

# Personnel Manual



Parrish Florida  
[ebcparrish.org](http://ebcparrish.org)

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# Introduction, History, and Purpose

In the early 1970's, two friends started praying and "took to the highways." Driving on Highway 301 between Ellenton and Parrish, they prayed specifically for a location to establish a mission church. In answer to their prayers, a group of ranchers bought land along Highway 301 and donated to the local Baptist association. In 1976, Manatee First Baptist Church agreed to become the sponsoring church for the mission.

Starting in 1977, services were led by two seminary students from Texas for the summer. Originally the meetings were held in the Terra Siesta clubhouse. A Sunday School teacher from Manatee Baptist, Bill Bomar, served and led the mission as a lay preacher. During those early days, many would join in singing and participating in worship, while others continued their shuffleboard game.

By 1978 the ground had been broken for the first building, and when it was completed the following July, worship services were held in a permanent building for the first time. Later that originally sanctuary and office area would become educational space, a library, offices, and now hosts our Fellowship and Hospitality area, The Crossroads.

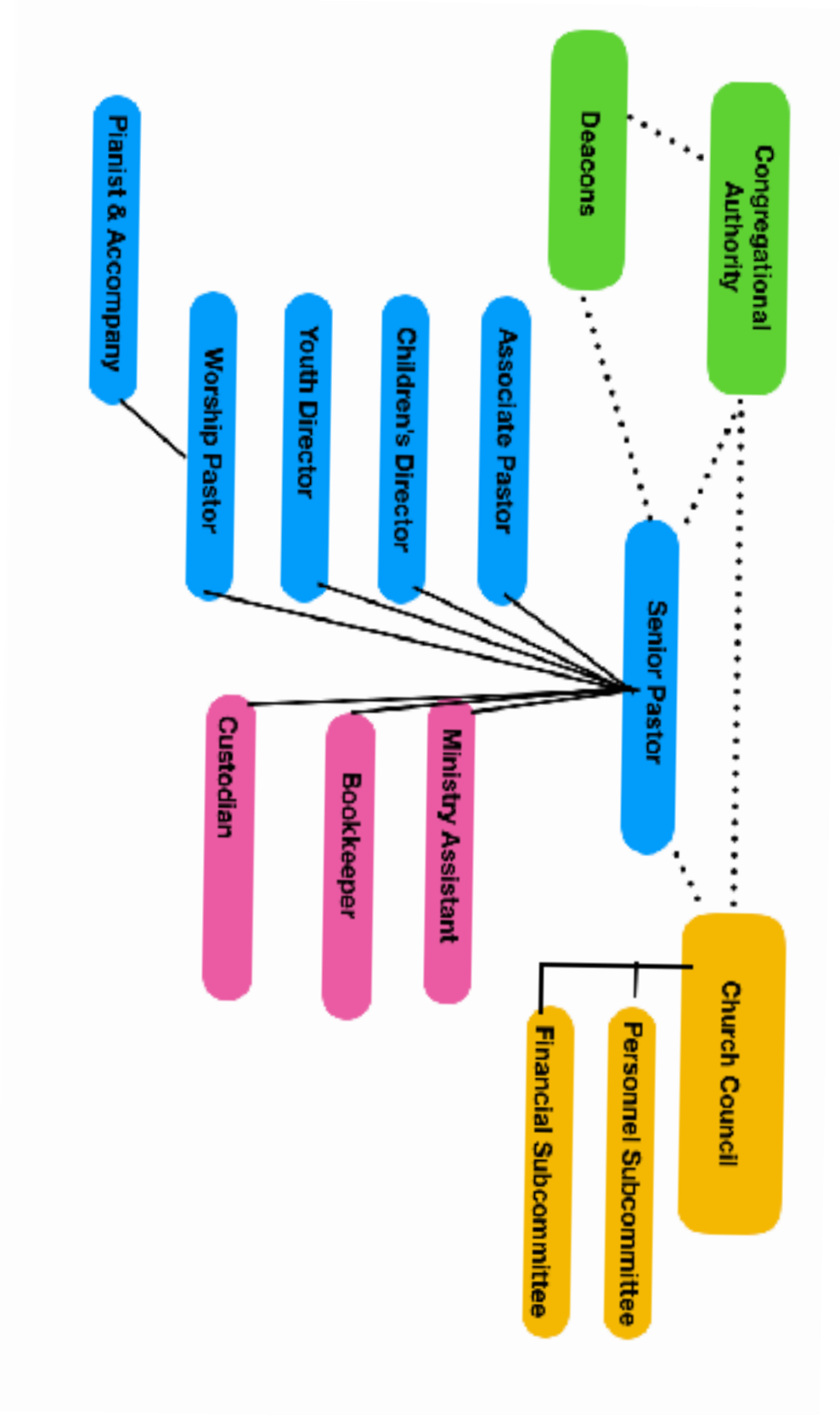
In 1982 the church called its first pastor, Joe Choate. Baptisms were held in a swimming pool brought on campus, and later in members' pools until the current sanctuary was completed in 1988. It was during this time that the sponsoring church agreed to transition Emmanuel from a mission to a constituted church. Emmanuel's second pastor, Ted Francis, led the church during this time to upgrade programs and facilities, and also hired the church's first full-time staff member, Mrs. Marjorie Buhr.

