.

35.0 CHURCH STATIONERY

.01 Mt. Pleasant Baptist Church stationary is to be used for authorized Church use only.

36.0 FOOD AND DRINK

.01 As a general rule, food or drink is not allowed outside the office area, break room or Fellowship Hall/Kitchen area. If the employee does transport food or drink from these areas, they shall take precautions so as not to spill them. If a spill does occur, the employee shall clean the area promptly.

37.0 POSTINGS ON CHURCH BULLETIN BOARDS

.01 Church leadership uses the bulletin boards found at the church office to inform and update its employees on matters that might affect them. Examples of items, which might be posted to this bulletin board, are as follows:

• State and Federal Labor Laws
• Workers' Compensation Rights
• Updates regarding policies and procedures
• Staff birthdays
• Calendar of Events
• Articles or quotes of encouragement

.02 It is the responsibility of each employee to check this bulletin board on a regular basis and be familiar with its content. Any questions, which might arise from reviewing the material, shall be addressed to their immediate supervisor.

38.0 CHURCH CALENDAR

Only events posted to the church calendar will be considered as “official church events” and come under the protection of the general liability policy of the church. Employees, Committees, Ministry Teams, Task Force, Program Leaders, and other groups must post events/meetings on the church calendar to have coverage in church publications and public announcements.
39.0 WORKPLACE VIOLENCE

.01 To ensure employee and Church member safety on Church grounds, Mt. Pleasant Baptist Church takes very seriously violence in the workplace.

.02 For the purposes of this policy, violence and threats of violence include, but are not limited to:

- any act which is physically assaulting;
- any substantial threat to harm or to endanger the safety of others;
- behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression;
- any substantial threat to destroy property;
- possession on Church property of any weapon or dangerous instrument (e.g., any type of firearms, certain knives, brass or metal knuckles, etc.).

.03 A climate of fear or intimidation will not be tolerated at Mt. Pleasant Baptist Church. Threatening or intimidating behaviors, acts of verbal or physical aggression and violence will result in immediate termination. Civil and criminal penalties will also be pursued as appropriate.

.04 It is the responsibility of every member and employee of the Church to take any threat or violent act seriously, to consult with appropriate individuals and to follow appropriate guidelines. All perceived or actual threats to personal safety shall be immediately reported to the Senior Minister.

40.0 WORKPLACE SAFETY AND SECURITY

.01 Every effort will be made to ensure the safety and well-being of the employees, volunteers, Church members, and visitors of Mt. Pleasant Baptist Church. This will include while they are on the premises of the Church, involved in Church related or sponsored activities, and while using Church owned equipment.

.02 Mt. Pleasant Baptist Church provides all employees with the tools, training, facilities, and information necessary to work in a safe and efficient manner. Employees are asked to approach their work with a thoughtfulness that reflects their respect for their own health and safety and that of their fellow employees.

.03 Mt. Pleasant Baptist Church strives to comply with all workplace safety laws and regulations; employees are responsible for taking the opportunities provided to understand them and observe them. Our fundamental belief is that no one task is so important that it warrants risking the health or safety of any employee at any time.

.04 If an on-the-job accident occurs, the employee must report it to the Senior Minister immediately no matter how minor the accident may seem to be. Should a work-related injury occur, all Mt. Pleasant Baptist Church employees are covered by Workers Compensation Insurance.

.05 Questions or concerns about workplace health or safety shall be addressed to the Senior Minister.
41.0  VOLUNTEER SERVICE

.01  Non-exempt personnel are specifically not allowed to "volunteer" hours in performing their regular job assignment. This restriction is based on Department of Labor - Wage and Hour standards. This restriction does not apply to exempt employees.

.02  Non-exempt employees are allowed to volunteer their time to serve in positions of the Church, but the position cannot be related in any way to the employee’s normal job responsibilities and duties. For example, the Senior Minister’s secretary could teach a children’s Sunday School class as a “volunteer” without any problems. However, if the Senior Minister asks her to “volunteer” her time to record decisions made during the Sunday morning altar call, this time would be considered compensatory time. This volunteer time would be compensatory since her supervisor asked her to perform the service and the service is related to her regular job assignment.

42.0  MISCELLANEOUS RESPONSIBILITIES OF EMPLOYEES

.01  Employees shall check regularly with the Church calendar for information and direction. All events planned in Mt. Pleasant Baptist Church facilities must be calendared by the use of the Calendaring of Events Request.

.02  Employees shall keep their manager informed of their whereabouts.

.03  Employees are responsible to maintain their own office or workspace in an efficient and attractive manner. Employees need to assume security and protective care of their equipment. Employees also need to assume cleanup of their own work and activities in other joint work areas such as the copy room and coffee break areas.

.04  Employees shall turn off lights in Church facilities when an area is not in use. To improve energy conservation (i.e. dripping faucets or leaks) any other areas shall be reported to the Buildings or Grounds Team Leader. Stewardship of Church finances and facilities must always be a priority of all Church employees.

.05  Employees will be asked to assist in the cross training of other employee positions as deemed appropriate by their supervisors.

Section D

BENEFITS
"Do not withhold good from those who deserve it, when it is in your power to act." Proverbs 3:27

"All hard work brings a profit, but mere talk leads only to poverty." Proverbs 14:23

Statement of Policies and Procedures:

.01 The Church's benefit plan is designed to provide compensated time away from work; to help employees pay certain expenses and to make available cost-effective coverages through group rates to employees' eligible dependents; and to provide certain other assistance as occurrences arise.

.02 Although the benefits described in this Section are currently available, the benefits may be adjusted. Considerations that may lead to an adjustment in benefits include, but are not limited to, an increase in the cost of the benefits and/or the decrease of funds or contributions received by Mt. Pleasant Baptist Church which may have an adverse effect on the fiscal integrity of the Church's financial position.

.03 Other Benefits. The annual Church Budget will define the specifics of the benefit package offered employees. The intent is for all employees to be provided equal coverage for their classification, with the church determining through who the coverage / benefit are provided. Medical, Term Life, Disability and Retirement Programs will be defined by the Personnel Committee and annually approved for funding with the general budget. Employees my not reconfigure allocations from a total allocation to fund personal preferences.

1.0 RETIREMENT/LIFE INSURANCE/DISABILITY/HEALTH/HEALTH REIMBURSEMENT

.01 Contributions to the employee’s annuity account provided through the GuideStone Financial Resources for employees meeting eligibility requirements:

.01.1 Eligibility Requirements: New employees must meet two criteria to be eligible immediately for Church participation in the Annuity Plan. The employee must be a permanent employee and work more than 1500 hours per year (30 hours a week). The employee must have completed one year of service in a Southern Baptist Church and/or the denomination. All other employees will have a one year waiting period. Ministerial staff is able to participate immediately.

.01.2 The church will contribute to each qualifying employee account. Contributions will be determined annually by the church when approving the budget.

.01.3 An employee may also contribute to the Annuity Plan by a salary reduction agreement.

.02 Accidental death and dismemberment coverage on the employee. Coverage will be equal to four times annual compensation.

.03 Disability coverage is provided through the GuideStone Financial Services.

