

CENTRAL BAPTIST CHURCH LEADERSHIP HANDBOOK

Effective as of June 5, 2016 by vote of membership
*CENTRAL BAPTIST CHURCH IS AN ELDER-LED, DEACON-SERVED,
CONGREGATIONALLY ACCOUNTABLE CHURCH*

Latest Update: January 2019

TABLE OF CONTENTS

WELCOME & INTRODUCTION

1.1 Welcome Message	3
1.2 About the Leadership Handbook	3
1.3 Why We Have a Leadership Handbook	4
1.4 Central Baptist Leadership and Ministry Focus	6

EMPLOYEE & VOLUNTEER WORK GUIDELINES

2.1 Employment Classifications	7
2.2 Office Hours and Work Schedules	8
2.3 Background Checks	9
2.4 Church Membership	10
2.5 Equal Employment Opportunity	10
2.6 Flexible Working Hours	10
2.7 Job Descriptions	10
2.8 Performance Evaluations	11

COMPENSATION & REIMBURSEMENTS

3.1 Time Sheets	12
3.2 Paydays	12
3.3 Overtime	12
3.4 Ministry Expense Accounts	13
3.5 Reimbursements	13

FACILITIES & EQUIPMENT

4.1 Central Baptist Property, Resources & Equipment	14
4.2 Emergency Closings & Procedures	14
4.3 Parking	15
4.4 Personal Safety	15

STAFF BENEFITS

5.1 Holidays	16
5.2 Sick Hours	16
5.3 Vacations	17
5.4 Housing Allowance	17
5.5 Insurance/Retirement Benefits	18
5.6 Benefits Continuation	18
5.7 Temporary Light Duty	18
5.8 Workers' Compensation Insurance	19
5.9 Unemployment Compensation	19

LEAVES of ABSENCE

6.1 Ministry Opportunities Beyond Central Baptist	19
6.2 Ministry Leave	20
6.3 Bereavement Leave	21

6.4 Family Medical Leave Act (FMLA)	21
6.5 Maternity/Paternity Leave	22
6.6 Jury Duty	23
6.7 Military Leave	23

GENERAL POLICIES

7.1 Attendance & Punctuality	24
7.2 Computer Network Use	24
7.3 Confidentiality	24
7.4 Involuntary Termination of Employment	25
7.5 Pastoral Accountability	25
7.6 Resignation	25
7.7 Background Checks on Persons Who Work With Minors	26

APPENDICES

Appendix 1: Acknowledgement Form	27
Appendix 2: Computer Network Policy	28
Appendix 3: Job Descriptions	31
Appendix 4: Use of CBC Fellowship Hall	44
Appendix 5: Funeral Meals	44
Appendix 6: Use of Outside Minister in the Church's Facilities	45
Appendix 7: Maternity/Paternity Leave Request Form	46

WELCOME & INTRODUCTION

1.1 Welcome Message

Welcome!

We created this *Central Baptist Leadership Handbook* as a companion to our Central Baptist Constitution. It provides more information about our church guidelines and policies. It serves as a guide for our Elders, Deacons, Staff and all of our Central Baptist family as we seek to fulfill the ministries to which we are called as faithful followers of Jesus Christ.

We pray this handbook will provide the information you need to be effective in your service to our Lord Jesus Christ and to Central Baptist Church.

Ryan Strother
Lead Pastor

1.2 About the Leadership Handbook

This handbook has been developed to acquaint you with your privileges and responsibilities as an employee or volunteer staff member of Central Baptist. In addition, this handbook does not constitute an employment contract. It is presented as a matter of information only and its contents should not be interpreted as a contract, either expressed or implied, between Central Baptist and any of its employees or volunteers.

This handbook does not anticipate every circumstance or question about policy. As Central Baptist continues to grow, the need may arise to revise, supplement, or withdraw portions of this handbook or the policies it contains. Although we welcome and value your input, the Elders, or whomever the Elders designate, reserve the right to modify, apply or not apply any of the policies or benefits summarized in this handbook and addendum at its sole and absolute discretion, without prior notice.