Amazingly, the church was able to pay off its mortgage in 1991 on the sanctuary, taking less than 3 years, which was a credit to the generosity of many in the church. Later on, an education and fellowship area was completed in 1992 and the note was burned in 2002. Since then, Emmanuel has consistently operated without debt, a testament to God's faithfulness.

In Emmanuel's history, there have only been a handful of pastors. Following Ted Francis' retirement, the church called Dr. Kenneth Holt in 1999, who helped guide the church into the 21st century as a preacher, pastor, and administrator. When he left, the church called Rick Chaffin to first serve as interim, and then as permanent pastor in 2007. During Rick's tenure, the church continued to grow as the Parrish area became a rapidly-growing area. Rick announced his retirement and in July 2016 the church called its current pastor, Dr. Scott Douglas, and his young family to help move the church towards becoming a "multigenerational church for families."

This commitment to "Building Strong Families for Christ" has been the motto and driving statement of Emmanuel for many years. And by God's grace and our faithfulness, we'll continue to see our ministry impact the Parrish area and beyond!

# Emmanuel Baptist Organizational Chart



# Hiring & Terminating Guidelines

## A. Ministry Staff

When an opening arises from an existing ministry staff position, or the Pastor & Church Council determine a position should be added, the hiring procedures shall be initiated to fill that position. If a new position should be added or an existing position not be filled, this will require Congregational approval.

These roles serve as the ministry leadership positions within the Church, and fall under the supervision of the Senior Pastor with guidance from the Church Council Personnel Subcommittee.

The Senior Pastor shall report regularly to the Deacons and Church Council for accountability and job performance.

## Hiring Procedures

1. The Church Council shall appoint a search team to solicit resumes, conduct interviews, and present a candidate to the Church Council. Search teams will be made of 5 members in good standing, with 2 non-voting alternates. Search Team members will be asked to affirm a Team Covenant (Appendix 1) as part of their responsibility.
2. The Search Team chairperson will report monthly to the Church Council and Pastor regarding the search, with updates given to the Congregation as needed.
3. The Search Team will be responsible for soliciting resumés using available resources (Job Boards, SBC website, Florida Baptist Convention, Word-of-Mouth).
4. Interviews will be conducted with potential candidates either on-site or through digital communication. On-site visits and other follow-up interviews are permitted during this period as well.
5. Following resumé solicitation, interviews, background checks, personal and professional references, and significant time in prayer and reflection, a single candidate will be presented to the Church Council for approval.
6. The prospective candidate will then be scheduled for a weekend (or longer) time of meeting the Church, Leadership, and whatever is appropriate during morning worship. At this point, the Candidate will be considered *in view of a call*.
7. The following Wednesday night, a special called business meeting will be held to vote on the Candidate. A vote of 75% affirmation is required to issue

a call, of which the Candidate will have “right of first refusal.” Should the Candidate accept, a prompt start date will be established with the Pastor and Church Council. The Ministry Staff member shall be considered a fully-invested employee, not subject to a Probationary Hire period.

*Nota Bene* - When the position is for any other position besides the Senior Pastor, he shall sit as a non-voting participant in the Search Team meetings.

### **Termination & Separation Procedures**

1. Should a member of the Ministry Staff wish to resign their position, a signed and dated letter of resignation shall be submitted to the Pastor and Church Council with an effective date and reason for resigning. Should the Pastor resign, the letter will be addressed to the Church Council.
2. A minimum of 30 days notice shall be given in the event of a resignation to ensure continuity of the position during transition. During the lapsed time between permanent placement, an interim for the position shall be appointed by the Church Council.
3. Should a member of the Ministry Staff need to be involuntarily separated, every effort should be made to do so with a spirit of generosity, graciousness, redemption, and reconciliation.
  - A. The Church Council has the authority to move for a Ministry Staff member to be separated, and must provide written cause for separation. Should the separation result from moral failure, all efforts will be made to maintain confidentiality for the sake of the Staff family. The Church Council must be *unanimous* in moving for a Ministry Staff member to be separated.
  - B. A special called business meeting shall be held, which will be led by a designated Moderator. A vote of 75% shall be required to separate a Ministry Staff member.
  - C. A severance package of no less than 60 days pay shall be granted, unless the reason for separation involves the conviction of a crime. Additionally, should the Staff Member be full-time, benefits such as insurance shall be paid out for a reasonable period of time not exceeding 60 days.