.04 Employee life insurance is provided.
.05 Health coverage will be provided as feasibly. The details of the coverage will be determined annually by the church budget.

.05.1 Senior Ministerial Staff (Ordained & Non-ordained) receive employee and family health coverage paid at 100% of the cost (with exceptions). Additional ministerial staff will receive employee health coverage and 50% of the cost of dependent medical coverage (with exceptions). Part-time employees may elect coverage under these plans as the policy allows by paying full cost of the coverage.

.05.2 Directors/Support Staff receive 50% of the cost employee health coverage (with exceptions).

.05.3 Exceptions

.05.3.1 Ministerial Staff and/or their family members who have pre-existing conditions which prohibits coverage or the coverage is greater than the “normal” rate as defined by the GuideStone Financial Resources for the age group may secure coverage from a vendor other than the one the church is using. In this case the amount contributed by the church will not be greater than the “normal” rate as identified by the church’s insurance provider. If the employee can not obtain coverage, additional compensation MAY NOT be given to the employee, however the employee may request an amount equal to the “normal” rate for health coverage for this age group by the church’s insurance provider may be contributed to the annuity of the employee.

.05.3.2 Directors/Support Staff who have pre-existing conditions which prohibits coverage or the coverage is greater than the “normal” rate for the age group may secure coverage from a vendor other than the one the church is using. In this case the amount contributed by the church will not be greater than the “normal” rate as identified by the church’s insurance provider. If the employee can not obtain coverage, additional compensation MAY NOT be given to the employee, however the employee may request an amount equal to the “normal” rate for health coverage for this age group by the church’s insurance provider may be contributed to the annuity of the employee. The employee may elect to purchase family coverage provided the employee pays the premium.

.06 Health Reimbursement Arrangement up to $5,000 per calendar year for full time employees, subject to the church’s financial ability to pay.

2.0 TIME OFF

.01 Information concerning staff absences will be provided each month by the staff member to the Administrative Assistant. Exempt staff needs to submit a written report to the Administrative Assistant. Non-exempt staff will utilize their time sheets to provide the Report. During the time of absence every effort should be made to be sure no office is left unattended.

.02 These policies apply to all full-time employees and all permanent part-time employees. For permanent part-time employees working more than 1,040 hours per year (20 hours per week) all calculations will be prorated to correlate with average hours worked per week/month.

Employees who are exempt from Wage & Hour laws will have time counted in increments of days, and non-exempt employees will have time counted in hours.

A. Paid Time Off (PTO)
1. The Mt. Pleasant Baptist Church believes that employees should have opportunities to enjoy time away from work to help balance their lives. Employees have diverse needs for time off from work. The Church has established a Paid Time Off (PTO) policy to meet the staff member’s needs. This policy is inclusive containing provisions for staff absences. The benefits of PTO are that it promotes a flexible approach to time off. Employees are accountable and responsible for managing their own PTO to allow for adequate reserves if there is a need to cover vacation, illness or disability, personal appointments, emergencies, and all other needs that require time off from work.

2. Length of service determines the rate at which the employee will accrue PTO. PTO is calculated based on full-time continuous cumulative service with the church. PTO accrues on a pro-rata basis for completed months of service during the calendar year. Hours will be credited to employees active at the end of the month.

3. If an employee leaves Church employment prior to the end of a calendar year, the employee will be paid for any unused accrued PTO or will have any excess PTO used deducted from his/her final payroll. Church staff will earn PTO based on the following schedule:

<table>
<thead>
<tr>
<th>Paid Religious Service Duration</th>
<th>Days or Hours Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 month &lt; 5 years</td>
<td>15 days or 10 hours per month</td>
</tr>
<tr>
<td>5 years &lt; 10 years</td>
<td>18 days or 12 hours per month</td>
</tr>
<tr>
<td>10 years &lt; 15 years</td>
<td>22 days or 14.67 hours per month</td>
</tr>
<tr>
<td>15 years &lt; 20 years</td>
<td>25 days or 16.67 hours per month</td>
</tr>
<tr>
<td>20 years &lt; 25 years</td>
<td>28 days or 18.67 hours per month</td>
</tr>
<tr>
<td>25 years &lt; 30 years</td>
<td>31 days or 20.67 hours per month</td>
</tr>
<tr>
<td>30 years or more</td>
<td>35 days or 23.33 hours per month</td>
</tr>
</tbody>
</table>

4. Some new Church staff will qualify for prior service credit in PTO calculations. To qualify for prior service credit the new employee must have been employed full time by a cooperating Southern Baptist church, an association of cooperating Southern Baptist churches, a state Baptist Convention, an institution of a state Baptist Convention or Southern Baptist Convention, and/or the Southern Baptist Convention. Up to 20 years of full time service may be recognized for calculations of PTO.

5. Whenever possible, PTO must be scheduled in advance for time off for vacations, personal business, appointments, or other reasons. Approval of scheduled PTO is subject to supervisor approval based on group/office staffing needs. Unscheduled absences should be limited to personal illness, injury, or emergencies. Any absence of more than five days for personal illness or injury will require a doctor’s excuse upon return to work. The doctor’s excuse must include any physical restrictions the employee must follow when the employee returns to work. For any unscheduled absence the employee will indicate the reason for the absence on the employee’s monthly report. PTO is paid at the employee’s regular straight time pay rate. PTO is not part of any overtime calculations for non-exempt employees.

6. At the end of each calendar year an employee will be authorized to carry over to the next year up to 50% of the PTO days earned in that year. Any unused PTO earned in the current year in excess of 50% will be lost by the employee.

7. An employee who has exhausted his/her PTO account due to personal illness or injury may make a written request to the Personnel Committee for an advance on PTO time. Decisions to grant an advance will be made on a case by case basis taking into consideration the employee’s attendance record. If the employee receives an advance and later leaves the employment of the Church before the advance days are returned, the final compensation payment will be adjusted for the time not earned.
8. At times an employee with long and faithful service may have an extended personal illness or injury and not have adequate PTO to cover the absence. In these cases the employee may make a written request to the Personnel Committee. The Personnel Committee, Senior Pastor and immediate supervisor will consider any request on a case by case basis.

2.1 Other Absences

A. Maternity

Compensation for maternity leave will be based upon accumulated Paid Time Off (PTO) for the employee as described above. Absence for maternity is approved as needed for up to three months for employees returning to work. Where there are medical complications, absence for maternity leave may be extended beyond three months. All requests for extended maternity leave will be made through the immediate supervisor to the Personnel Committee. The Personnel Committee will have the responsibility for making the final decision. Maternity leave will run concurrently with the provisions of the Family Medical Leave Act.

B. Replenishment Time

.01 Replenishment Time will be available only to exempt staff members. At the sole discretion of the senior pastor an employee may take a normally scheduled working day as a personal leave day. This type of leave is available only when an employee has experienced a heavy work period which involves the staff member working nights and weekends for the Church. This does not include pulpit supply engagements, revival, or other events where the staff member receives an honorarium.

.02 All replenishment days must be approved by the senior pastor. Replenishment leave is not considered to be compensatory time for exempt employees as the Church nor the federal wage and hour laws recognize compensatory time.

