

Valley Grove Baptist Church, Stephenville, TX

Personnel Policies / Amended October 5, 2011

The following personnel policies and procedures are meant as a guideline to help us carry out the effective work of Valley Grove Baptist Church. Our true guideline is the Bible, along with the leading of the Holy Spirit through prayer. We will work through all situations that arise using godly principles, keeping with a spirit of cooperation.

Mission Statement:

Valley Grove Baptist Church exists to introduce and lead all people to a vital faith in Jesus and assist them in growing to be like him.

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1 Cooperative Spirit

All Staff members are expected to work as a team under the general direction of the Senior Pastor. Each professional staff member has a described responsibility and will be expected to minister creatively to produce those results necessary to help fulfill the totality of the Church's ministry. It is recognized that lay staff members contribute to this objective, and their cooperation with each other and with ministerial staff is encouraged to the end that the mission of the Church can be more quickly realized. To achieve these results, each staff member must recognize and respect lines of accountability. To do so will enable the staff to work together more efficiently as a team, although each member is still responsible for his/her specific area.

2 At Will Employer

Employment at Valley Grove Baptist Church is based on the mutual consent of the Church and the employee. 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 Valley Grove Baptist Church.

3 Application

Each full-time and part-time position in the Church will have an up-to-date job description. Job descriptions are clearly written statements of relationships, responsibilities, and authority for each specific position.

Background check: All prospective employees will be subject to an investigation into their criminal background history. Ministerial candidates will also be subject to a credit history investigation. Prospective employees who may, in the line of their work, have responsibility to drive a vehicle, will be subject to an investigation into their driving records. The Personnel Committee may undertake such investigations where circumstances or questions warrant.

An essential element of assisting individuals in their self-development is open communications and an understanding about their expectations, goals, and performance. Therefore, the Personnel Committee will support the Senior Pastor in reviewing personnel annually to assist them in growing at their specific job descriptions.

4 Compensation

Compensation schedules for employees will vary according to job descriptions and individual requirements. Compensation may be divided into categories (housing, health insurance, etc.) according to personal preferences, per IRS requirements (the Senior Pastor is considered to be self-employed and therefore must pay his own Social Security). The Church does not pay Workers' Compensation. Each position has a written job description (see Appendix A) stating major duties and responsibilities. Job descriptions are not inclusive of all duties which may be

required. The Senior Pastor may assign additional duties and responsibilities not included in job descriptions.

The Church's compensation plan is designed to attract quality employees and reward them on the basis of performance and assigned responsibilities. The salary plan is based on job requirements, experience, and the responsibility assigned to each job.

Pay ranges for each position will be based on education, experience, and evidence of capability in doing job requirements. Initial pay ranges for any position are to be determined by the Personnel Committee in conjunction with the Stewardship Committee. All salary ranges are to be approved by the Church body prior to candidates being considered for the position.

Cost of living or merit raises will be considered annually. The Personnel Committee will evaluate each employee and make recommendations for pay raises to the Stewardship Committee prior to the annual budget process and according to budgeting allowances.

5 Confidentiality

Employees of the Church may be privileged to confidential and sensitive information and should not discuss such information with anyone, including family members, outside of the Church offices and only within the Church offices on a need-to-know basis. Violation of this policy is not in keeping with Church philosophy and policy and may result in disciplinary action by the Personnel Committee.

6 Attendance

Every employee is important to the successful operation of the Church. Therefore, it is important that they be at work on time, every day they are scheduled to work. Staff should ordinarily begin their day at the Church office, Monday through Friday, by 9 AM unless the Church office has been notified of other requirements of their time. There will be a mandatory staff meeting weekly. It is the employee's responsibility to maintain an acceptable attendance record as per the written job description. Excessive tardiness, absenteeism, or failures to call in the case of absence will subject the employee to disciplinary action up to, and including, termination of employment. (Sample leave forms are available in Appendix D) The Senior Pastor will document any warnings made to the employee, and together with the Personnel Committee will make decisions about any actions necessary.