*Nota Bene* - Ministry Staff shall be guided through a Performance Improvement Plan (See Appendix 2) as part of the due diligence process.

## **B. Support Staff**

Support Staff are those roles within the church that allow the administrative functions to continue, or who set up the Ministry Staff. These are essential roles for the church, and they fall under the supervision of the Senior Pastor with guidance from the Church Council Personnel Subcommittee.

### **Hiring Procedures**

1. When an opening arises or the Pastor and Church Council determine that an additional Support Staff position be added, there shall be a prompt and diligent effort to fill the position.
2. A Hiring Team shall be appointed by the Church Council, consisting of the Pastor and two members. They will be responsible for soliciting resumes, conducting interviews, contacting references, and presenting a candidate to the Church Council.
3. Pending approval by the Church Council, the Support Staff candidate shall be hired on a 90-day probationary period. The Hiring Team shall be responsible for administering the 90 Day Evaluation, and either recommending a permanent hire or to separate the Support Staff Hire.

### **Termination & Separation Procedures**

1. Should a Support Staff member resign from their position, they shall provide a dated and signed resignation letter to the Pastor and Church Council, with an effective date and reason for leaving the position. A minimum of two weeks notice is requested.
2. Should a member of the Support Staff need to be involuntarily separated, every effort should be made to do so with a spirit of generosity, graciousness, redemption, and reconciliation.
  - A. The Pastor has the authority to request the involuntary separation of a Support Staff member. A detailed, written, signed and dated letter explaining the reason for the separation shall be presented to the Church Council.
  - B. The Church Council shall, by a 75% vote, decide whether or not to move for separation of the Support Staff Member.
  - C. Unless in cases of theft or other criminal misconduct, a severance package of no less than 30 days pay shall be offered.

*Nota Bene* - Support Staff shall be guided through a Performance Improvement Plan (See Appendix 2) as part of the due diligence process.

## **Job Descriptions**

The following Job Descriptions will be used to define the roles at Emmanuel Baptist Church. They shall be agreed upon when being hired, and can be revised and updated with Church Council approval.

Upon hire, the Job Description shall be signed by the Employee and the Pastor. The Pastor's Job Description shall be signed by the Pastor and by the Chairman of Deacons. Signed and dated Job Descriptions shall be kept in the Personnel File in the Church Office.

Should an additional position be required, a job description shall be written in coordination with the Pastor and Church Council Personnel Subcommittee.





## **Senior Pastor Job Description**

The Senior Pastor is a full-time position responsible for the overall spiritual health, direction, vision, leadership, and administrative functions of Emmanuel Baptist Church. The Senior Pastor will also function as the CEO of Emmanuel Baptist, and will report regularly to the Deacons, Church Council, and Congregation.

### **Qualifications**

- The Senior Pastor shall be a born-again, professing believer in Christ Jesus who is bearing fruit in their ongoing relationship with God.
- The Senior Pastor shall display a calling, giftedness, and preparation for ministry, in particular for the role of a senior/lead pastor.
- Theological and doctrinal alignment with Emmanuel Baptist Church, specifically as stated in the Baptist Faith & Message 2000.
- Education and Experience necessary for the effective administration and duties of the role of Senior Pastor. A minimum of a Master of Divinity (M.Div.) or equivalent from an accredited theological seminary is expected, but not required.
- A humble, teachable spirit with a hunger for improvement & ongoing spiritual growth.
- Ability to lead, inspire, connect, and serve as a catalyst for ministry in the church as a whole.

### **Expectations**

- The Senior Pastor is responsible for the overall ministry, direction, vision, and leadership of Emmanuel Baptist Church. Those responsibilities fall under three main categories: Teaching, Shepherding, and Administration

### Teaching

- The Senior Pastor shall have primary responsibility for the pulpit at Emmanuel, filling it as the primary communicator/preacher. Messages should be biblical, applicable, and accessible.
- The Senior Pastor is also responsible for leading the Wednesday evening Bible study
- The Senior Pastor shall seek to ensure the teaching ministries across Emmanuel are in line with Scripture and our common Baptist identity, specifically the Baptist Faith and Message 2000.
- In the event the Senior Pastor is unable to fill the pulpit (vacation, illness, conference, or respite) he shall secure adequate coverage and communicate that to the Church Council and Deacons.
- The Senior Pastor shall be responsible for coordinating the Emmanuel 101 Membership Orientation





## Associate Pastor Job Description

The Associate Pastor is a volunteer position responsible to assist the ministry of the Senior Pastor and to be a resource, ally, and servant within the Church.