.03 The employee will record this absence as replenishment leave with the Administrative Assistant. The Administrative Assistant is responsible to the Personnel Committee for maintaining records. Records are subject to review by the Personnel Committee.

C. Family and Medical Leave Act (FMLA) of 1991

.01 In keeping with the spirit of the federal law the Church offers up to 12 weeks of unpaid family and medical leave to its eligible employees. Any absence for an employee's illness or injury will run concurrently with the policy indicated in this handbook for Paid Time Off.

.02 Under federal law, an employee is eligible for leave if he or she has worked for the Church for at least 12 months. During that time the employee must have worked a minimum of 1,250 hours with the Church. The Church may grant its eligible employee a total of 12 workweeks of unpaid leave during any calendar year for the following purposes: 1) caring for a child following his or her birth, adoption, or placement in the employee's home for foster care; 2) caring for a spouse, child, or parent who has a serious health condition; or 3) recovering from a serious health illness or injury which renders one unable to perform one's job responsibilities.

.03. Leave for child care must be taken within 12 months of the date of birth, adoption, or placement.
04. Employees requesting leave will be required to use Paid Time Off (PTO) as a part of the 12 week leave. Compensation during the leave period will be based on available accumulated PTO.

05. The employee is requested to give at least 30 days notice of any foreseeable need for leave.

06. At the employer's request, eligible employees requesting leave must provide certification by medical professionals documenting the health conditions of the employee, spouse, child, or parent. Employer at its own expense may require the employee to secure a second and third medical opinion.

07. During the leave period the Church will continue to pay its portion of premiums of health insurance in place at the time the leave began. If the employee does not return to work at the expiration of the leave period, the employee must reimburse the Church for all health and dental insurance premiums. The employee must continue to pay his or her normal premiums.

08. Upon return from leave the employee is entitled to his or her former position or an equivalent position with equivalent pay and benefits.

D. Jury Duty

01. Employees selected for jury duty are expected to return promptly to work when not actually detained by the court for jury service. Any absence for jury duty will be recorded on the employee's monthly report as jury duty. The employee on jury duty will receive his or her Church compensation and may retain jury duty pay.

E. Bereavement Leave

.01 The Church recognizes that a time of bereavement is a very difficult one for an employee. In this regard, every effort will be made to ensure that the employee is able to attend to family matters.

.02 In the case of a member of the immediate family, as defined for bereavement leave (employee's spouse, children, parents, brothers, sisters, grandparents, spouse's children, spouse's parents, spouse's grandparents, or other relatives that reside in the employee's household), the full-time employee may be paid for the absence from scheduled work for a period not to exceed three (3) consecutive workdays; one day of which must be the day of the funeral.

.03 Since death is an unexpected event that can occur at any time, the Church feels that an employee's 90 day probationary period does not have to be met before the employee can qualify for this paid absence. This benefit does not apply if the death occurs while the employee is on vacation, holidays, leave of absence or absence for any other reason.

.04 Bereavement leaves, as defined in this policy, will not accrue or accumulate, nor be paid if unused at year-end or upon termination of employment. Hourly pay for this form of leave will be computed at the employee's regular rate to a maximum of eight hours for one day. This leave pay shall not be credited as time worked for the purpose of computing overtime.

.05 Bereavement leave with pay will not be allowable for a holiday or when the employee is not scheduled to work.

.06 At the request of an affected employee, and in the case of extreme and unusual circumstances, additional time off for a death in the family may be granted. The additional time off will be without pay, or charged against paid time off. These decisions are at the discretion of the Senior Minister.
F. Voting Leave

.01 Employees are encouraged to demonstrate responsible Christian citizenship by voting. Employees, who cannot vote before or after work, are permitted up to three (3) unpaid hours of leave to vote. Employees must notify their immediate supervisor of their intention to take time off before the actual Election Day.

G. Military Leave

.01 Employees who are required, as members of the National Guard or a reserve unit, to attend a training period not exceeding two weeks will be granted the necessary time off. Otherwise, if there is an active call-up of staff members who are reservists or National Guard members, the USERRA provisions will apply. In the event such a call-up takes place, the Senior Minister will be available to assist the staff members and their families with the requirements and options available.

.02 Employees returning from active military service are entitled to reinstatement and other required rights in accordance with federal and state law.

H. Workers' Compensation Leave

.01 A leave of absence will be granted whenever there is a work-related illness or injury.

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

I. Mission Trip Leave

.01 Time off for pastors (Senior & Associate) to participate on mission trips will be reviewed and approved by the Personnel Committee.

J. MANDATED Administrative Leave

.01 An employee who has been accused or named in an allegation that needs to be investigated may be placed on mandated administrative leave. Such leaves can promote peace and harmony by temporarily separating the accused employee from his or her work environment while the employer performs the investigation. The leave can also assist the employee physically, emotionally and spiritually, especially in a conflicted situation.

.02 All administrative leaves must be approved by the Personnel Committee.

.03 The duration of an administrative leave will depend upon the time needed for the investigation process. The investigation will proceed to conclusion with all deliberate speed, mindful of the employee’s reputation and financial obligation to the congregation.

.04 Generally, the investigated employee will receive his or her normal compensation and benefits while the investigation is in process. However, under certain circumstances, the employee may be placed on administrative leave without pay. The Personnel Committee will determine the financial terms to all administrative leaves.
.05 The employee placed on administrative leave must comply with the following conditions:

- Comply with all aspects of this policy.
- Remain out of all Church buildings and off Church grounds throughout the duration of the leave, except for worship services and regular Bible Study.
- Not initiate contact with any member of the Church staff, except for one member of the staff who may be designated, by prior mutual agreement, to deliver personal mail or other personal effects while on leave.
- Not conduct worship services, weddings, funerals, visitation, Bible studies, and etc. or any other normal job responsibilities as defined in the employee’s Position Description with Mt. Pleasant Baptist Church. Provisions can be made with the Personnel Committee for cases of extraordinary family ministerial care.

.06 The Chairperson of the Personnel Committee and/or Senior Minister, in counsel with the Church General Counsel, will assign a team of individuals to investigate the allegation against the employee. The Personnel Committee and /or Senior Minister will also appoint individuals to perform the normal day-to-day duties of the person who is on leave.

K. Provisions to All Leaves of Absence (Except Administrative Leaves)

.01 Except for sickness or emergencies, employees are expected to inform their supervisor and the Church of any planned absence away from work. All exempt and non-exempt employees shall complete a Leave Authorization request and forward it to their supervisor for approval (Senior Pastor submits documents for record accounting to the church office manager or financial secretary). Employees are expected to give as much advance notice as possible, especially for extended absences, to allow their supervisor and the Church to coordinate and reassign work responsibilities. When allowed, supervisors may request employees to reschedule their planned time off if it causes conflicts with ministry activities, employee shortages, etc.

.02 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 health provider’s written statement that certifies the need for the extension.

.03 Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.