7 Appearance

Valley Grove Baptist Church expects employees to exhibit professionalism in all aspects of their Church responsibilities. Therefore, dress and appearance of Church employees should be consistent with the operations of a religious establishment. Appropriate attire and good

grooming must govern appearance. Personal appearance reflects on the Church and creates an impression with Church members, fellow employees, and the public.

8 Outside Employment

All full-time employees are expected to consider the Church as their primary employer. Outside employment is acceptable as long as the Senior Pastor and Personnel Committee have approved it, but it must not present a conflict of interest that detracts from our primary goals, causes job performance to deteriorate, or reflects in a negative way on the Church. No Church employee shall use Church property or Church resources for personal gain.

9 Personal Mail, Phone Calls

Personal mail should be directed to home addresses rather than to the Church. The Church does not provide postage for personal mail, nor will the Church be responsible for delivery of personal mail to the post office. Personal phone calls should be kept brief and to a minimum number in order that phone lines may be available for Church business. If a personal call must be initiated, it should be placed during a break or lunch period and with a personal cell phone. Likewise, receipt of personal phone calls should be done with discretion. Personal long distance calls with Church phones are not allowed.

10 Procedures to Serve Minors

All volunteers and support staff who wish to serve in any capacity with minors should be actively involved at Valley Grove Baptist Church. Those who volunteer to work with minors must be 18 years old or older. Individuals whose ages range from 13 to 17 may assist in supervising minors. All applicants who wish to volunteer or work with an activity or event with a minor must first contact the activity supervisor or Senior Pastor. All volunteers are required to submit to a background check.

11 Substance (Drugs, Alcohol, Tobacco) Abuse

The church recognizes the importance of maintaining a safe, efficient and healthful workplace as well as the responsibility to provide assistance to its employees to the extent practical. The Church believes those suffering a drug addiction or alcoholism need treatment, not punishment. At the same time, it recognizes that substance abuse can pose serious risks to individuals' health and safety and can, in addition, have a detrimental impact on co-workers.

The Church absolutely prohibits the use, consumption, sale, purchase, distribution, dispensing, manufacture, possession, or being under the influence of any illegal (non-prescription) drug by any employee during working hours, while representing the Church, while on the premises of the Church, or elsewhere on Church business. Use of alcohol or any illegal substance on or off

work that would adversely reflect on the Church may subject the employee to disciplinary action up to, and including, termination of employment. Furthermore, alcohol is not permitted on or inside Church property, and tobacco is not permitted inside the buildings of the Church, and use on Church property is discouraged altogether.

12 Sexual Harassment, Sexual Abuse, and Child Abuse

The Church will not tolerate sexual harassment in any form. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Anyone who has been the object of sexual harassment should immediately report the incident to a member of the Personnel Committee. The Personnel Committee will investigate all complaints promptly and in a confidential manner. If it is concluded that harassment has occurred, appropriate disciplinary action, to be determined by the Personnel Committee, will be taken.

Sexual misconduct will not be tolerated at this Church. It is inappropriate for any staff member to engage in sexual relations with any person other than their spouse. All accusations of sexual misconduct will immediately be reported to the Chairman of the Personnel Committee. Any such accusation will be treated as serious and immediately investigated. That investigation will be confidential to protect the people involved.

Child abuse is against the law. Accusations of child abuse will be immediately reported to Child Protective Services, telephone 1-800-252-5400, and to the Personnel Committee. All accusations will be treated as serious and confidential.

13 Employee Disciplinary Action

Formal disciplinary action will consist of a written reprimand placed in the employee's personnel file. A repetition of the same offense will constitute grounds for dismissal.

14 Grievance or Appeal Procedure

Any employee of the Church who believes that he or she has not been treated in accordance with established policies, procedures, or practices is encouraged to discuss the situation with the Personnel Committee. If discussion with the Personnel Committee fails to resolve an issue, the employee may appeal the matter with a joint meeting of the Personnel Committee and the Deacons.