For employees (i.e., those who are compensated for their service), employment with Central Baptist is “at will.” That means that either you or the church is free to conclude the employment relationship at any time, for any reason, with or without cause, and with or without prior notice.

Both compensated employees and volunteer staff are expected to subscribe to Central Baptist’s mission and principles (including the CBC Constitution, the Baptist Faith and Message 2000, the Church Covenant and your specific job covenant, if applicable).

If you have any suggestions, ideas, questions or want further clarification of these policies and procedures, please contact the Office Manager or the Lead Pastor.

1.3 Why We Have a Leadership Handbook

We have a handbook because . . .

- We want to be consistent and clear in what we communicate to our employees and volunteer staff, minimizing misunderstandings and frustrations.
- We want to give employees and volunteer staff a place to turn to understand what is expected of them, and what they can expect from us (though face-to-face questions are always welcome).
- It is recommended by our lawyers and we want to pursue an appropriate level of protection for the church, while placing our hope not in those lawyers' advice or societal protections, but in God, our Protector.
- While it isn't the Word of God, which is our ultimate guide, it is informed by the Word. We value the Word and want everything we do and say to be informed by the Word. It is imperative that each employee and volunteer staff member lives a personal lifestyle and practices moral behavior consistent with his/her profession of faith, the teachings of God's Word, and prayer. To that end, we value and look for the following biblical character qualities for each employee/staff member:
 - **Love:** *Love is patient and kind; love does not envy or boast; it is not arrogant or rude. It does not insist on its own way; it is not irritable or resentful; it does not rejoice at wrongdoing, but rejoices with the truth. Love bears all things, believes all things, hopes all things, endures all things. Love never ends. 1 Corinthians 13:4-8*
 - **Joy:** *A joyful heart is good medicine, but a crushed spirit dries up the bones. Proverbs 17:22*
 - **Peace:** *Therefore, since we have been justified by faith, we have peace with God through our Lord Jesus Christ. Romans 5:1*
 - **Patience:** *Be patient, therefore, brothers, until the coming of the Lord. See how the farmer waits for the precious fruit of the earth, being patient about it, until it receives the early and the late rains. You also, be patient. Establish your hearts, for the coming of the Lord is at hand. James 5:7-8*
 - **Kindness:** *"Thus says the LORD of hosts, Render true judgments, show kindness and mercy to one another, do not oppress the widow, the fatherless, the sojourner, or the poor, and let none of you devise evil against another in your heart." Zechariah 7:9-10*
 - **Goodness:** *But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law. Galatians 5:22-23*
 - **Faithfulness:** *Do not fear what you are about to suffer. Behold, the devil is about to throw some of you into prison, that you may be tested, and for ten days you will have tribulation. Be faithful unto death, and I will give you the crown of life. Revelation 2:10*
 - **Gentleness:** *I therefore, a prisoner for the Lord, urge you to walk in a manner worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, eager to maintain the unity of the Spirit in the bond of peace. Ephesians 4:1-3*
 - **Self-Control:** *The end of all things is at hand; therefore be self-controlled and soberminded for the sake of your prayers. 1 Peter 4:7*
 - **Even Temper:** *Whoever is slow to anger has great understanding, but he who has a hasty temper exalts folly. Proverbs 14:29*