.04 Coverage under the Church’s group insurance plans will be continued on the following basis:

- The Church will continue to contribute to group health insurance premiums, as if the employee were actively at work, for up to 12 (twelve) workweeks of an approved family care and medical leave of absence.
- The Church will continue to contribute to other group insurance premiums, as if the employee were actively at work, for one month of an approved family care and medical leave of absence.
- Employees may be required to pay the entire premium for other continued group insurance coverage during the portion of an approved family care and medical leave of absence in excess of one month.
• Employees must make arrangements with the Church to prepay their share of group insurance premiums before taking a leave of absence. Employees who fail to return to work at the end of an approved leave of absence may be required to reimburse the Church for group insurance premiums paid by the Church while the employee was on leave.

.05 Employees on leave of absence may be subject to layoff on the same basis as employees who are actively at work.

.06 Employees on leave of absence must communicate with the Senior Minister at least once each month regarding their status and anticipated date to return to work.

.07 Employees who falsify the reason for their absence will be terminated.

3.0 HOLIDAYS

.01 The following holidays are recognized as paid holidays:

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

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

.03 In the event any of these holidays occur on Saturday, the prior Friday will be considered the holiday. If the holiday falls on Sunday, the following Monday will be considered the holiday.

.04 The Church offices and buildings are closed on these days.

.05 If the holiday falls on an employee's day off the holiday will not be observed.

4.0 SOCIAL SECURITY

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

.02 Minister employees are considered "self-employed" for social security purposes and are required to pay the entire tax.

5.0 WORKERS' COMPENSATION INSURANCE

.01 Every employee of Mt. Pleasant Baptist Church is automatically covered by Workers' Compensation Insurance at the time of employment. The Church pays the entire premium for this coverage. The following benefit examples are provided to employees who sustain a work-related
injury or illness: partial wage replacement for periods of disability medical care, including medicine, hospital, doctor, X-rays, crutches, etc. rehabilitation services, if necessary. Additionally, Mt. Pleasant Baptist Church is a drug-free workplace and subscribes to all requirements to maintain that status with our worker's compensation carrier.

.02 All employees are required to report any type of work-related injury or illness to their supervisor, as soon as it occurs, regardless of how minor the injury or sickness may be. Proper first aid and/or medical attention shall be sought immediately. Supervisors are required to complete an Accident Investigation Report on all work-related injuries.

6.0 FEDERAL AND STATE UNEMPLOYMENT PROGRAMS

.01 Being a tax-exempt 501(c) 3 organization, Mt. Pleasant Baptist Church is exempt from paying federal and state unemployment taxes, and furthermore, has elected not to voluntarily participate in these programs. Therefore, all Church employees will not be eligible to draw unemployment benefits from these programs should their employment here be terminated.

7.0 CONTINUING EDUCATION AND PROFESSIONAL MEMBERSHIPS

.01 Where it can be demonstrated that Mt. Pleasant Baptist Church will benefit from an employee’s participation in a continuing education program or professional organization, time away may be granted and the related expenses may be paid or reimbursed from Church funds. Requests for time away and payment of expenses related to continuing education programs and professional organizations must be approved in advance by the Senior Minister.

8.0 RELOCATION UPON TIME OF CALL/EMPLOYMENT

.01 The Church may be responsible for the payment of necessary, reasonable and customary relocation/moving expenses incurred by newly called ministers or employed associates, directors or coordinators to our community at their time of call/employment by Mt. Pleasant Baptist Church.

9.0 MINISTERIAL STAFF ACTIVITIES

9.1 Special Leave

.01 The ministerial staff members are encouraged to update their skills through conferences, workshops, seminars, etc. Their responsibility however is service to Mt. Pleasant Baptist Church, therefore, certain limitations are set on outside participation.

.02 Two weeks per calendar year for special events such as conferences, seminars, mission trips, or conventions as a participant or leader. A maximum of two Sundays can be missed for these events.

.03 Two Sundays per calendar may be missed for Personal Time Off for a maximum number of four (4) Sundays in a year.

.04 Activities sponsored by Mt. Pleasant Baptist Church are excluded from the limitations in number two above.
.05 All requests for special leave as defined herein shall be approved by the Senior Pastor or his designee. Requests for leave by the Senior Pastor shall be approved by the Deacons.

.06 A minister may be granted a sabbatical leave of up to six (6) weeks every seven (7) years subject to the church’s financial ability to fund this benefit.

10.0 MINISTER’S HOUSING ALLOWANCE

.01 Section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income a Church-designated housing allowance paid to the minister as part of the minister compensation to the extent used by the minister for actual expenses incurred in owning or renting a home.

.02 Generally, housing related expenses would include rent, mortgage payments, utilities, repairs, and other expenses directly relating to providing a home.

.03 For additional information on minister’s housing allowances and particular types of income refer to IRS Publication 517, Social Security and Other Information for Members of the Clergy and Religious Workers and Publication 525, Taxable and Nontaxable Income.

.04 A computation of the minister’s estimate of housing expenses must be completed and provided to the Finance Committee annually.

11.0 MINISTER’S TAXES AND FINANCIAL PLANNING

.01 Although ministers are exempt from the withholding of federal payroll taxes, they may request the Church to withhold such taxes and submit them to the government under normal payroll procedures instead of submitting them to the government under the Quarterly Estimated Tax Payment method. If the minister desires to have such taxes withheld from their paycheck, they shall complete a Minister’s Federal Income Tax Withholding Request and provide it to the Treasurer. As noted on this request, these taxes will be withheld as “federal income taxes”. Under no circumstances will the Church match FICA taxes on ministers.

.02 Minister’s should be aware that the IRS provides assistance to taxpayers through the Taxpayer Advocate Program. These advocates can help the minister with unresolved tax problems and can offer special help if they have a significant hardship as a result of a tax problem. For more information, write to the taxpayer advocate at the IRS office that last contacted the minister, call their toll free number or use the IRS website.

12.0 DE MINIMIS FRINGE BENEFITS

.01 The Internal Revenue Code allows an employer to provide certain fringe benefits to its employees that are of such a minimal (de minimis) value that it would be unreasonable or impractical to calculate their value for inclusion into the employee’s income. Following are, but not limited to, examples of such fringe benefits that are being provided to Mt. Pleasant Baptist Church employees:

- Personal local phone calls during work
- Coffee, bottled water, soft drinks, donuts, etc. furnished during breaks
- Typing of a personal letter by a ministry secretary
- Minimal number of personal copies on a Church owned copier
- Use of Church athletic facilities by employees and their families
- Small holiday or birthday gifts (up to $50)

13.0 **HIGHLY COMPENSATED EMPLOYEES**

.01 The “highly compensated employee” definition from tax regulations is important in determining whether certain fringe benefits are taxable to employees that fall within that category. Examples of fringe benefits that may trigger additional compensation based on favoring highly compensated employees include: qualified tuition and fee discounts, educational assistance benefits, dependent care programs, group-term life benefits and self-insured medical plans.

.02 Employees of the Church who have compensation for the previous year in excess of $90,000 (adjusted for inflation annually) and, if an employer elects, were in the top 20% of employees by compensation, meet the definition.

.03 During the annual employee salary and wage review, the Personnel Committee in cooperation with the Senior Minister will apply this highly compensation employee test to determine which employees and benefits might be impacted for the coming year.

14. **EMPLOYEE RECOGNITION**

.01 The following recognition program is currently in place.