### Qualifications

- The Associate Pastor shall be a born-again, professing believer in Christ Jesus who is bearing fruit in their ongoing relationship with God.
- The Associate Pastor shall display a calling, giftedness, and preparation for ministry.
- Theological and doctrinal alignment with Emmanuel Baptist Church, specifically as stated in the Baptist Faith & Message 2000.
- Education and Experience necessary for the effective administration and duties of the role of Associate Pastor.
- A humble, teachable spirit with a hunger for improvement & ongoing spiritual growth.
- Ability to lead, inspire, connect, and serve as a catalyst for ministry in the church as a whole.

### Expectations

- The Associate Pastor has a very broad responsibility to supplement and accompany the ministry of the Senior Pastor
- This can include: Visitation, Pulpit Supply, Mentoring, Accountability, Decision-making
- The Associate Pastor shall be a resource to the Deacons as well, seeking to benefit the ministry of the Deacons as they care for the Church Family

### Time Requirements

- Sunday: Morning worship service
- Wednesday: Participation in ministry activities happening on campus
- Monthly: Staff Meeting & Church Council

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Associate Pastor

Date

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Senior Pastor

Date



## **Youth Ministry Director Job Description**

This is a part-time position requiring 10-15 hours a week designed for the primary purpose of leading the church's ministry to youth (sixth grade through young adults) and their families. Salary will be determined and approved by the Congregation as part of the Annual Budget.

### **Qualifications**

- The Youth Ministry Director shall be a born-again, professing believer in Christ Jesus who is bearing fruit in their ongoing relationship with God.
- The Youth Ministry Director shall display a calling, giftedness, and preparation for ministry, in particular for the role of leading a youth ministry.
- Theological and doctrinal alignment with Emmanuel Baptist Church, specifically as stated in the Baptist Faith & Message 2000.
- A humble, teachable spirit with a hunger for improvement & ongoing spiritual growth.
- Ability to lead, inspire, connect, and serve as a catalyst for ministry in the church as a whole, and in particular through the Youth Ministry

### **Expectations**

- The Youth Ministry Director is responsible for overseeing, coordinating, and leading a comprehensive ministry to youth and their families
- The Youth Ministry Director will provide leadership for the church to engage families in the community, make connections into local schools, and serve as a resource for engaging youth and families
- The Youth Ministry Director will ensure that volunteers in the youth ministry are trained, equipped, and vetted through Background Checks
- The Youth Ministry Director will recruit, train, and deploy volunteers to assist in ministry to serve in Youth Ministry
- The Youth Ministry Director will seek to find ways to engage youth (and their families) in ministry within the church, as well as mission and ministry outside the church
- The Youth Ministry Director will, each summer, coordinate a mission or camp experience designed to deepen faith and develop relationships
- The Youth Ministry Director will hold regular events and activities designed for fellowship, relationships, discipleship, and leadership. These events shall be planned and coordinated through the Church Council and be appropriate for the Youth Ministry Budget.
- The Youth Ministry Director will strike a balance between professional and personal responsibilities through seeking to maintain an active devotional life, serving and spending time with family, and pursuing excellence in their work.

**Time Requirements**

- Sunday: Morning worship service
- Wednesday: Participation in ministry activities happening on campus
- Monthly: Staff Meeting & Church Council
- Availability and Willingness to minister to the Church & Community, serving as a Catalyst for God’s desire for Emmanuel Baptist

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Senior Pastor

Date

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Youth Ministry Director

Date



## **Children's Ministry Director Job Description**

This is a part-time position requiring 10-15 hours a week designed for the primary purpose of leading the church's ministry to children (birth through fifth grade) and their families. Salary will be determined and approved by the Congregation as part of the Annual Budget.

### **Qualifications**

- The Children's Ministry Director shall be a born-again, professing believer in Christ Jesus who is bearing fruit in their ongoing relationship with God.
- The Children's Ministry Director shall display a calling, giftedness, and preparation for ministry, in particular for the role of leading children and families.
- Theological and doctrinal alignment with Emmanuel Baptist Church, specifically as stated in the Baptist Faith & Message 2000.
- A humble, teachable spirit with a hunger for improvement & ongoing spiritual growth.
- Ability to lead, inspire, connect, and serve as a catalyst for ministry in the church as a whole, and in particular through the Children's Ministry

### **Expectations**

- The Children's Ministry Director is responsible for overseeing, coordinating, and leading a comprehensive ministry to children and their families
- The Children's Ministry Director will present a weekly "Children's Message" during the Worship Service
- The Children's Ministry Director will every year be responsible for the planning, preparation, and execution of Vacation Bible School
- The Children's Ministry Director will provide leadership for the church to engage families in the community, make connections into local schools, and serve as a resource for engaging children and families
- The Children's Ministry Director will ensure that volunteers in the nursery and children's ministry are trained, equipped, and vetted through Background Checks
- The Children's Ministry Director will recruit, train, and deploy volunteers to assist in ministry to serve in Children's Ministry
- The Children's Ministry Director will serve as the staff liaison for Upward Soccer
- The Children's Ministry Director will strike a balance between professional and personal responsibilities through seeking to maintain an active devotional life, serving and spending time with family, and pursuing excellence in their work.