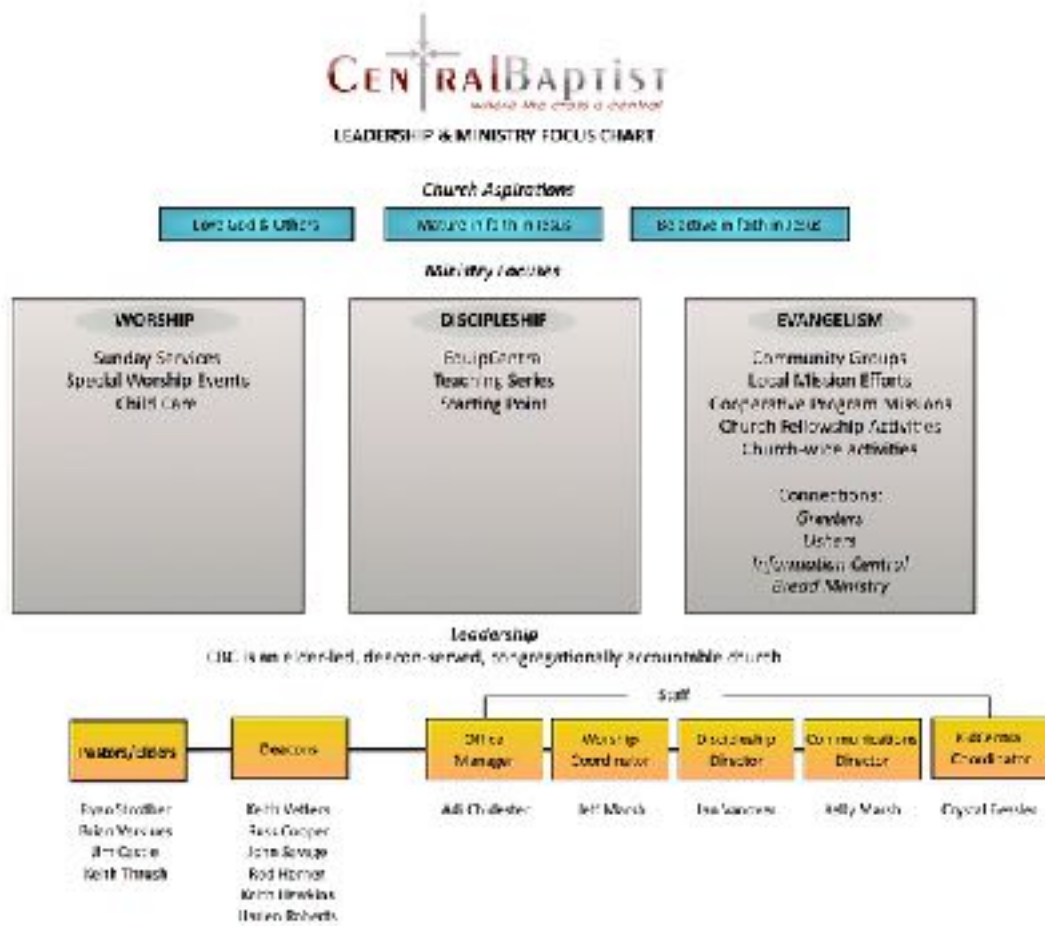
- **Trustworthiness:** *No one who practices deceit shall dwell in my house; no one who utters lies shall continue before my eyes. Psalm 101:7*
- **Hospitality:** *Show hospitality to one another without grumbling. As each has received a gift, use it to serve one another, as good stewards of God's varied grace. 1 Peter 4:9-10*
- **Humility:** *Do nothing from rivalry or conceit, but in humility count others more significant than yourselves. Philippians 2:3*
- **Integrity:** *Better is a poor person who walks in his integrity than one who is crooked in speech and is a fool. Proverbs 19:1*
- **Servanthood:** *As each has received a gift, use it to serve one another, as good stewards of God's varied grace. 1 Peter 4:10*
- **Tact:** *A soft answer turns away wrath, but a harsh word stirs up anger. Proverbs 15:1*
- **Winsomeness:** *Gracious words are like a honeycomb, sweetness to the soul and health to the body. Proverbs 16:24*
- **Wisdom:** *If any of you lacks wisdom, let him ask God, who gives generously to all without reproach, and it will be given him. James 1:5*
- **Passion:** *And leaping up he stood and began to walk, and entered the temple with them, walking and leaping and praising God. Acts 3:8*

1.4 Central Baptist Leadership and Ministry Focus

**Applies To:
Pastoral**

Central Baptist is an Elder-led, Deacon-served, congregationally accountable church.