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**Section E**

**PERFORMANCE STANDARDS**

"On the contrary, we worked night and day, laboring and toiling so that we would not be a burden to any of you. We did this, not because we do not have the right to such help, but in order to make ourselves a model for you to follow." 2 Thessalonians 3:8, 9

His master replied, "Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things." Matthew 25:21
“So he called him in and asked him, ‘What is this I hear about you?’ Give an account of your management, because you cannot be manager any longer.” Luke 16:2

“He who ignores discipline comes to poverty and shame, but whoever heeds correction is honored.” Proverbs 13:18

“He who rebukes a man will in the end gain more favor than he who has a flattery tongue.” Proverbs 28:23

Statement of Policies and Procedures:

.01 It is the Church’s policy to conduct performance reviews with employees on a regular scheduled basis as a means of fostering employee development and motivating employees to reach their full potential.

1.0 GENERAL INFORMATION

.01 It is not possible to provide an exhaustive list of every performance standard. However, employees are responsible for understanding and complying with the standards.

1.1 Work Performance

.01 Employees may be disciplined, up to and including termination, for poor work performance as determined by their supervisors, Senior Minister and sometimes the Personnel Committee. Examples of poor work performances are outlined below, but are not limited to:

• below average work in quality or quantity

• poor behavior (attitude), including rudeness, lack of cooperation, acts of dissention within staff

• excessive absenteeism, tardiness, or abuse of break and lunch privileges

• failure to follow supervisory instructions or abide by Church policies and procedures.

1.2 Misconduct and/or Behavior

.01 Employees may also be disciplined, up to and including termination, for misconduct and/or unacceptable behavior. Examples of misconduct are outlined below, but are not limited to:

• acts of insubordination or lack of respect for authority

• abuse, misuse, theft, or the unauthorized possession or removal of Church property or the personal property of others

• violation of the Church’s Use of Church Computer and Internet Access policy

• 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

• disorderly conduct on Church property, including fighting or attempted bodily injury, 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 that may cause the employee to be regarded as unsuitable for continued employment

• violation of the Church's alcohol, drugs, and controlled substances policy

• marking or signing the time record of another employee or knowingly allowing another employee to mark or sign their time record

• any offensive or inappropriate actions which could impugn or harm the integrity or reputation of the Church

• violation of the Mt. Pleasant Baptist Church Statement of Faith/Covenant and Policy of Business Plan/Policies- Procedures policies

• any immoral conduct which brings reproach upon the name of the Lord Jesus Christ and his Church

• use of tobacco products inside church facilities or vehicles is not permitted - smoking is allowed only in designated area

.02 All staff are to serve cooperatively with other staff coordinating their respective department ministries with all other Church related programming. Staff are expected to exhibit loyalty to the ministerial staff, other staff members and the mission of Mt. Pleasant Baptist Church. Any staff person fostering disharmony in any matter shall follow the scriptural principles as outlined in Matthew 18. If matters of disharmony cannot be resolved, this staff person will be given the opportunity to resign voluntarily or be involuntarily terminated.

1.3 Progressive Disciplinary Action

.01 Because of the many possibilities that might exist in any set of circumstances, it is not practical to set out the appropriate action for dealing with every employment problem. The range of actions could be from just mentioning the problem to the employee, up to and including immediate termination of employment. The Church reserves the right to enter into any phase of discipline, at any time, depending on the nature and frequency of offenses. Furthermore, dismissal need not be preceded by one or more less-severe sanctions. Consultation with the Personnel Committee may be appropriate.

.02 Whenever disciplinary action is needed it will always be done in a spirit of restoration. When an employee has been counseled without improving or corrective results, the following progressive actions may be performed. However, certain cases may warrant only one or two of the following steps, while others might require all three steps to be followed.

1.3.1 Informal Oral Reminder

.01 This oral reminder shall be held in private to discuss the problem. The supervisor reminds the employee of the need to meet acceptable standards of performance and behavior and seeks to obtain the employee’s agreement to perform properly in the future. In most situations, such an
informal discussion with an employee shall precede any formal discussion or warning. The supervisor shall document in memo form the date, time, circumstances and responses of the employee regarding this oral reminder. This memo shall be placed in the employee’s personnel file.

1.3.2 Formal Oral Reprimand Notice

.01 In this meeting the supervisor will reiterate the poor standards of performance and/or behavior and stress the importance for improvement or correction. The employee and supervisor must sign this warning. A copy of the warning will be given to the employee and the original forwarded to the employee’s personnel file. The forwarding of this warning must be handled as “confidential.”

1.3.3 Final Warning Notice

.01 If the oral discussions have not corrected the situation, or should a problem of sufficient seriousness arise that an additional written notice to the employee is considered appropriate, a discussion shall be scheduled using a final written warning. This written warning shall include:

- An in-depth review of the problem. The documentation shall be as complete and specific as possible and shall not leave major issues or areas without being addressed.
- The development of an action plan to address the issues raised and a reasonable time period to accomplish the plan.
- The employee’s and supervisor’s signature, to indicate receipt and understanding of what is expected.

.02 The employee will be told at the conclusion of this meeting, that if corrections are not made to the satisfaction of the supervisor, he/she will be terminated.

1.3.4 Dismissal Notice

.01 The Senior Minister will contact the Personnel Committee to discuss the situation and desired plan of action. Personnel Committee will advise as to what legal risks the Church could face based on its actions. Alternative suggestions and recommendations will also be discussed. If the position is ministerial and director/administrative/management staff, the church may be involved in the action based upon the church by laws and articles of incorporation. If deemed necessary, legal counsel will be secured.

.02 If it is still deemed appropriate to terminate the employee, it will then be the responsibility of the Senior Minister and the employee’s supervisor to inform the employee of his/her termination.

2.0 POSITION DESCRIPTIONS

.01 All approved Mt. Pleasant Baptist Church personnel positions (full-time or part-time) must have a current Position Description on file in the Personnel Office prior to hiring an applicant to fill a new or vacant position. A Position Description serves as an organizational and ministry aid for identifying and delegating responsibilities, coordination and division of work and prevention of duplication of efforts. These descriptions are only guides and are not all-inclusive of a person's abilities or the requirements for fulfilling their position. Further, they are not intended to be used as work limitations or restrictions on employee roles. All employees are expected to be team players and to help each other and the Church within reason and workplace safety guidelines. The Position Description is
usually given to prospective employees during the interviewing process. It must be read, reviewed periodically and discussed with the employee’s supervisor as questions arise regarding position responsibilities and authority levels.

2.1 Preparation

.01 The Position Description for a newly established position will be drafted initially by the applicable supervisor requesting such position.

.02 For an established position, the Position Description shall be updated noting changes in the principle function and areas of responsibilities. Descriptions shall always mirror the ministry directions and vision statements of Mt. Pleasant Baptist Church.

.03 Whenever practical, supervisors shall interact with employees in developing or reviewing existing descriptions for accuracy and clarity. If present descriptions are inadequate, the supervisor might request the employees to prepare a procedural flow of tasks. After reviewing the procedures which are actually being performed, the supervisor will be better prepared to create a new Position Description which prioritizes his/her ministry desires for the position.

