

**PERSONNEL POLICY MANUAL  
FOR  
GRACE COVENANT BAPTIST CHURCH  
BIRMINGHAM, ALABAMA**

**Adopted April 30, 2006**

**I. Purpose**

The purpose of this policy manual is to establish policies, guidelines and procedures related to the responsibilities and conduct of paid employees and certain other staff of this church. The policies in this manual are intended to supplement, and not supersede, any personnel policies and procedures contained in the Constitution and By-Laws of Grace Covenant Baptist Church (hereafter GCBC).

**II. Definitions**

Special terms used throughout this manual are defined as follows:

*Eldership* = refers to the body of men who are ordained to the pastoral ministry and installed as elders/pastors in this church.

*Diaconate* = refers to the body of men who are ordained to the ministry of deacon and installed as deacons in this church.

*Pastor/Elder* = these terms are synonymous and refer to any person in the church ordained to the pastoral ministry and installed to the eldership of this church.

*Full-time Pastor* = refers to any ordained minister (elder) who is financially supported full-time by the church to devote himself to prayer and the ministry of the Word.

*Part-time Pastor* = refers to any ordained minister (elder) who is financially supported part-time by the church to devote himself to prayer and the ministry of the Word.

*Non-Paid Pastor* = refers to any ordained minister (elder) who has been installed to the eldership of this church, but who receives no financial remuneration from the church.

*Support staff* = refers to paid employees of the church who (either full-time or part-time) fulfill specified support functions such as (but not limited to) church secretaries and custodians.

*Volunteer staff* = refers to unpaid volunteer staff of the church who fulfill specified support functions such as (but not limited to) church treasurer, Sunday School teachers, and nursery workers.

**III. The Eldership**

A. *Responsibilities.* The eldership as a whole (i.e., without specific reference to any one pastor/elder), in addition to duties outlined in the church by-laws, shall:

1. Appoint at least one elder to serve as ex-officio member of each church committee.
2. Appoint all volunteer staff except those specifically provided for elsewhere in the church by-laws or this policy manual.
3. Approve/Disapprove recommendations from the diaconate regarding the appointment or employment of support and volunteer staff in accordance with Article IV.3.A.2 of the by-laws.
4. Appoint specific full-time pastors to write job descriptions for each support staff position and submit them to the eldership for approval.
5. Appoint specific full-time pastors to supervise the work of each support and volunteer staff person.

6. Establish and implement a system of regular visitation of all church members for the purpose of pastoral oversight.
  7. Insure the filling of the pulpit at each meeting for worship and the administration of the ordinances as needed.
  8. Establish regular hours of operation for the church office.
- B. *Accountability*. The eldership is accountable first to God, and then to the congregation of GCBC.

#### IV. Full-Time Pastors

- A. *Responsibilities*. In addition to duties outlined in the church by-laws, full-time pastors shall:
1. Establish and maintain regular church office hours.
  2. Serve as ex-officio members of designated church committees.
  3. Write job descriptions for designated support staff.
  4. Supervise the work of designated support and volunteer staff.
  5. Provide counseling as needed or when appropriate.
  6. Participate with other elders in visiting each church member on a regular basis for the purpose of pastoral oversight.
  7. Preach and teach on a regular basis as specified by the eldership.
  8. Perform other pastoral ministry functions as specified by the eldership.
  9. Provide a minimum of two weeks written notice of resignation.
- B. *Benefits*. Full-time pastors shall enjoy the following benefits:
1. **Vacation** will accrue at a rate of 1 day per month, to a maximum of 10 days, during each calendar year following the date of hire. Vacation will accrue at a rate of 1.5 days per month, to a maximum of 15 days, during each full calendar year following the 5<sup>th</sup> anniversary of the date of hire. Vacation will accrue at a rate of 2 days per month, to a maximum of 20 days, during each full calendar year following the 10<sup>th</sup> anniversary of the date of hire. Unused vacation days will not carry over to the following calendar year. Within a calendar year, unearned vacation days may be used in advance of accrual. However, salary for used, but unearned vacation days will be deducted from the final pay period upon separation from GCBC. For the purpose of calculating vacation time, pastors who are admitted to the eldership of GCBC with prior pastoral experience will be credited with one year of service for each year of full-time prior experience, and 1/2-year of service for each year of part-time prior experience, to a maximum of nine years.
  2. Two weeks for **attendance at conferences** for professional or personal enrichment.
  3. Two weeks for **mission trips** and/or other outside ministry opportunities.
  4. Paid **holidays** include: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Martin Luther King Day, two (2) days at Thanksgiving, two (2) days at Christmas. If any of these holidays fall on a Lord's Day or on the pastor's regular weekday off, then he may take an additional day off during the week prior to or after the holiday.
  5. Three months **sabbatical** after every four years of ministry for extended study and/or writing.
  6. Other absences as approved by the eldership (e.g., family medical leave, emergencies).

