

STAFF
HANDBOOK



INTRODUCTION

Welcome – Welcome to First Baptist Church of Juniata County. We consider you to be a gift from God and look forward to working with you as a valued member of our ministry team. We appreciate you and the gifts and talents you bring to our ministries and desire that you achieve your highest level of service for the Lord here at FBC. You can only do that by maintaining a close personal relationship with Jesus Christ and we want to help foster that relationship. As an employee of the church, you represent our church and the Lord Jesus Christ in both your work and private life. As a result, you are expected to always be sensitive to how others may see you. We encourage you to live a life that honors God and makes your relationship with Jesus Christ evident to others through your testimony in the community. Church employees are expected to be in agreement and compliance with the beliefs, mission, vision, and purpose of FBC.

Disclaimer – The manual is intended to provide information about the church’s personnel policies, procedures, benefits and rules of conduct. This manual is not intended to be a contract, nor is it intended to otherwise create any legally enforceable obligations on the part of the church. It is important that you read, understand and become familiar with this manual and comply with the standards that have been established. It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the Deacon Board reserves the right to recommend to the congregation for approval any adaptations and/or changes to the manual as needed and as situations arise. Each employee will receive a copy of this handbook upon their hire. Each employee will be supplied with any changes and will be responsible for updating their handbook. The information in this staff handbook supersedes and replaces all previous personnel policies, procedures, benefits.

Confidentiality – The church staff and leaders are to exercise caution when discussing any church business with those outside the church staff as well as other staff members; any information learned from correspondence, conversations, counseling sessions or business transactions regarding church business should not be discussed or made public in any way. Breach of confidentiality shall be cause for disciplinary action, per the church manual. Confidentiality, in some cases, may be a matter of privacy laws. Any questions regarding confidentiality issues should be addressed to the Senior Pastor and Deacon Board.

TIME OFF

	Years of Service	Weeks of Vacation
Senior Pastor	Upon hire	4
Assistant Pastor	Upon hire	2
	3	3
	10	4
Part-time employees	After 3 years	1
	5	2

Notes:

1. The above schedule is based on a calendar year of January 1 to December 31.
2. Weeks are considered 5 working days.
3. There shall be no accumulation of vacation from year to year.
4. Full-time Pastoral Staff may take one week as individual days or a combination of days but must take remaining weeks of vacation in full weeks. These may be taken consecutively if desired.
5. Part-time staff must take vacation in full week blocks and may be taken consecutively, if applicable.
6. Holidays that fall during a vacation period are not counted as vacation days.
7. Sundays are considered a workday for Pastoral Staff. Because of this, Pastoral staff are given one additional Sunday off per week of vacation they have (e.g., Senior Pastor has 4 weeks, 5 Sundays off).
 - a. Since Sundays are considered a workday for Pastoral Staff, they will be permitted one day off during the week. This day will be agreed upon by the pastors. Saturdays will be scheduled as a day off but allow for additional Sunday preparation as needed by Pastoral Staff.
8. The Senior Pastor shall report his vacation to the Deacon Board. The Assistant Pastor shall report his to the Senior Pastor and communicate this to the Deacon Board as well. Part-time staff shall report their vacation to the Vice Chairman of the Deacon Board at least three (3) weeks in advance and will work with the Senior Pastor if necessary to seek adequate volunteer coverage.

Ministerial Conferences – All full-time Pastoral Staff personnel will be released from their normal responsibilities up to ten (10) working days per year in order to attend a ministry related conference of their choice. This is able to be reimbursed from the pastor’s ministry expenses as set aside by the pastor. Additional conference time may be scheduled with existing vacation time and may be reimbursed as funds allow.

Personal Time – There is no formal policy for personal time. The deacon board will handle such cases on an individual basis as needed.

Sick Days – Full-time Pastoral Staff shall be entitled to sick leave as follows:

Short Term (7 consecutive Sundays or less) – The deacons shall arrange for pulpit supply and other coverage as needed. Pulpit supply will be paid from the pulpit supply budget. Full-time Pastoral Staff will also coordinate with each other in cases of personal sickness and find necessary coverage to sustain ministry involvements until healthy again.

Long Term (8 consecutive Sundays or more) – The deacons shall arrange for pulpit supply and other coverage which could include an interim pastor and the costs of such will come from the remaining pulpit supply budget until depleted and then the pastor’s support line item in the budget. At any time following the eight (8) consecutive Sundays of absence by a member of the full-time Pastoral Staff, the deacons may review the pastor’s status including pulpit supply and make a recommendation to the congregation relating to further action.

Holidays – There will be ten days given off for holidays annually during which the office will be closed, and full-time employees will receive their usual salary. Holidays do not increase the pay but give time off of the regular work week with pay.

The holidays for time off are:

- New Year’s Day
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Day before Christmas
- Christmas

If a holiday falls on Saturday, the day off will be Friday. If the holiday falls on Sunday, the day off will be Monday. If a holiday falls on the normal day off of a Pastoral Staff member an additional day off may be given.