.04 Supervisors shall always work in conjunction with their ministry Department Heads to finalize the Position Descriptions. These descriptions must also be reviewed and updated as part of the employee’s performance evaluation as mentioned below. Annual personal ministry objectives and goals shall also be considered which directly parallel with the staff member’s Position Description.

2.2 Format and Content

.01 All Position Descriptions will be prepared in a consistent format. Their content shall consist of each of the following:

- Position Title: The title shall be short and simple yet as descriptive as possible.
- Reports To: The title of the immediate supervisor of the position.
- Date Prepared/Revised: This is the initial date of preparation or the latest revision date to the description.
- Principle Function: This shall be a short statement encompassing the basic function and objectives of the position and shall enable anyone reasonably familiar with the Church to understand the primary purpose of the position.
- Specific List of Responsibilities: This section shall describe with brevity, specific details of the major duties and responsibilities for performing the position. Whenever possible, descriptive terms used shall be related to the objectives or action of a particular ministry function rather than to indicate what is done (such as required physical activity like typing, filing, printing, etc.).

.02 Any unusual requirement, qualification or work arrangement for the position shall be added in a separate section.

3.0 PERFORMANCE EVALUATIONS

.01 Employees, with the exception of the Senior Pastor, will receive their first written performance
evaluation after approximately 6 months from the end of the probationary period, and approximately
every year thereafter. The evaluations will be performed by the employee’s immediate supervisor. If
an employee reports to more than one supervisor, then both supervisors shall be involved in the
review process.

.02 The Senior Minister will inform all supervisors of upcoming performance evaluations and set
dates for such meetings. Annual evaluations are usually conducted each August. Each supervisor
will inform their employees and ask them to complete a Self-Appraisal by Employee and return it
back to them several days prior to their scheduled appraisal meeting. The self-appraisal will allow
the employee to become more involved in the objectives of the performance appraisal process
through assessment of their own performance and provides the supervisor with insight into the
employee’s viewpoint. Supervisors shall select from standard evaluation forms to assist them in
their evaluations.

.03 The Senior Minister will meet annually with two members of the Personnel Committee, selected
by the Personnel Committee, two members of the active Deacon Fellowship, selected by the
Deacons, and two members at large selected by the pastor to discuss the state of the church.

.04 The purpose of the performance evaluation is to inform the employees how well they are doing,
while considering their length of time in the position in relation to the performance requirements for
the position. Written performance evaluations may include commendation for good work, as well as
specific recommendations for improvement. The employee will also be provided space on these
evaluations to make personal comments as they deem necessary.

.05 While conducting the appraisal, supervisors shall always provide specific examples whenever
possible. Each area of the appraisal shall be evaluated objectively. Caution must be taken to not
give an overall good/bad rating in every performance area. Giving an unmerited high rating or praise
will ultimately hurt both the employee and the Church. Supervisors must accurately and honestly
evaluate each employee’s performance under their supervision. “Perfect” evaluations will be
questioned. However, supervisors should also avoid being unduly hard on employees with negative
reviews.

.06 These evaluations will include a detailed review of the employee’s Position Description with
modifications appropriately made. Specific ministry objectives and goals, as established in the prior
year annual evaluation, will also be reviewed to determine how the employee did in accomplishing
them. New ministry objectives and goals will also be determined for the upcoming year.

.07 One of the most important parts of any appraisal is the discussion of the evaluation with the
employee. Allowing the employee to share openly about his/her views of performance will lead to a
better understanding and relationship between the two of them, clarify mutual ministry objectives
and goals, and give the employee a feeling of satisfaction regarding the areas of his/her service.

.08 The supervisor shall never evaluate an employee based on him/her as a person. Evaluating
“performance” is the goal to accomplish. This means that if the supervisor must be critical regarding
the employee’s performance, the supervisor shall emphasize that it is the performance and not the
employee who has slipped. People usually can look more objectively at the results of their work
than at themselves. Furthermore, an objective supervisor will be willing to point out that some of the
employee’s problems may stem from the supervisor’s failure to provide proper guidance, instruction
and encouragement. Being transparent and humble will greatly enhance the evaluation process.

.09 At the conclusion of the evaluation process, the employee shall be asked to write any
comments they might have about their appraisal, sign the form(s) and then they will be forwarded for
inclusion in the employee's personnel file.

.10 Performance evaluations help the Church to make important decisions about job placement, training and development, and pay adjustments. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the "at will" employment relationship between the employee and the Church. Furthermore, these evaluations display the use of wise stewardship over the time and financial resources of Mt. Pleasant Baptist Church.

4.0 TERMINATIONS

4.1 Voluntary Termination

.01 A voluntary termination is a termination that is initiated by the employee (also known as resignation).

4.1.1 Ministerial and Administrative/Management Staff

.01 Ministerial and director/administrative/management staff positions shall submit a resignation letter to the Senior Minister and the Chairperson of the Personnel Committee. These management level positions are requested to provide up to thirty days notice. This will provide the Church and appropriate supervisors a minimum amount of time to respond to reassigning or acquiring additional staff, training and any other requirements to fill the position to facilitate a smooth transition.

4.1.2 Support Staff

.01 Support staff employees shall give at least a two-week written notice to their immediate supervisor before leaving their job. This courtesy will allow their supervisor enough time to adjust working schedules and secure a replacement. Also, their advance notices will reflect favorable on the employee's employment records and will be noted in their personnel file.

4.1.3 Procedures for All Staff

The Senior Minister shall perform the following procedures regarding voluntary terminations:

.01 Ask the departing employee to complete the Exit Interview Questionnaire and bring it to his/her exit interview. The information obtained from this questionnaire is used to improve the working conditions and environment at Mt. Pleasant Baptist Church.

.02 A Separation Notice must be properly completed. The terminated employee and immediate supervisor shall sign this notice.

.03 Ensure that the terminating employee submits their final timesheet for calculation of accrued pay and any paid time off benefits. Consideration shall also be given to employee expense accounts where advances have not yet been returned. Have the Payroll Clerk prepare their final payroll check for pickup and issue a Statement of Earnings and Income Tax Withheld at year-end. The final paycheck for a voluntarily resigning employee will be made available on the regularly scheduled payday.

.04 Notify the terminating employee, in writing, of any insurance or other benefits to which he or she
may be entitled.

.05 Receive all keys, credit cards, and any other Church owned equipment or materials from the terminated employee before their final paycheck is issued to the employee.

4.1.4 Guidelines for Retirement or Voluntary Resignations Gifts

06. A love gift on behalf of the church will be presented to the employee at an appropriate time. The amount of the love gift will be calculated in the following manner:

06.01 The Pastor and/or Personnel Committee will present to the employee at an appropriate time a check as an expression of appreciation for the service rendered. The amount of the check will be: 3 to 5 years – 1 day’s pay, 6 to 10 years – 2 day’s pay, 11 to 15 years – 3 day’s pay, 16 to 20 years – 4 day’s pay, 21 years or higher – 5 day’s pay.

06.02 The Supervisor for the Permanent Part-Time employee will present to the employee a check as an expression of appreciation for the service rendered. The amount of the check will be calculated by determining the average total yearly earnings for the employee, divide by 260 business days for the year to arrive at a “day’s pay” and then use this figure for determining the amount of the check, which will be: 3 to 5 years – 1 day’s pay, 6 to 10 years – 2 day’s pay, 11 to 15 years – 3 day’s pay, 16 to 20 years – 4 day’s pay, 21 years or higher – 5 day’s pay.