7. In consultation with the eldership, salary and other benefits, except as previously specified, will be recommended by the church Finance Committee to the congregation during the annual budget review or when deemed necessary by the eldership.
- C. *Accountability.* The full-time pastor is accountable first to God, then to the eldership and congregation of GCBC.
- D. *Termination.*
1. The Pastor may resign his responsibilities to the church body.
  2. If discipline of the Pastor is necessary, steps for church discipline outlined in the church by-laws (Article II and Article IV.4.B&C will be followed).

## V. Part-time Pastors

- A. *Responsibilities.* In addition to duties outlined in the church by-laws, full-time pastors shall:
1. Establish and maintain regular church office hours.
  2. Serve as ex-officio members of designated church committees.
  3. Provide counseling as needed or when appropriate.
  4. Participate with other elders in visiting each church member on a regular basis for the purpose of pastoral oversight.
  5. Preach and teach on a regular basis as specified by the eldership.
  6. Perform other pastoral ministry functions as specified by the eldership.
  7. Provide a minimum of two weeks written notice of resignation.
- B. *Benefits.* Part-time pastors shall enjoy the following benefits:
1. **Vacation** will accrue at a rate of 1 day per month, to a maximum of 10 days, during each calendar year following the date of hire. Vacation will accrue at a rate of 1.5 days per month, to a maximum of 15 days, during each full calendar year following the 7<sup>th</sup> anniversary of the date of hire. Unused vacation days will not carry over to the following calendar year. Within a calendar year, unearned vacation days may be used in advance of accrual. However, salary for used, but unearned vacation days will be deducted from the final pay period upon separation from GCBC. For the purpose of calculating vacation time, pastors who are admitted to the eldership of GCBC with prior pastoral experience will be credited with one year of service for each year of full-time prior experience, and 1/2-year of service for each year of part-time prior experience, to a maximum of six years.
  2. Two weeks for **mission trips** and/or other outside ministry opportunities.
  3. Paid **holidays** include: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Martin Luther King Day, two (2) days at Thanksgiving, two (2) days at Christmas. If any of these holidays fall on a Lord's Day or on the pastor's regular weekday off, then he may take an additional day off during the week prior to or after the holiday.
  4. One month **sabbatical** after every four years of ministry for extended study and/or writing.
  5. Other absences as approved by the eldership (e.g., family medical leave, emergencies, conferences).

6. In consultation with the eldership, salary and other benefits, except as previously specified, will be recommended by the church Finance Committee to the congregation during the annual budget review or when deemed necessary by the eldership.
- C. *Accountability.* The part-time pastor is accountable first to God, then to the eldership and congregation of GCBC.
- D. *Termination.*
1. The Pastor may resign his responsibilities to the church body.
  2. If discipline of the Pastor is necessary, steps for church discipline outlined in the church by-laws (Article II and Article IV.4.B&C will be followed).

## **VI. Non-Paid Pastors**

- A. *Responsibilities.* In addition to duties outlined in the church by-laws, non-paid pastors shall:
1. Serve as ex-officio members of designated church committees.
  2. Provide counseling as needed or when appropriate.
  3. Participate with other elders in visiting each church member on a regular basis for the purpose of pastoral oversight.
  4. Preach and teach as specified by the eldership.
  5. Perform other pastoral ministry functions as specified by the eldership.
  6. Provide a minimum of two weeks written notice of resignation.
- B. *Benefits:* None.
- C. *Accountability.* The non-paid pastor is accountable first to God, then to the eldership and congregation of GCBC.
- D. *Termination.*
1. The Pastor may resign his responsibilities to the church body.
  2. If discipline of the Pastor is necessary, steps for church discipline outlined in the church by-laws (Article II and Article IV.4.B&C will be followed).