We have a plurality of Elders, consisting of full-time pastors and volunteer Elders, who share equal responsibility for church leadership. Elders are responsible for spiritual oversight and vision, teaching/preaching, counseling and church discipline. Deacons administer Central Baptist's finance, facilities, benevolence and care and service ministries. Our staff directors and Office Manager provide additional leadership in our ministry focus areas and support other administrative needs of our church.



For more information on each leadership position and its associated responsibilities, please see Appendix 3.

EMPLOYEE & VOLUNTEER WORK GUIDELINES

2.1 Employment Classifications

It is the intent of Central Baptist to clarify the definitions of employment classifications so that compensated staff members understand their employment status. These classifications do not guarantee employment for any specified period of time. All employees retain their status unless and until notified of a change in writing.

Each staff member will be classified in three statuses and together these statuses comprise the employee's classification. The three statuses are:

- ***Exempt or Non-Exempt Status:***
 - **Exempt:** Employees whose positions meet specific tests established by the Fair Labor Standard Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. An exempt employee is paid a fixed salary.
 - **Non-Exempt:** Employees whose positions do not meet FLSA and state exemption tests. They may be paid either an hourly wage or a salary. Either way, they are required to track the number of hours they work and must be paid overtime at a rate of time-and-one-half their regular rate of pay for all hours worked beyond 40 hours in a workweek (Sunday through Saturday).
- ***Time Period Status (this can include two statuses):***
 - **Full-Time:** Employees who work 40 hours or more per week. Generally, full-time employees are eligible for CBC's employment benefits. Employees temporarily moving from part-time to full-time are ineligible for CBC's non-mandatory benefits.
 - **Part-Time:** Employees who regularly work up to 32 hours per week. Generally, part-time employees are eligible for a few of CBC's employment benefits.
 - **Temporary:** Employees who are hired for a limited duration of time. These employees are hired primarily for sick leave and vacation replacement, for peak period workloads, for filling vacant positions until a regular staff replacement can start work, or to assist in the completion of a specific project. Temporary employees can be full-time or part-time, exempt or nonexempt. Temporary employees are ineligible for all of CBC's non-mandated employment benefits.
 - **Contract:** Church hires who have entered into a contractual relationship with Central Baptist. Contract hires can be full-time or part-time, and if hired as employees exempt or non-exempt. Their contracts specify the terms and conditions of their employment whether these individuals are employees or independent contractors hired by the church.

- **Employee Type Status:**

- **Pastoral Staff** are exempt employees. They can be full-time or part-time and may be eligible for additional benefits.
- **Support Staff** are non-pastoral employees who can be exempt or non-exempt and full-time or part-time.

2.2 Office Hours & Work Schedules

Office Hours

Central Baptist's office hours coincide with the Office Manager's schedule. Our Pastoral staff is available by phone during normal daytime hours.

Work Schedules

Information about overtime and flexible work schedules can be found elsewhere in this handbook.

To encourage the practice of a Sabbath rest, quality time with family, and time for personal responsibilities and refreshment, the normal work schedule for each employee category is as follows:

Full-time pastoral staff will work five days a week (at least 40 hours), excluding Saturday and one additional regular day off, determined by work schedules and needs.

Volunteer Elders, Deacons and Staff will work the number of hours and days agreed to at the time of their appointment, or as subsequently approved. The time commitment required will also be specified in each volunteer's job covenant.

For all pastoral staff, all meetings and events which require their attendance by virtue of their ministry position shall be considered part of their regular hours. CBC will also consider time spent in ministry during weekly worship services, EquipCentral classes and small groups as a part of their work week.

Support Staff:

Part-Time Exempt Support Staff work the number of hours and days agreed to at the time of hire or as subsequently approved. The number of hours will also be specified in the employee's job covenant.