### **Time Requirements**

- Sunday: Morning worship service
- Wednesday: Participation in ministry activities happening on campus
- Monthly: Staff Meeting & Church Council

- Availability and Willingness to minister to the Church & Community, serving as a Catalyst for God's desire for Emmanuel Baptist

\_\_\_\_\_  
Senior Pastor                      Date

\_\_\_\_\_  
Children's Ministry Director                      Date



## **Worship Leader Job Description**

This is a part-time position requiring 10-15 hours a week designed for the primary purpose of leading the church in corporate worship. Salary will be determined and approved by the Congregation as part of the Annual Budget.

### **Qualifications**

- The worship leader shall be a born-again, professing believer in Christ Jesus who is bearing fruit in their ongoing relationship with God.
- The worship leader shall display a calling, giftedness, and preparation for ministry, in particular for the role of leading congregational worship.
- Theological and doctrinal alignment with Emmanuel Baptist Church, specifically as stated in the Baptist Faith & Message 2000.
- A humble, teachable spirit with a hunger for improvement & ongoing spiritual growth.
- Ability to lead, inspire, connect, and serve as a catalyst for ministry in the church as a whole, and in particular through the worship ministry

### **Expectations**

- Each week the worship leader will set the tone and climate for our Sunday morning services through preparation, discipline, and execution of the worship set.
- The worship leader will coordinate with the Pastor the themes, direction, and flow of the worship services so that God is our focus *together*.
- The worship leader will ensure that the choir, instrumentalists, soloists, and other participants in worship leadership are prepared and equipped for the task.
- The worship leader will strike a balance between professional and personal responsibilities through seeking to maintain an active devotional life, serving and spending time with family, and pursuing excellence in the task of leading worship.
- The worship leader will seek to strike the balance between extending creativity in our worship gatherings while remaining faithful to Scripture's witness of Christ.
- The worship leader will, at the discretion of the worship leader and pastor, coordinate and lead special events and holiday presentations (i.e., Easter, Christmas).

### **Time Requirements**

- Sunday: Morning worship service
- Wednesday: Participation in ministry activities happening on campus, along with choir practice
- Monthly: Staff Meeting & Church Council
- Availability and Willingness to minister to the Church & Community, serving as a Catalyst for God's desire for Emmanuel Baptist





## **Ministry Assistant Job Description**

The Ministry Assistant is a part-time, hourly position responsible for managing the workload and administrative tasks essential to the operation of Emmanuel Baptist Church. The Ministry Assistant's primary working hours will be when the Church Office is open, Monday-Friday from 8:00am-2:00pm.

### **Qualifications**

- The Ministry Assistant shall hold at least a high school diploma or equivalent.
- The Ministry Assistant shall be comfortable and proficient with a number of standard office equipment including: telephone, fax machine, copier, folder, desktop computer (including Microsoft Office, Outlook, and other necessary applications).
- The Ministry Assistant shall be organized, detail-oriented, able to multi-task and work efficiently towards their goals.
- The Ministry Assistant shall demonstrate a humble spirit, teachable attitude, and reflect the personality and ministry of Emmanuel Baptist Church.

### **Expectations**

- The Ministry Assistant will be the front-line communication and in many cases first point of contact for people to Emmanuel Baptist Church. Therefore, it is essential that the Ministry Assistant display courtesy, kindness, and grace on the phone, in digital communication, and in person.
- The Ministry Assistant will, each week, prepare the worship bulletin for printing and distribution for Sunday services.
- The Ministry Assistant will also take note of messages, voicemails, and calls into the Church Office and manage them effectively.
- The Ministry Assistant will also be responsible for ensuring that donations and tithes mailed to the Church Office during the week and promptly handled and the information given to the Bookkeeper for record-keeping.
- The Ministry Assistant will handle intake for requests of Facility Use, and will handle the communication with parties interested in using the Church Facility.
- The Ministry Assistant will also handle records of attendance, visitors, and other statistical information about church activities.
- The Ministry Assistant will communicate with the Senior Pastor and other Ministry Staff any concerns that come through the office, such as visits, pastoral care, etc.
- The Ministry Assistant will forward requests for assistance to the Deacons and Senior Pastor, and will refer requests to Manatee Religious Services.
- The Ministry Assistant will assist on special projects, promotions, advertising, and communication needs as they arise.