## **VII. Support Staff**

- A. *Responsibilities.*
1. The support staff will be supervised by a designated full-time pastor.
  2. The support staff will perform the duties of the job description established for their position by the eldership.
  3. The support staff will be expected to maintain office hours as determined by their supervising pastor.
  4. The first 6-months of service is a probationary period in which termination may occur without cause.
  5. The support staff will be reviewed at least annually.
  6. The support staff will provide a two-week notice for resignation.

B. *Benefits.* The support staff shall enjoy the following benefits:

1. **Vacation** will accrue at a rate of 1 day per month, to a maximum of 10 days, during each calendar year following the date of hire. Vacation will accrue at a rate of 1.5 days per month, to a maximum of 15 days, during each full calendar year following the 10<sup>th</sup> anniversary of the date of hire. Unused vacation days will not carry over to the following calendar year. Within a calendar year, unearned vacation days may be used in advance of accrual. However, salary for used, but unearned vacation days will be deducted from the final pay period upon separation from GCBC. Vacation days must be scheduled in consultation with the supervising pastor.
2. Paid **holidays** include: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Martin Luther King Day, two (2) days at Thanksgiving, two (2) days at Christmas. If any of these holidays fall on a weekend, the support staff shall have off the previous Friday or the following Monday, whichever is closest to the holiday.
3. Six paid sick days upon employment. Additional sick days may be granted for major, extended illnesses as approved by the eldership.
4. In consultation with the diaconate and eldership, salary and other benefits, except as previously specified, will be recommended by the church Finance Committee to the congregation during the annual budget review or when deemed necessary by the eldership.

C. *Accountability.* The support staff shall be accountable to the supervising pastor, the diaconate and the eldership.

D. *Hiring.* The following procedures shall be followed in hiring support staff:

1. Support staff positions may be recommended to the eldership by any pastor or deacon. The eldership may approve the position in consultation with the diaconate and the Finance Committee.
2. Upon approval of the position by the eldership, a full-time pastor will be designated to write a job description for the position and submit it for approval by the eldership.
3. Upon approval of the position and the job description, the diaconate shall recommend the filling and funding of the position to the church at a duly called business meeting.
4. Upon approval by the church and in consultation with the eldership, the diaconate will seek qualified applicants. The applicant will be presented to the eldership for approval.

E. *Termination.* Termination of support staff may be made by the diaconate with the approval of the eldership.

### **VIII. Volunteer Staff in Childrens' Ministries**

With the alarming rise of abuse cases taking place in religious settings, we have established the following guidelines to help safeguard our children and those adults who work with them. While these guidelines do require more information and accountability on the part of potential workers at GCBC, they are established with the desire for all of our members to be blameless and above reproach in all things.

1. All volunteer workers involved with preschool, children, or youth ministries will be required to complete (1) a *ministry application form* and (2) be interviewed by an elder or deacon in anticipation of service at GCBC. As a part of the submission process of the Ministry Application Form, the applicant voluntarily submits to a background check to be conducted by GCBC or its

agents. GCBC reserves the right, but not the obligation, to conduct background checks on applicants.

2. All volunteers for ministry with preschool, children, or youth must be regular or associate members of GCBC for at least six-months before engaging in service with our children.
3. Any person with a prior criminal conviction for sexual abuse, molestation, or related crimes will not be allowed to serve in ministry to preschool, children, or youth.
4. Any behavior observed to be inappropriate with our preschoolers, children, or youth should be immediately reported to the pastor. The pastor will call upon the Elders to investigate all situations that have been reported. If further action is needed, the appropriate ecclesiastical, legal and government authorities will be involved.
5. If a *volunteer* is turned down for his/her offer to serve due to questionable behavior in the past or concerns brought up during the personal interview, the pastors will offer counsel to this individual to assist him/her in working through whatever problems have surfaced. If these matters are satisfactorily resolved and the person is approved by the eldership, then this volunteer will be able to fill a volunteer position.
6. Volunteers in the preschool childcare will operate in pairs with at least one worker being 18 years old or older. Close supervision will be maintained for all educational classes.