Full-Time Non-Exempt Support Staff work eight hours a day, 40 hours a week on a set schedule. Employees whose duties fall primarily outside the office will be advised of their set work schedule through their supervisor. Occasional ministry demands may necessitate evening or weekend duties.

Part-Time Non-Exempt Support Staff work the number of hours and days agreed to at the time of hire or as subsequently approved. The number of hours will also be specified in the employee's job covenant. The employee will follow a set weekly schedule. However, occasional personal and ministry demands may necessitate variations in starting and ending times. Generally, those who work in the office will fulfill their responsibilities during office hours. Employees whose duties fall primarily outside the office will be advised of their set work schedule through their supervisor.

Temporary staff work the duration of time, and the number of hours and days agreed upon at the time of engagement. They will follow a set weekly schedule.

Contract hires will work the length of time specified in their signed contracts. Their general work schedule will also be specified in their signed contracts.

2.3 Background Checks

Background checks are conducted to promote a safe work environment and to protect Central Baptist's most important assets: the people we serve and the people with whom we serve. They assist hiring authorities in making prudent employment/staffing decisions based upon more comprehensive job-related information.

Prior to being hired as an employee (all pastoral and compensated support staff), candidates must complete a satisfactory background check. An offer of employment, is contingent upon the following:

- The candidate's signing of a background check consent form. Central Baptist reserves the right to modify and revise the consent form as needed.
- A determination by Central Baptist that the candidate's criminal history does not preclude him/her from employment with Central.

In addition, if Central Baptist knows or has reason to believe that an employee has a criminal conviction that was not previously disclosed to CBC, that individual will also be requested to consent to a background check(s) as described above, or CBC may terminate the employee. CBC specifically reserves any and all rights to conduct criminal background checks regarding applicants and employees without the consent of such individuals, as permitted by law.

Adherence to this policy by Central Baptist, its employees, applicants, or others, shall in no way limit CBC's right to require additional information or to use procedures currently in place or other procedures to gain information concerning criminal activities or other background information concerning employees, applicants, or others.

2.4 Church Membership

All employees and volunteer staff will manifest a hearty support for the church covenant and for the leadership of the church. All employees are expected to be members of Central Baptist Church. If not a member when employed by the church, it is expected that the employee will begin and aspire to complete the membership process within three months from the date of employment. Failure to pursue church membership could result in disciplinary action, up to and including termination of employment.

2.5 Equal Employment Opportunity

In order to provide employment free of discrimination to all individuals, employment decisions at CBC will be based on such things as character, spiritual fitness, and job qualifications.

Central Baptist is, and will continue to be, an equal opportunity employer. Except when based upon a bona fide occupational qualification or legal exemption (i.e., our biblical commitment to how religion, gender, sexual orientation shape qualification for hire), it is Central Baptist's policy to abide by all state and federal laws prohibiting discrimination against applicants and/or employees on the basis of race, color, national origin, age, disability, status with regard to public assistance, or other legally protected class category.

Central Baptist will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees are responsible for understanding, adhering to and strictly enforcing this policy. Staff who feel they have been unlawfully discriminated against, should bring this to the attention of the Elders. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.6 Flexible Working Hours

Applies To :
Exempt

From time to time, ministry needs require exempt staff to work more hours than their job description specifies. In these cases, exempt staff may, with the approval of their supervisor, adjust their working hours at a later date so that they can be refreshed through paid time off, as well as meet family and other responsibilities.

2.7 Job Descriptions

Central Baptist makes every effort to create and maintain accurate job descriptions for all positions. This is done to aid in orienting new employees and volunteer staff to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for

employee job reviews, and establishing a basis for making reasonable accommodations for individuals with disabilities. These job descriptions are written as a specific covenant for each position.

Job descriptions are prepared when new positions are created. Each job covenant must be approved by the Elders. Existing job covenants are also periodically reviewed and revised in order to ensure that they are up-to-date, reflecting any changes in the position's duties and responsibilities. All employees and volunteer staff will be expected to help ensure that their job descriptions are accurate and current, representing the work being performed.