Paternity Time Off – Full-time pastoral staff shall have one week of paid time off for the birth or adoption of a child into their family. Additional time off may be granted by the Deacon Board in case of an emergency or need for extended care. Regular vacation days may be taken following the week if desired by the staff member.

Sabbatical Leave – Eligibility: A sabbatical leave may be granted by the Deacon Board to full-time pastoral staff (ordained or un-ordained) after seven (7) years of full-time ministry service and for every seven (7) years thereafter.

- **Application:** Pastor's shall work together with Pastoral Staff and Deacon Board for best timeframe of the sabbatical. A detailed sabbatical plan shall be presented to the Deacon Board at the time of request. Plan of the sabbatical shall be submitted at least six (6) months prior to the requested sabbatical.
- **Timing:** A sabbatical shall be approved for one (1) to three (3) months based upon submitted sabbatical plan and shall be in addition to paid vacation for the year which the sabbatical is taken. Sabbatical leave shall be consecutively in an effort to maximize refreshment, concentration and minimize disruptive effect on normal church operations. No two (2) staff member shall take a sabbatical within 6 months of each member. Most senior member of pastoral staff shall be granted priority in approval of sabbatical.
- **Wages & Benefits:** During sabbatical, regular salary and full benefits will be paid. All expenses accrued during the sabbatical time shall be the responsibility of the staff member to keep records of and shall be accounted as expense of the pastoral wage package.
- **Report of Sabbatical:** Upon completion of sabbatical, pastoral staff member shall report to the church and/or the Deacon Board, recapping how time was spent and learned experience.
- **Employment Agreement:** The employee who chooses to take a sabbatical leave under this policy, agrees that as far as it depends on them, they will continue in their full-time ministry for at least one (1) full year from the date of return from the sabbatical.

Severance Pay – If a full-time Pastoral Staff employee decides to leave the position and go into a full-time mission program, the Deacon Board may recommend a severance package to the congregation for approval.

SALARY COMPENSATION

Salaries

Salary increases for staff members will be reviewed each year by the deacon board and any change in salaries will be submitted to the congregation at the annual business meeting for approval.

Payday

There will be 26 pay periods per year. Payday will be every other Friday via direct deposit.

Outside Employment

Full-time Pastoral Staff may not participate in outside employment. Exceptions may be granted in certain circumstances and must be approved by the Deacon Board.

This does not include periodic conference or seminar events where a member of the Pastoral Staff is a participant.

MISCELLANEOUS BENEFITS

Ministry Staff Housing Allowance

Eligibility - Pastors serving in a church are classified as dual-status individuals for tax purposes. This means that they are employees for income tax purposes and self-employed for social security tax purposes.

Purpose – Each Pastoral Staff member should have a portion of salary designated as a housing allowance allotted by the staff member and approved by the Deacon Board, following IRS allowances and regulations for clergy.

Authority – The allowance must be designated by each member of the Pastoral Staff and approved by the Deacon Board and submitted to the Church Treasurer. Only actual housing expenses can be excluded from income.

It is the responsibility of the Pastoral Staff member to estimate the housing-related expenses he expects for the coming year so the allowance can be designated prior to the issuance of the first paycheck for the year.

Healthcare Coverage Plan – The church shall provide medical healthcare coverage for their pastors and dependent family members. This plan shall be selected and approved by the Deacon Board and pastors.

Educational Allowance – Our full-time Pastoral Staff can best serve God and First Baptist Church by being well trained in theology and other disciplines necessary to leading the congregation. Advanced educational pursuits must be approved by the Senior Pastor and the Deacon Board. Approved educational pursuits may be eligible for financial assistance by the church, as determined by the budget team. This is in addition to the allowance for pastoral staff to set aside funds from their salary package to be used towards further theological education and training.

Reimbursable Expenses – In addition to the salary provided to our full-time Pastoral Staff members, they will be reimbursed for auto, travel, and books considered ordinary and necessary for them to carry out their duties in the following areas:

- Auto mileage at the current IRS mileage allowance rate.
- Other travel expenses at actual documented costs with the travel pre-approved when possible.
- Educational resources at actual costs up to the current year budgeted total.
- Ministry meals (e.g., pastors' breakfasts, one-on-one discipleship, hospital visits, etc.).

If the actual expenses are less than these budgeted limits, they will be given the difference as bonus at the end of the fiscal year. Each staff member must adequately account for the details of these expenses in order to be reimbursed. This applies only to full-time Pastoral Staff members. Each member of the Pastoral Staff must designate his approximate reimbursable expenses for the fiscal year in the categories of ministry expenses, ministry meals, and travel mileage reimbursement.

Other Expenses – It is recognized that other types of expenses may need to be considered from time to time. It is best that the expenditures be approved beforehand by the Deacon Board or appropriate ministry team and that adequate documentation be provided after the expenditure takes place.

Retirement Plan – First Baptist Church of Juniata County does not currently offer any retirement plans, but members of the Pastoral Staff are encouraged and allowed to set aside a portion of their salary for retirement purposes each fiscal year.

Termination or Resignation of a Full-Time Pastoral Staff Member – Detailed in Article VII, Section 5 of the church constitution.