15 Resignation, Termination

When an employee resigns, it is requested that at least two (2) weeks' written notice be given. A letter of resignation should be submitted to the Chairman of the Personnel Committee, and an

exit interview will be scheduled to make arrangements for final payment, transfer of keys, benefits, and so forth. The Church may, through the Personnel Committee, request the employee to leave immediately. Terminations are handled jointly between the Senior Pastor and the Personnel Committee. All Church employees are employed at the will of the Church, consequently, employment and compensation can be terminated without notice at any time.

The Church makes no routine provisions for severance pay. Consideration of severance pay will be handled on a case-by-case basis.

16 Volunteer Definition

A volunteer is any person who participates as a director, teacher, leader, sponsor, assistant, or in other normal capacities related to the particular ministry or ministry activity being carried out who is not receiving compensation for his or her time. Any volunteer working with minors must submit to a background check.

17 Performance Evaluations

The Senior Pastor will annually review the performance of the ministerial staff and determine goals to empower the staff to serve the Church to their fullest capacity.

The Personnel Committee will meet annually with the Senior Pastor prior to annual budget hearings to review the past year's efforts. The Personnel Committee will discuss goals for the upcoming year that fit into the overall mission of the Church and consider how they may assist the Senior Pastor with any performance issues of the staff.

18 Suggestions

Suggestions for improving the quality and efficiency of the Church's services are welcomed. All employees are encouraged to make suggestions for improvements to their supervisors.

Appendix A

Valley Grove Baptist Church Personnel

Job Descriptions

Pastor/Senior Pastor

Principal Functions:

A Church-elected staff position. The pastor is responsible to the church to proclaim the Gospel of Jesus Christ, to teach the Biblical revelation, to engage in pastoral care ministries, to provide administrative leadership in all areas of church life, and to act as the senior pastor of the ministerial staff.

Responsibilities:

Maintain an active personal devotional and prayer life

Act as spiritual leader, equipper, and overseer of the congregation.

Plan and conduct the worship services, prepare and deliver sermons, and lead in the observance of the ordinances of the church.

Lead the church in fulfilling the basic tasks of worship, evangelism, ministry, and discipleship.

Conduct weddings and funerals.

Provide spiritual counseling.

Act as Moderator of the church business meetings; act as *ex-officio* member of all church committees, ministry and leadership teams; act as liaison with the deacon body; and be involved in the annual budgeting process.

Work with church leaders, committees and organization in the development, implementation, and evaluation of all church programs, ministries, and special events.

Serve as Chief Administrator of the paid church staff and supervise the work of the ministerial staff; conduct an annual evaluation of all church staff

Hire and/or terminate support staff, with the approval of the Personnel Committee

Lead and equip the congregation in performing the Christian ministry. Train and equip the congregation in the areas of visitation, outreach, homebound ministries, hospital ministry, and effective witnessing.

Lead the church in fulfilling its mission.

Manage conflict by facilitating peace among members of the staff and congregation, seeking to win back the estranged and reconcile those with broken relationships, particularly when such conflict threatens the welfare of the church.

Review with the Personnel Committee any problems or concerns of the staff or congregation to determine solutions.

Cooperate with local, state, and national denominational leaders in matters of mutual interest and concern.

Work closely with local association of churches to further local denominational outreach.

Keep the congregation informed of Southern Baptist Convention denominational developments.

Assist the church in fulfilling its mission.

Arrange for pulpit supply during his absence.

Minister of Music and Education

Principle Functions:

A Church-elected staff position, supervised by the Pastor. The Minister of Music and Education is responsible for planning, conducting and overseeing a comprehensive program of Christian music, education and training in the church. The Music and Education Minister works with the Pastor, other Ministers, staff, and lay leadership in implementing plans for the entire ministry of the church, including, but not limited to, worship services, education, and choir programs.