Employees and volunteer staff should remember that a job description does not necessarily cover every task or duty that might be assigned; it can be changed at any time, and additional responsibilities may be assigned as necessary or as appropriate. Based on each job description, the Elders will develop a specific job covenant with each member of the leadership team, which further details aspects of the particular position and the commitments agreed upon between the office holder and Central Baptist Church.

Current job descriptions for all compensated and volunteer staff members are included Appendix 3 of this handbook.

2.8 Performance Evaluations

Volunteer and paid staff members are strongly encouraged to discuss job performance and goals with their supervisors on an informal, day-to-day basis.

Formal performance evaluations are conducted to provide both supervisors and employees/staff members the opportunity to discuss job tasks and goals, to encourage and recognize strengths, to identify and agree to improve weaknesses, and to discuss positive, purposeful approaches for accomplishing goals.

The first formal performance evaluation for Deacons, Staff Directors and the Office Manager will be conducted approximately three months after they assume their responsibilities. Elders will have their initial performance evaluation approximately six months after their appointment. After their initial evaluation, all volunteer and paid staff members will meet with their supervisors annually, usually in the December/January time frame, to assess their job performance during the prior year and to discuss goals/expectations for the coming year.

COMPENSATION & REIMBURSEMENTS

3.1 Time Sheets

Applies To: Non-Exempt

Accurately recording time worked, vacation and sick hours is the responsibility of all non-exempt employees. Federal and state laws require Central Baptist to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any departure from work for excused personal reasons. It is the employee's responsibility to submit time sheets on time for processing.

Typically, time sheets are due for submission by noon every Monday, unless a holiday interrupts our schedule.

Employees submit their time sheets electronically. Information concerning how to access and submit electronic time sheets is provided during new employee orientation or available through the Office Manager.

Altering, falsifying, or tampering with time sheets may result in disciplinary action, up to and including termination of employment.

3.2 Paydays

You are paid every Monday. In the event that a regularly scheduled payday falls on your day off, such as a holiday, you will be paid on the nearest prior day of work to that regularly scheduled payday. If a regular payday falls during your vacation, your paycheck will be available upon your return.

3.3 Overtime

Applies To: Non-Exempt

For non-exempt employees, overtime is to be avoided under normal circumstances. If overtime is needed, and an employee is willing to put in the extra time, it must be pre-approved by the employee's supervisor and the Office Manager. Employees who work overtime without receiving prior authorization from their supervisor(s) may be subject to disciplinary action, up to and including termination of employment.

Overtime is paid at one and one-half times the regular rate for all hours worked in excess of 40 hours in one calendar week, Sunday through Saturday. Hours paid for time not worked such as holidays, sick leave, or vacation do not count for overtime purposes. Duties requiring anything

more than “very occasional” overtime should be reviewed and adjusted by the employee’s supervisor.

3.4 Ministry Expense Accounts

Applies To: Pastoral

Every calendar year, full-time pastoral staff members receive a ministry expense account. This account may be used to cover ministry-related hospitality, gifts, travel expenses, non-electronic time management organizers, online expenses beyond the basic fee paid by the church, and babysitting (during events which both the pastor and his wife are expected to attend). The account may also be used toward the purchase of books, software or other resources which will enrich the pastor’s ministry or the pastor’s marriage and family life; as well as retreats, seminars or courses designed to increase the joyful fruitfulness of the pastor. All expense requests will be signed by the Chairman of the Deacon Body.

3.5 Reimbursements

Reimbursements for Expenses

Some positions at the church require that regular purchases be made. In these cases, the church may consider loaning the employee a church credit card. The Office Manager, in consultation with the Deacons, will determine if a credit card will be made available. Following is the process for use of the church credit card:

- Fill out a white form located in the first pocket folder inside binder labeled, *Church Reimbursements*. Please obtain the appropriate supporting signatures.
- Check the box for the category of your purchase.
- Staple your receipts to the form and place in the folder at the back of the binder labeled, *Completed Forms*.