06.03 Tenure calculations begins at the date of employment (whether it was part-time or full time).

4.2 Involuntary Termination

.01 A termination for cause is a termination that is initiated by Church management for reasons other than changing ministry conditions. Staff members hired by the church require a simple majority of those voting to terminate. Those staff members (administrative/directors) hired by the Personnel Committee may be terminated by the Personnel Committee. Those staff members hired by a supervisor may be terminated by the supervisor with Senior Pastor approval and the Personnel Committee Chairperson being fully briefed.

.02 In the case where a decision to terminate is demanded due to the circumstances, the senior pastor and Personnel committee will make the decision to terminate and brief the Chairman of the Deacons of the reason. Due to privacy issues, no additional reports will be made.

4.2.1 Procedures For All Staff

.01 If an Exit Interview is appropriate, it shall be conducted and documented on the Employee Exit Interview Questionnaire.

.02 If at all possible, a Separation Notice shall be signed by the terminated employee and immediate supervisor. If the terminated employee does not wish to sign the notice, this shall be so noted on the notice as it is being completed.

.03 The terminated employee’s final paycheck will be prepared in advance or within 24 hours and will be issued to the employee after all of the above has been performed. The final paycheck will consider the employee’s expense account where advances have not yet been returned.

.04 The employee will be informed, in the termination letter, of any insurance or other benefits to which he or she may be entitled.
.05 Ask the terminated employee if they would like to provide a signed release for the purpose of giving a future reference to a prospective employer. If the terminated employee desires to provide such a release, have him/her complete Consent to Disclosure of Employment Reference Information Release and properly execute.

4.2.2 Severance Package for Release of Claims

.01 Unfortunately, the Church may be faced with the unpleasant circumstance of legal actions being brought against the Church from a disgruntled terminated employee.

.02 The Personnel Committee may wish to provide a severance package to a terminated employee only if the employee agrees to waive all potential legal actions; a reasonable condition in many situations.

.03 If a severance package is considered appropriate, the arrangement must be documented in a severance agreement. All agreements must be in written form and signed by the appropriate parties. The church reserves the right to seek legal counsel in determining the best course/appropriate action. For a release to be enforceable, the Church must offer the employee something of value in exchange for giving up his or her possible claims against the Church.

.04 The terminated employee will be given a reasonable time frame to decide whether to accept the severance package and sign the severance agreement containing a release of claims. A coerced release is legally worthless.

.05 The severance package will be considered taxable income to the terminated employee unless the payment is considered damages received “on account of personal injuries or sickness.” Section 104 of the Internal Revenue Code allows the exclusion of such payments as taxable income if this condition is met. If the severance package is considered nontaxable, the Senior Minister must receive a legal opinion from the Church’s professional advisors supporting such a decision.

4.3 Permanent Layoff - Severance

.01 A layoff is a termination of employment that results from changing ministry conditions which necessitate a reduction in staff. Whenever the Mt. Pleasant Baptist Church Personnel Committee and/or Senior Minister determine, at their sole discretion, a layoff shall occur, the following factors will be among those considered: versatility, qualifications, skill, ability, performance, efficiency, loyalty, attitude and dependability.

.02 The Church will compensate a dismissed Minister with a salary equivalent equaling three months of the employee's annual base salary providing funds are available. Support Staff will receive termination pay equaling to two weeks of the employee's average paycheck for the past year.

Section F

SALARY AND WAGE ADMINISTRATION
Statement of Policy:

Mt. Pleasant Baptist Church will remunerate its employees in a way that demonstrates a high regard and appreciation for the individual and his/her ministry service (1 Timothy 5:17-18, Colossians 4:1, Matthew 25:21 and 1 Thessalonians 5:12-13). We will foster an atmosphere of reciprocal care between the staff and the congregation and remove as many encumbrances as possible to help the staff serve effectively and efficiently. We will encourage present and future staff to pursue excellence in ministry and reward them for their excellent performance. We will also maintain our responsibility to be good stewards of the resources that have been entrusted to Church leadership. We will not expect any of our employees to live with hardship as a cost of ministry.

Some people believe money isn't all that important in Christian work because people are "called" to ministry, and that "calling" will overcome the flesh with regard to money. Though ideally this would be true, reality is that men and women in ministry face many of the same challenges with regard to resources and possessions as men and women in the marketplace. As an employer, we at Mt. Pleasant Baptist Church recognize this and every effort will be made to apply the scriptural principle that a "laborer is worthy of his hire."

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

"For the Scripture says, 'Do not muzzle the ox while it is treading out the grain,' and 'The worker deserves his wages.'
1 Timothy 5:18

"So I will come near to you for judgment. I will be quick to testify...against those who defraud laborers of their wages..." Malachi 3:5

Procedures:

1.0 COMPENSATION PHILOSOPHY

.01 The goal of a compensation program is simple – to compensate all employees fairly, based on what they do. Their compensation shall be based on their Position Description, not their personal circumstances or situation. This philosophy will serve both the employee and the Church.

1.1 Compensation Programs Serve the Employee

.01 It is important to compensate employees fairly for their own sake. Though our tendency is to want to care for people and do all we can to meet their needs, we may not be doing them a favor if we pay them more than their contribution is really worth. Assume that one of our employees has been paid a salary or wage that is more than would normally be paid to someone with the same giftedness and Position Description because the person has been with our Church for a long period of time and we want to take care of him. If the time comes, when he wants to leave our employment and find a position elsewhere, he will be faced with two potentially significant problems.

- First, he will have a difficult time finding a position that will pay a salary or wage close to what he has been earning with us, based on his skill level and giftedness, because he has been overpaid. This may create difficulties as he tries to adjust his lifestyle to a lower salary.
Secondly, he may have difficulty finding a position in his area of giftedness because some potential employers may look at him with the thought that he will only stay with them long enough to find a position somewhere else with a salary or wage like the one he had with the Church.

1.2 Compensation Programs Serve the Employer

.01 A compensation program takes the guesswork out of determining salaries and wages. In other words, subjectivity is replaced with objectivity. It will provide a tool for the employer to use when compensating employees and will help maintain equity throughout the Church.

.02 As employers, we also need to maintain our responsibility to steward the resources that have been entrusted to us. A compensation program helps provide objective criteria for setting salaries and wages and serves as a guide for compensation increases. It will help leadership maintain balance concerning salaries and wages and further help them to manage more effectively.

2.0 INTRODUCTION

.01 The Personnel Committee and Senior Minister will be responsible for the oversight of these Salary and Wage Administration Plan policies and procedures.

.02 This Salary and Wage Administration Plan addresses only the employee's salary/wages. Employee protection coverage benefits and ministry related expense reimbursements will be provided and other adopted personnel policies and procedures of Mt. Pleasant Baptist Church.

.03 Employee performance evaluations do not guarantee a salary/wage increase nor do they alter, modify, or amend the "at will" employment relationship between the employee and the Church. Furthermore, the accomplishment of this Plan is conditioned upon a favorable financial position of the Church's General Operating Budget.