Responsibilities

Maintain an active personal devotional and prayer life

Assist the pastor in planning congregational services of the church and be responsible for the selection of music

Supervise all sound technicians

provide a definite schedule of teaching, training, and performing activities for all age groups within the church

Organize and/or provide a comprehensive music program for all age groups, enlisting such volunteer help as needed, especially with the children's choirs

Support other church programs and ministries by providing music skills and consultation as needed

Supervise the instrumentalists who play for worship services

Work with other ministers, program directors, and staff members in the procurement of literature, supplies, equipment, and space for the music ministry

Assist in the development of the music budget and oversee the disbursement of funds for music activities

Lead persons to witness and minister through music and musical experiences in the church and community

Lead the church in planning and conducting a comprehensive program of Christian education and training

Develop special education and training projects such as retreats, study sessions, and seminars for various age groups and program organizations

Lead the church to be aware of the latest trends in Christian education and lead in choosing suitable curricula

Guide in the enlistment and training of lay workers

Maintain an adequate system of records for Sunday School and other educational programs

Provide training for leaders in Sunday School and other educational programs

Serve as coordinator for Vacation Bible School

Assist in the development of the Educational ministry budget and oversee the disbursement of funds for educational activities

Perform other duties as assigned

Be regular in attendance in all regular worship services

Assist the church in fulfilling its mission

Minister of Students

Principle Functions:

A Church-elected staff position, supervised by the Pastor. The Minister of Students is responsible for directing and overseeing the entire student ministry of the church, including, but not limited to, the areas of Bible Study, Discipleship, Evangelism, Worship, Missions, and Fellowship for grades 7-University. This is done through discernment of student needs and not necessarily through running of programs. The Student Minister works with the Pastor, other ministers, staff, and lay leadership in implementing plans and directions for the Student Department, grades 7-University.

Responsibilities:

Maintain an active personal devotional and prayer life

Oversee and direct worker enlistment and training of the Youth and University Sunday School Departments

Work with other ministers, program directors, and staff to involve students in the overall ministry of the Church

Work with the Youth, youth parents, and appropriate ministry teams on committees in planning ministry opportunities, educational experiences, camps, fellowships, conferences, and other outreach ministries to effectively reach those in the youth and university departments

Conduct regular Bible Study and Discipleship events for youth (i.e., Sunday School, Wednesday night program, etc.)

Coordinate activities for members of the university program and Baptist Student Ministry

Encourage and work with parents of all students

Maintain a regular program for contacting and visiting with youth, their parents, and those in the university program for outreach and evangelism

Be involved with students in their school and other activities

Plan activities and conduct regular fellowship activities for youth and parents

Assist in the development of the Student Department budget and oversee the disbursement of funds for student activities

Assist the church in fulfilling its mission

Be regular in attendance in all regular Worship services

Receptionist/Secretary

Principle Functions:

A Church-support staff position, supervised by the Pastor. To serve as the Secretary/Receptionist for the Church offices and assist the Pastor, Ministers, staff, and lay leadership in fulfilling their designated responsibilities to the church

Responsibilities:

Assist the church treasurer as financial secretary, as needed

Prepare church worship bulletins, church newsletters, and calendar

Maintain church and website calendar of activities; apprise Nursery Director of updated schedule changes requiring nursery assistance

Maintain Automated Church [Record Keeping] System, including Sunday School records, rosters and statistical reports; prospect/outreach records; current membership/attendance; and contribution records

Schedule and calendar facilities for weddings; maintain wedding policy

Assist benevolence clients; maintain benevolence records and financial budget; post online records of benevolence activity to Erath Benevolence Network

Answer the telephone and greet visitors to the church office; direct phone calls and visitors to the appropriate offices; prepare and receive outgoing and incoming mail

Assist the ministerial staff, as well as all committees, Sunday School teachers, church members, deacons, and all ministries, as needed

Maintain proper operation of office equipment; purchase required supplies; order bereavement flowers for funerals; receive and process memorials, mailing acknowledgements to giver and receiver

Prepare materials for Wednesday prayer and business meetings

Assist the church in fulfilling its mission

Maintain current directory of church families

Perform other duties as assigned

Adhere to church policies as outlined in these Personnel Policies

Housekeeper

Principle Functions:

A Church-support staff position, supervised by the Pastor. The primary function of the Housekeeper is janitorial, to maintain the existing buildings and grounds. Additionally, the Housekeeper will be responsible for some of the set-up and break-down of meeting areas to facilitate the needs of the congregation.