- The Ministry Assistant will have a “Whatever it takes” approach to their work.

**Time Requirements**

- Monday-Friday 8:00am-2:00pm
- Flex time is an option, provided the Ministry Assistant has communicated this with the Senior Pastor for approval.
- Additional hours for completing work must be requested to the Senior Pastor for approval.
- The Ministry Assistant will keep a weekly time sheet and submit it on Fridays for the Senior Pastor and Bookkeeper to record.
- On Sundays, the Ministry Assistant, if a member/attender, is **not** expected to operate in their weekday capacity, and Sunday will **not** be considered a workday.

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Ministry Assistant

Date

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Senior Pastor

Date



## **Custodian Job Description**

The custodian is primarily responsible for ensuring the cleanliness of the church facility in preparation for regular services and activities. This is a part-time position, designed for up to 15 hours a week.

### **Qualifications**

- The custodian will be someone who is of integrity and discretion, as they will be trusted with access to the church property and to the offices.
- The custodian must pass a standard background check.
- The custodian must provide references from previous employment and personal connections. No family or relatives can provide references.

### **Expectations**

- The custodian is expected to complete the checklist attached to this Job Description
- The custodian will maintain the janitorial supply closet, and will alert the Secretary and Bookkeeper to order additional supplies.
- The custodian will represent Emmanuel Baptist Church well when dealing with church staff, members, attenders, and in the community.
- The custodian will present our facility in an organized, clean, and well-managed way so that Sunday and Wednesday activities can happen without interference.

### **Time Requirements**

- The position is designed for up to 15 hours a week, however certain circumstances may arise that require additional attention from the custodian. Permission for hours beyond 15 in a week must be granted by Senior Pastor.
- A time sheet will be completed by the custodian and submitted to the Senior Pastor for approval on a bi-weekly basis for payroll.
- Should the custodian not be able to fulfill their responsibility, sufficient notice should be given to the Pastor and Church Office so that necessary steps can be taken.

### **Probationary Hire & Evaluation**

- The custodian will be hired on a 90 day probationary basis, at the end of that a review and evaluation will be conducted.

This is an at-will position, and either the custodian or Emmanuel Baptist Church can terminate employment with 2 weeks written notice.



## **Bookkeeper Job Description**

The Bookkeeper is primarily responsible for the accurate management of the financial stewardship of the church. This is a part-time position, designed for up to 15 hours per week. The Bookkeeper will report to the Senior Pastor for supervision and direction.

### **Qualifications**

- The Bookkeeper will be someone who is of integrity and discretion, as they will be trusted with access to the Church's finances and Member giving records.
- The Bookkeeper must pass a standard background check.
- The Bookkeeper must provide references from previous employment and personal connections. No family or relatives can provide references.
- The Bookkeeper will need familiarity with Microsoft Office, QuickBooks (or similar software), and the ability to perform standard calculations and correspondence.

### **Expectations**

- The Bookkeeper will ensure that each week, an accurate recording of deposits, individual contributions, and designated offerings are entered and communicated as necessary to the Church Secretary and Pastor.
- The Bookkeeper shall also make sure that an accurate and updated list of authorized check signers are kept on file. Should additional signers be necessary, this should be communicated to the Church Council.
- The Bookkeeper will ensure that payroll is processed in a prompt and accurate manner, and will work with the Senior Pastor to maintain Employee hiring and employment information.
- The Bookkeeper will ensure that expenses are accurately recorded and carried out. These include monthly bill payments, revolving credit accounts, and other reimbursements for ministry at Emmanuel.
- The Bookkeeper will, each month, produce a summary of the Church's finances, including giving totals and expenses. Also, each quarter a detailed financial report shall be submitted for approval.
- Each year, the Bookkeeper will work with the Church Council Budget Team to develop the Annual Church Budget.
- Each year, the Bookkeeper will ensure that all reporting and documentation is submitted accurately and on-time, as well as produce the annual giving statements for individuals to file with their tax return.
- The Bookkeeper should look to the Senior Pastor and Emmanuel Baptist Church Council for guidance in financial decisions.
- The Bookkeeper is expected to maintain confidentiality and discretion with financial information, including individual contributions.