If you have any questions regarding the proper use of the card, please contact the Office Manager.

Occasionally, you may pay for certain organizational expenses from your personal funds and need reimbursement. Central Baptist has established the following process for obtaining reimbursement:

- Fill out a blue pre-approval form located in the second pocket folder inside binder labeled, *Personal Reimbursements*. Please obtain the appropriate supporting signatures
- Check the appropriate box representing the category of your purchase.
- Staple your receipts to the form and place in the folder at the back of the binder labeled, *Completed Forms*.

Checks for personal reimbursements will be available the Sunday after you turn in your forms and receipts, if they are turned in by Thursday. They will be in the folder labeled, *Checks*.

Meal Reimbursements

You may be reimbursed for meals when meeting with a congregational attender, client, or employee if at least one of the following criteria is met:

- It was in a clear business setting.
- The main purpose was active conduct of church business and you did engage in business with that person.
- It directly precedes or follows a substantial church business discussion.

FACILITIES & EQUIPMENT

4.1 Central Baptist Property, Resources & Equipment

Appropriate care should be given to church property, resources and equipment. Items used for ministry purposes should follow these guidelines:

1. All use of church property, resources, or equipment should be God-honoring. Therefore, Central Baptist prohibits the use of any property, resources, or equipment in ways that are immoral, disruptive, offensive, discriminatory, obscene, threatening, harassing, intimidating, or harmful to the morale of any employee or other person.
2. All items should be returned promptly and in good condition. All Central Baptist property must be returned immediately upon request or upon termination of employment. If a loss has occurred, Central Baptist may seek a voluntary written authorization to make deduction(s) from wages, provided gross wages do not go below minimum wage. CBC may take other actions deemed appropriate to recover or protect its property.
3. Please notify the appropriate staff member if any equipment or property appears damaged, defective, or in need of repair.
4. CBC will use software only if it holds the appropriate software license agreement.
5. To ensure compliance with these policies, usage may be monitored.
6. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or property can result in disciplinary action, up to and including termination of employment.

Staff who wish to use Central Baptist's property, resources or equipment for personal use should follow these guidelines:

1. Follow the applicable guidelines above.
2. Limited, occasional, or incidental use of church property with a resulting cost (telephones, postage, etc.) is allowed as long as Central Baptist is reimbursed for the resulting cost.
3. Software computer programs may not be downloaded to church computers for personal reasons without prior permission of the Office Manager.
4. For the policy on use of the Central Baptist Fellowship Hall, please see Appendix 4.

4.2 Emergency Closings & Procedures

Central Baptist's closing policy is based on weather advisories issued by the Marion County Sheriff's Office. All scheduled church activities will be canceled whenever the Sheriff's Office issues a Level 2 or Level 3 weather advisory. Office staff will work from home during a Level 2 or Level 3 advisory and will be available by phone and email. Under a Level 1 advisory, normal church activities will be held as scheduled and staff will be in the office during their normal hours.

4.3 Parking

Our parking lot is not large enough to accommodate all of our parking needs, particularly for Sunday morning worship. In an effort to meet as many needs as possible, the following rules must be followed by all staff:

- On Sunday mornings and other days where Central Baptist is hosting an event(s) which will cause a parking shortfall, employees and volunteer staff are instructed to park along the north side of the Well-Kaw Glass parking lot (adjacent to the church property). All members who are able are encouraged to park away from those portions of the parking lot closest to the church entrances.
- Employees and church attenders may not park in the church lot overnight without prior approval from the Chair of the Deacon Body. Employees organizing off-site events overnight should instruct those attending the event to arrange for alternate parking or to be dropped off at the church.
- Employees and their family members may not give permission to their friends to park in the church lots for non-church events without the prior approval of the Chair of the Deacon Body.
- Central Baptist is not able to guarantee the safety of any car parked in its lots. Employee and volunteer staff members and their guests are strongly urged to keep all valuables out of sight, and to encourage others to do the same.