Qualifications:

Appropriate education to perform duties and able to lift approximately 50 lbs. without assistance. This is a very physically demanding job and requires considerable stamina.

Responsibilities:

Cleaning and maintenance of buildings and grounds should not interfere with scheduled church activities (e.g. office vacuuming should either be completed before 9 A.M. or during the lunch hour). Communication between the Housekeeper and other staff members is critical to insure all events are covered and adequate preparations are made. Due to the nature of the church's weekly schedule, the Housekeeper has two distinct deadlines, broken down as follows:

First of the week (usually on Monday) prior to the week's activities, specifically:

- Empty all trash, replace liners
- Vacuum carpeted areas as needed
- Clean glass doors spot mop tiled areas
- Spot clean spills on carpets Using Extractor
- Check water coolers/cup dispensers, refill as needed
- Check all bathrooms for toilet paper, paper towels and soap
- Clean toilets as needed
- Set up Family Life Center and Fellowship Hall for Wednesday evening activities
- Empty office trash
- Pick up bulletins and paper in sanctuary
- Wash and fold laundry in kitchen

End of the Week (usually on Thursday) prior to Sunday services, specifically:

- Empty all trash, replace liners as needed vacuum carpeted areas
- Clean all bathrooms (toilets, sinks, counters, mirrors)
- Mop all bathroom/kitchen floors
- Clean all glass doors and mop Family Life Center floor; damp mop any spills
- Set up Family Life Center and Fellowship Hall for Sunday morning activities

Empty office trash

Dust in Sanctuary: choir rails, piano (bi-monthly)

Vacuum sanctuary stage

Vacuum sections in sanctuary as needed (completely vacuum sections monthly)

Ensure that all entrances are free of bugs and swept

Wash and fold laundry in kitchen

Check Family Life Center floor for needed dust mopping or cleaning (refer to maintenance caretaker if it needs zamboni)

Other cleaning as assigned

Facilities Caretaker

Principle Functions:

The primary function of the Facilities Caretaker is janitorial and maintenance of existing buildings and grounds. Additionally, the Facilities Caretaker will be responsible for much of the set-up and break-down of meeting areas in order to facilitate the needs of the congregation.

Qualifications:

Appropriate education to perform duties; must be able to lift approximately 50 lbs without assistance (this is a very physically demanding job and requires considerable stamina).

Responsibilities:

Cleaning and maintenance of the buildings and grounds should not interfere with scheduled church activities (e.g., mowing should not be done on Wednesday evenings, office vacuuming should be completed before 9 AM or during lunch hours, etc.). Communication between the Facilities Caretaker and other staff members is critical to insure all events are covered and adequate preparations are made. Due to the nature of the church's weekly schedule, the Facilities Caretaker has two distinct deadlines, broken down as follows:

First of week (getting ready for Wednesday):

- Empty all trash containers, replace liners as needed
- Vacuum carpeted areas
- Clean glass doors
- Spot mop tiled areas/spot clean spills on carpets
- Check water coolers/cup dispensers, refilling as needed
- Check all bathrooms for toilet paper, paper towels, and soap
- Set-up Family Life Center and Fellowship Hall for Wednesday evening activities
- Empty office trans, pick up bulletins in sanctuary

End of week (getting ready for Sunday):

- Empty all trash containers, replace liners as needed
- Vacuum carpeted areas
- Clean all bathrooms (toilets, sinks, counters, mirrors)
- Mop all bathroom/kitchen floors
- Clean all glass doors
- Dust mop Family Life Center floor; damp mop any spills
- Set-up Family Life Center and Fellowship Hall for Sunday morning activities
- Empty office trash
- Dust in sanctuary (choir rails, piano)

Yard work

The Facilities Caretaker is designated to open the buildings on Sunday mornings, usually around 6:30 or 7:00 AM, turning on lights, A/C or heating, and making coffee for the Special Needs class in the Family Life Center. At this time, the Facilities Caretaker should inspect the premises to insure that the building is ready for morning activities (e.g., make sure door mats are in place, pick up any trash that may have been blown around overnight, check for any leaks or water damage if there was a storm, recheck bathrooms and recheck glass doors).