**Time Requirements**

- The Bookkeeper position is designed for up to 15 hours per week, which will be recorded by the Bookkeeper and submitted at the end of each pay period to the Senior Pastor for approval. In the event that additional time is needed in a week, the Bookkeeper shall seek the approval of the Senior Pastor.
- Office Hours for the Church are Monday-Friday, 9:00am to 3:00pm. The Bookkeeper may set hours around this schedule or on a consistent basis outside those hours. As much as possible, the Bookkeeper should communicate their schedule to the Senior Pastor and Church Secretary.
- Should the Bookkeeper not be able to fulfill their responsibility, sufficient notice should be given to the Senior Pastor and Church Office so that necessary steps can be taken.

**Probationary Hire & Evaluation**

- The Bookkeeper will be hired on a 90 day probationary basis, at the end of that a review and evaluation will be conducted.

This is an at-will position, and either the Bookkeeper or Emmanuel Baptist Church can terminate employment with 2 weeks written notice.

\_\_\_\_\_  
Senior Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bookkeeper

\_\_\_\_\_  
Date

# General Overview

## Office Hours, Workday, and Hourly Schedule

- A. The Church Office shall be open Monday-Friday, from 8:00am to 2:00pm.
- B. The Church Office will be closed on the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (including the following day), Christmas Eve, and Christmas Day.
- C. Staff are accountable for their use of time first to God, then also to the Pastor & Church Council Personnel Subcommittee. Staff should seek to be good stewards of their time, and dedicate their effort towards completing their objectives.

## Pay Periods

Emmanuel Baptist employees shall be considered on a bi-weekly pay period. Checks will be issued by the Bookkeeper and will be available in the Church Office to be picked up.

## Paid Time Off (Vacation, Sick Time, Personal Leave)

- Upon hire, full-time employees shall be given 4 weeks of Paid Time Off for their discretion through the year. This can be used as vacation, sick days, personal time, etc.
- Upon hire, part-time employees shall be given 2 weeks of Paid Time Off for their discretion through the year. This can be used as vacation, sick days, personal time, etc.
- Paid Time Off will not accumulate or carry over from year to year. Records of Paid Time Off shall be kept by the Bookkeeper, but it is also recommended that the Employee keep track of their own Paid Time Off.
- When Ministry Staff are out for a Sunday or Wednesday, they shall make every effort to ensure their ministry areas are covered with appropriate volunteers. These names, contacts, and responsibilities shall be given to the Pastor.
- Ministry Staff shall not be out on consecutive Sundays without approval from the Pastor.

## **Conflict of Interest Policy**

- Emmanuel Baptist Church is first and foremost a gathering of Christians for the worship of God, living as salt and light in the world. Therefore, all employees of Emmanuel Baptist shall maintain their Christian witness and integrity, and will conduct themselves in such a way that does not shame the Gospel or undermine the witness of the Church.
- Should an employee of the church seek outside employment to supplement income, it should not be in an environment or job that goes against the core values and mission of Emmanuel Baptist.
- Employees of the Church shall not use their position within the church to *unfairly* influence their own personal agenda or accomplishments. This includes but is not limited to: school fundraisers, Girl Scout Cookies, book sales, direct sales ventures, or political candidates/issues/votes. Questions of Conflict of Interest should be directed to the Senior Pastor.
- Should an employee find themselves in a place where they have experienced a Conflict of Interest, the following steps shall be taken:
  1. **First Offense:** Warning with Written Statement in Personnel File
  2. **Second Offense:** Probationary Period of Employment (30 days)
  3. **Third Offense:** Separation from Employment

## **Communication, Email, and Social Media**

With increasing use of digital communication, it is imperative for Emmanuel Baptist to set clear boundaries on acceptable use and witness on these emerging platforms.

### Email Usage

- Upon hire, employees of Emmanuel Baptist will be given a distinct email address connected through the Church website and account. It is expected that employees will conduct Church business using that email address, and will not use it for spam or mailing lists not directly connected to their employment at Emmanuel Baptist.
- When the employee separates from Emmanuel, the dedicated email address will be discontinued.

### Communication

- When communicating in speech, email, text, phone calls, etc., it is expected that Emmanuel Baptist employees conduct themselves in such a way that exemplifies their relationship with Christ. Additionally, they will seek to speak in such a way that reflects Ephesians 4:29.

- Even during “time off” it is still expected that Emmanuel Baptist employees conduct themselves in a way that continues the good name of the Church and the witness of the Gospel.