3.0 EMPLOYEE CLASSIFICATIONS AND CATEGORIES

.01 The staff of Mt. Pleasant Baptist Church consists of three classifications: [1] Ministerial Staff (Ordained /non-ordained), [2] Administrative/Managerial/Director Staff and [3]Support Staff. Each of these classifications accommodates a variety of pay scales.

4.0 ASSIGNMENT OF EMPLOYEE CLASSIFICATIONS AND CATEGORIES

.01 Before any staff position is filled at Mt. Pleasant Baptist Church, a Position Description must first be completed which thoroughly defines the primary function of the position and a detailed listing of all areas of responsibility. The Position Description is the foundation of the Salary and Wage Administration Plan since it provides the basic data for position comparisons and evaluations. Position Descriptions must first be approved by the Senior Minister and Personnel Committee of the Church before individuals are solicited for the position or funds are so allocated.

.02 It will be the responsibility of the Personnel Committee and Senior Minister to assign a proper
Classification and Category, as outlined above, to every Position Description prior to the consideration of employment.

5.0 DETERMINATION OF SALARY/WAGE SCALES

.01 Each Church position will be evaluated and ranked as to its "relative worth" in accomplishing the Church's ministry objectives and goals and overall operations of the Church and its ministries. Each position is ranked based on its responsibilities and not on the person in the position. These evaluations will be performed in cooperation with the Senior Minister and the Personnel Committee.

.02 A Salary/Wage Scale will be established for each paid position based on the above-mentioned evaluation. This will be accomplished by the Personnel Committee. Areas to be considered in establishing these scales will be:

- the overall responsibility of the position
- the number of people and/or ministries reporting to the position
- the importance of the position in the success of the overall ministry and operation of the Church
- any other pertinent considerations.

.03 When more than one position has the same or similar evaluation they will be combined in the same scale. Salary/Wage Scales for any new positions will be set by the Personnel Committee, considering recommendations from the Senior Minister or any Church appointed Search Committee.

.04 The scales will be set using comparables from the Denominational Convention Compensation Study, surveys of local Churches of similar size and ministry and appropriate secular sources. Comparables from these sources will be used as guidelines in setting the actual scales. Obtaining such comparables is an important procedure to ensure the payment of reasonable levels of compensation. Intermediate sanctions regulations of the Internal Revenue Code require for a testing of "reasonableness" to guard against the payment of unreasonable levels of compensation and benefits to a Church employee. Please refer to the following section regarding these regulations.

.05 The Personnel Committee will be responsible to review the pay scales each year. It is critical for salary/wage administration that these pay scales be maintained and adjusted each year.

6.0 EMPLOYEE PLACEMENT WITHIN SALARY/WAGE SCALES

6.1 Initial Placement Within Salary/Wage Scales

.01 An employee's salary/wage will be set based on his/her placement within the appropriate job classification pay scale. This will be accomplished by reviewing the responsibilities of the approved Position Description and considering the employee candidates:

- determine if position is exempt or non-exempt
- related work experience
- education
- training
- skills and ability to perform the job
• performance
• responsibilities of the job
• length of employment at Mt. Pleasant Baptist Church
• any other pertinent considerations.

.02 At the time of hiring, the initial salary/wage will be set using the above criteria, taking into account reports of performance from the employee’s previous job. Positions shall never be placed within a salary/wage scale based primarily on the persons filling those positions nor their personal circumstances or situations.

6.2 Compensation Increases and Evaluations

.01 As an overview, promotions to a higher grade will be based primarily on the performance and accomplishment of the responsibilities as outlined in the Position Description and established ministry objectives and goals for that year. A salary/wage increase shall not be given if the employee’s performance does not meet planned expectations. Compensation increases are earned, they are not automatic!

.02 Evaluations shall accomplish three things:

• They shall provide an opportunity to redefine and update an employee’s Position Description so there is a clear understanding of the employee’s responsibilities. Included in this area would be a review of the employee’s spiritual gift(s), abilities and passions. This is important because it allows the employer and the employee to evaluate if this person is a “good fit” for who God made the employee to be. Responsibilities in a position can change over time, so this shall be done annually.

• The evaluation shall review the performance over the past year. This will highlight the employee’s successes, weaknesses, accomplishments of set ministry objectives and goals and will provide a basis for any merit compensation increase for the coming year. A Self-Appraisal by Employee can be used for this process. A merit compensation increase shall not be given if an employee’s performance is not meeting their supervisor’s expectations. Merit compensation increases are earned, they are not automatic.

• The evaluation shall outline specific ministry objectives and goals for the coming year. This will tell the employee exactly what is expected in the coming year and will provide a basis for evaluation at the end of the year. This will also allow the supervisor to make sure the employee’s ministry objectives and goals actually complement the overall ministry directions of Mt. Pleasant Baptist Church.

.03 Annually, evaluations will be performed on each employee by his or her immediate supervisor. Evaluation forms shall be completed by both the employee and the supervisor. The employee shall be given the opportunity to rate his/her own performance and set their own personal ministry objectives and goals. These evaluations help determine improved employee performance and morale, identify training and development needs, assist staff with ministry planning and development, assess employee potential, and aid in several areas of internal employee relations.

.04 The completed evaluations will be furnished to the Personnel Committee for their review. This committee will review each evaluation for fairness, consistency and completeness of all Church employees. Supervisors might be required to justify their evaluations before the committee.

.05 Support documentation for annual reviews and evaluations are to be filed in the personnel jacket
of the employee/staff.

.06 All personnel records are confidential and kept in a secure site in the church office.

6.3 Salary/Wage Freeze

.01 Employees are expected to perform in their position in a satisfactory manner. Whenever an employee is performing at a marginal or unsatisfactory level, the Personnel Committee may choose to prevent the employee from receiving any increases in pay, including increases due to cost of living, for a specified period of time. During periods when pay has been frozen, the period is neutral time for the purposes of determining future pay increases.

Section G

REFERENCE CHECKS FOR VOLUNTEERS

1.0 Criminal Background Checks

.01 Criminal background checks will be obtained by the Personnel Chairperson on all volunteers working with children under the age of 18. Drivers license background checks are necessary for those operating church vehicles. Other background information may be required as situations dictate.

.02 Volunteers will be given a copy of this policy and an authorization to obtain the information when volunteer service is being discussed. Releases are given to the Personnel Committee Chairperson who will obtain the information. These records will be sealed and only accessible to the Senior Pastor and Chairperson of the Personnel Committee.

.03 The Church will not give those working with children a ‘second chance’ if during the screening process it is determined that the person has been convicted of sexual molestation. Leadership feels the care of minors under their responsibility is far more critical than taking the side of mercy for the person.

.04 The Personnel Chairperson will notify the person if information is reported that would prevent the person from volunteering in a particular area. The person will be encouraged to serve in another area.

Section H

1.0 Contractors

.01. As circumstances dictate, some positions may be filled by a contracted employee. Terms and conditions of employment, including compensation and responsibilities, are part of the contract. A contractor is not an employee of the church as defined in this manual and is not covered by any of the compensation or benefits programs.

Contractors are expected to conduct themselves in a manner that reflects positively on the church.