On Sundays between Sunday School and Worship Service, the Facilities Caretaker needs to be sure that the areas that are not being used have had the lights turned off and the heating/AC turned off as well. Any food left out should be put away, and the bathrooms should be rechecked.

Following morning worship, the Facilities Caretaker needs to check the restrooms to make sure they are all flushed and there is no running water anywhere, turn off all lights and turn off or adjust heating/AC units based on the needs for upcoming evening activities, as well as locking all doors.

The Facilities Caretaker is also the designated person to lock up on Wednesdays and Sundays after evening activities. This includes making sure that all toilets are flushed and there is no running water anywhere, turning off all lights and heating/AC units, and locking all doors.

The Facilities Caretaker is responsible for all the mowing/weed eating/edging, etc. on the property with the exception of the field behind the pump house. The Facilities Caretaker is responsible for maintaining all the equipment used in the mowing operations, as well as keeping up with maintenance records for that equipment.* The Facilities Caretaker is responsible for watering the grassy areas immediately surrounding the buildings as needed during the summer months and occasionally in the fall and winter. It is the responsibility of the Facilities Caretaker to maintain and water the flower pots in front of the main entrance of the church as well.

The Facilities Caretaker is responsible for monitoring the water well and the chlorination system for the church facility. Based on the requirements set forth from the TCEQ, the following is a list of procedures that must be followed precisely:

Read the well meter once per week, recording on the appropriate form.

Check the chlorine levels once per week according to the distribution plan, and recording the reading on the appropriate forms.

Take water sample to the appointed lab (following sampling protocols**) once per month.

Refill the chlorine reservoir in the pump house as needed, using the appropriate dilution rate and recording the addition on the proper forms. The TCEQ will contact the church to set up a schedule for annual sampling and testing of the water. It is essential that the Facilities Caretaker keep all paperwork concerning the well and the chlorination system current.

Special Events

When there is a wedding or a funeral/funeral meal or other special activities such as 5th Sunday meal or Fall Festival, the church office will contact the Facilities Caretaker with any special arrangements that need to be made. This may include an extra set-up and cleaning. Major cleanup after weddings is handled separately and are not a part of this job description. When the church hosts a conference or other event running for several days (D-NOW, Revival, Quilt Show, and Vacation Bible School), daily cleaning will be required. During the Christmas and Easter holidays, the church may require additional light cleaning as necessary.

When the church is having baptism, the Facilities Caretaker is responsible for cleaning and filling the baptistery as well as checking to insure that the water is heated properly.

When a congregational or other outside group uses an area of the building, volunteers from that group are responsible to restore the area to original condition as per our building use policy: including the set-up and/or removal of chairs, tables, or other furniture as needed. However, if they fail to do so, it is still the Facilities Caretaker's responsibility to make sure the facility is ready to use.

Other duties:

The Facilities Caretaker may be asked to perform any other reasonable tasks as requested by church staff.

Repairs:

Open lines of communication are essential between the Facilities Caretaker and other church staff to keep the building in good shape. The Facilities Caretaker will oversee and work with the Property and Grounds Committee in matters of major repairs where bids are required. In addition, the Facilities Caretaker will contact professional help to accomplish repairs that require skills/equipment beyond the scope of this job description; these matters should be brought to the attention of the pastor prior to calling out a serviceman. The church office will assist in providing charge cards and other instructions as to specific providers that service the church (e.g., carpet cleaning, water well servicing, AC/heating, electrical and plumbing).

Other Scheduled Maintenance:

The Facilities Caretaker is responsible for maintaining the following areas:

Changing the heating/AC unit filters on a regular basis.***

Cleaning the Family Life Center floor using the zamboni machine, about once per month.

Stripping and re-waxing the Family Life Center floor, annually (usually accomplished on several consecutive days, with outside help)

Stripping and re-waxing the various tiled areas, as needed

Laundry from Wednesday night meals and other kitchen events, weekly.
Maintaining the water coolers, including stocking cups and keeping them clean.