### Social Media Policy

- The Church’s Facebook page, and any future social media platforms, shall be used exclusively to promote and communicate church activities and ministries. Those entrusted as Administrators on the account should be wise in their posting and use of the page. All communication should be done in a way that reflects Christ.
- Other ministries may operate social media accounts, but must remember they have a responsibility to represent not only their ministry well, but also Emmanuel Baptist Church well, because their ultimate aim is to glorify God in their social media interaction.
- Employees are not required to use their social media accounts as a platform for ministry, nor will they be expected to use their personal pages for church promotion. The church social media accounts can be *voluntarily* shared and used by Emmanuel employees.
- However, Emmanuel Baptist employees are required to conduct themselves on social media in such a way that reflects the Christian environment and missions work of the Church.
  - A. Employees should refrain from posting, sharing, and engaging in any activity on social media that goes against the beliefs, practices, or core values of Emmanuel Baptist.
  - B. Before posting on social media, an Employee should ask “Is this beneficial? Is this helpful? Does this reflect well on Christ? Am I creating obstacles for people to come to Christ?”
  - C. Employees should remember that no content on social media is fully erasable. Employees should conduct themselves in such a way they need not apologize for their social media activity.

### **Interactions with Opposite Gender & Minors**

- It is important to protect your integrity in all your interactions, to remain above reproach, and to keep yourself from the appearance of evil.
- To that end, employees of Emmanuel Baptist shall exercise great discretion, caution, and wisdom in how they interact with the opposite sex and with minors. This includes, but is not limited to the following:
  - Not being alone with a member of the opposite sex (not your spouse) or a minor (not a relative)



- Avoid compromising situations, communication, and innuendos with the opposite sex or minors
- Counseling the opposite sex or minors should be done with great caution and care, and should involve the parents or guardians of minors.
- Physical contact with a minor or someone of the opposite gender should be limited to things like handshakes, high fives, one-arm side hugs.
- In the event of an accusation of misconduct with a member of the opposite sex or a minor, the church shall take the following steps:
  1. The employee shall be placed on paid leave pending the results and findings of the investigation.
  2. The proper authorities shall be contacted as quickly as possible.
  3. Should there be media inquiries, all public comments shall be given by the Senior Pastor, or in his absence, the Chairman of Deacons. Church members will be instructed to forward all inquiries or comments.
  4. If the accused misconduct happens with an adult without the standards of criminal misconduct, then the matter will be considered an issue of church discipline (see Section 3 in the bylaws).
  5. Should an employee be found to be engaged in inappropriate contact or there be a credible accusation of misconduct against a minor or an adult to criminal standards, the employee shall be immediately terminated.
  6. In matters not pursued by legal authorities, the Deacon Body shall be assembled to begin determining the credibility and accuracy of the allegation. These matters shall be considered confidential and when the results are determined shall be shared with the Senior Pastor and Church Council.
  7. If the accusation or allegation proves to be unfounded, the employee shall be restored to their duties, responsibilities, and leadership with the consent of the Senior Pastor & Church Council.
  8. In the event the misconduct is from the Senior Pastor, then the Chairman of Deacons shall become the primary contact during the investigative phase.

## **Appendix 1**

### **Search Team Covenant**

We, the members, of the Search Committee of Emmanuel Baptist Church, agree wholeheartedly to serve the committee and the church by prayerfully seeking the next Ministry Leader that God is calling to lead our congregation. As a duly elected committee by the church and relying on the guidance of the Holy Spirit, we commit to the following provisions:

- We will pray earnestly and seek God’s direction throughout this process.
- We will strive for peace, cooperation, respect, and unity in our discussions and decisions, eschewing conflict and, if it occurs, addressing it with prayer, humility, and love.
- We will agree on clear roles and responsibilities for the Committee Members.
- We will set a goal timeline for the search process and strive to stay on task.
- We will set a meeting schedule for our Committee and hold to that schedule.
- We will seek input from the church staff and congregation as we endeavor to find the best candidate for EBC.
- We will be intentional, thoughtful, consistent, and honest in our communication with the congregation, the church staff, the candidates, and each other.
- We will ensure there is a clear job description for our ideal candidate, striving for high but realistic standards.
- We will examine our hearts and seek the best candidate to present to the congregation, free of any individual agendas.
- We will uphold the highest levels of respect and confidentiality, and we will clearly define what is to be kept confidential.
- We will agree to a vetting and interviewing process and stick to it, putting all final candidates through the same process.
- We will not delay in our communication with candidates.
- We will conduct background and reference checks of our final candidate(s) with all due diligence, notifying our candidate(s) if/when we are conducting said checks and upholding our candidate(s) confidentiality.
- We will clearly and honestly present to our final candidate(s): our church’s history, mission, vision, current financial situation, decision-making processes, team dynamics, organizational structure, limitations, challenges, and plans for our future.
- We will hold one another accountable to this covenant, speaking the truth in love.

## Appendix 2 Performance Improvement Plan

<b>Employee:</b>	<b>Supervisor:</b>
<b>Date:</b>	<b>Next Evaluation:</b>

Area(s) Needing Improvement	Plan of Action	Date to Complete Plan

**Comments**

\_\_\_\_\_  
Employee Signature & Date

\_\_\_\_\_  
Senior Pastor Signature & Date