Supplies:

The Facilities Caretaker is responsible for ordering and maintaining a stock of all cleaning supplies used to perform this job. In addition, ordering and stocking consumable supplies (e.g., toilet paper, paper towels, soap, etc.) is also part of the job description. The Facilities Caretaker is in charge of ordering ice, water (for coolers) and coffee/cream/sugar. Again, the church office will assist with information regarding accounts with various vendors.

The Facilities Caretaker is also responsible for ordering paper goods used in kitchens. The coordinator of the Wednesday night meals will provide a list each week of items to be ordered. It is the Facilities Caretaker's responsibility to order and pick up these supplies in a timely manner. During summer months, inventorying and stocking the kitchen paper goods is the responsibility of the Facilities Caretaker.

The Nursery Coordinator will also provide a list of cleaning supplies needed in the nursery area. The Facilities Caretaker will order/purchase/provide these as needed.

Additional Help:

The Facilities Caretaker may not hire out any work nor hire any additional help without the approval of the Pastor and/or the Personnel Committee. Any additional help will be subject to a background check, and the Facilities Caretaker will be directly responsible for their actions.

Scheduling work days/nights in order to do some of the major spring/fall clean-up needs to be coordinated with the church calendar and be approved by the Pastor.

The Facilities Caretaker may request help from the congregation for a specific task such as setting up/taking down tables in the Family Life Center. This request should go through the Pastor.

Security:

This job requires a high degree of trust. The bulk of the work will be completed when the building is not occupied. The Facilities Caretaker must exercise appropriate care to insure the security of the buildings and property of the church. The church will furnish keys and combinations to access all needed areas of the church. When leaving, the Facilities Caretaker must be sure that all lights are off, all A/C and heating units are set appropriately or turned off, and all areas of the building are secure.

Salary and Time off:

This is a salaried position based on a minimum of 30 hours per week. There is no line item in the budget for paid workers in the absence of the Facilities Caretaker which means that all work must be completed each week. This often requires extended hours on days prior to or subsequent to time off. The church does, however, hire someone to fill in for the Facilities Caretaker during his/her vacation.

Appendix B

Benefits and Policies

Vacation

After one year	2 weeks
After five years	3 weeks
After ten years	4 weeks

Vacation to be arranged with supervisor. One church year is defined as January 1 through December 31. Vacation not used during a church year cannot be carried over to the next year. Unused vacation for the current year may be surrendered for cash value upon termination of employment.

Sick Leave

Will accrue at the rate of 8 hours per month. It has no cash value at termination of employment

Revivals

Ministers are allowed 14 days away with pay. The Church will pay supply ministers for 2 Sundays. Exclusions: seminars, camps, rallies, retreats, and other organizational trips. Time off for revivals may not be used for vacation time. The church is to be notified not less than 4 weeks in advance of any scheduled revival away.

Paid Holidays:

January 1, New Years Day	1 day
April, Good Friday	1 day
May, Memorial Day	1 day
July 4, Independence Day	1 day
September, Labor Day	1 day
November, Thanksgiving	2 days
December, Christmas	2 days

Any holidays falling on Sunday or Wednesday will be taken the following day with pay.

Office Hours:

Ministers are allowed two full days off each week exclusive of Sundays and Wednesdays. One of these two days is expected to be Saturday since the church office is normally closed on that day. It is understood that due to the very nature of the job, Sundays and Wednesdays are work days

A minimum number of hours per weekday are to be served at the church during normal office hours. The number of hours is to be determined by the Senior Pastor. It is understood that this would be preempted by an emergency. Chosen office hours are to be published in the church bulletins and newsletters

Holiday Gifts:

A church-wide love offering will be taken up in November of each year to be distributed evenly between the Senior Pastor, the Music Minister, the Youth Minister, and the Church Secretary, on the last Sunday of the month. Individual gifts to staff members from church members may be given at any time, but the intent here is to provide an annual holiday gift from the congregation to each staff member."

Appendix C

Nursery Personnel Policies

Appendix D

Forms