4.4 Personal Safety

Central Baptist will make every reasonable effort to provide the staff with a safe work environment. However, all staff should exercise reasonable caution where personal safety is at stake.

Personal valuables in cars and in the church should be stored out of sight and locked up securely.

Remain alert when walking through the church alone after hours or leaving the church in the dark.

We ask that all staff be vigilant in their work areas to make sure that unauthorized persons are not wandering around unattended.

When accidents occur, employees should immediately notify the Office Manager. Such reports are necessary to comply with laws and to initiate insurance and workers' compensation benefits procedures.

Any unsafe building or property condition should be reported immediately to the Office Manager or the Chair of the Deacon Body, so that corrective action can be taken.

STAFF BENEFITS

5.1 Holidays

ing 20 Hours per Week or More

Employees working 20 hours a week or more are eligible for the following paid holidays:

- New Year's Day (January 1)
- Easter
- Memorial Day (last Monday in May)
- Independence Day
- Labor Day (first Monday in September)
- Thanksgiving Day
- Christmas Day
- Two Floating Holidays (taken at employee's discretion with two weeks' advance notice)

When holidays fall on a Sunday workday (e.g., pastors), the employee will choose an alternate workday (not a Sunday) to observe the holiday.

Remuneration for holiday pay is not available to employees upon termination of employment.

5.2 Sick Hours

Applies To: Full-Time

Full-time employees are provided eight hours per calendar month of sick hours totaling 96 hours per calendar year (12 days, eight hours/day). These hours are granted on the first workday of each month, beginning with the first full month following the first date of employment. Part-time employees are eligible for unpaid sick hours or can make-up hours missed later in the workweek, at their supervisor's discretion. The balance of unused, accrued sick hours can be carried over to the next year, up to a maximum of 240 hours (30 days, eight hours/day). Accumulation in excess of this amount as of January 1 of each year shall be forfeited.

Employees may request permission to use sick hours before they are accrued, subject to their supervisor's approval. Sick hours may be used for the following purposes:

- personal health-related needs
- immediate family health-related needs
- extended family health-related needs with prior approval from one's supervisor and Human Resources
- FMLA leave

Central Baptist defines "immediate family" as parents, children, siblings, spouse, and dependents. We define "extended family" as immediate family plus grandparents, grandchildren, spouse's parents, and the spouse of an extended family member.

If an employee works for any part of a calendar month, sick hours accrue for the entire month.

Unused, accrued sick hours will not be paid out upon employment termination.

Staff members unable to work due to illness must notify their immediate supervisors as soon as possible after the onset of the illness, and certainly by the time they would usually report to work. Once back at work, employees must contact their supervisor in order to ensure that sick hours are accurately recorded.

In extreme circumstances, the Elders may approve additional sick leave to assist employees who need to address the personal health issues of themselves and their families.

5.3 Vacations

Full-time employees are eligible for vacations based on the following schedule:

- One to five years of CBC service: two weeks
- Six to 10 years of CBC service: three weeks
- 11 to 15 years of CBC service: four weeks
- 16 or greater years of CBC service: five weeks

The Elders shall furnish pulpit supply for the vacation period. Requests for additional time off must be submitted in writing to the Elders two weeks in advance.

Vacation time is scheduled and tracked each year in a Staff Time Off Calendar, which is available in the CBC Dropbox account. See the Office Manager for more details.

5.4 Housing Allowance

**Applies To:
Pastoral**

Any licensed or ordained pastors, whether they own or rent their homes, may exclude from their income for federal income tax reporting purposes the portion of their ministerial income designated by the church as a "housing" allowance. This allowance must be used to pay for housing-related expenses such as rent, mortgage payments, utilities, repairs, furnishings, insurance, property taxes, additions, and maintenance. The anticipated housing allowance must be declared to the Office Manager before the first of each calendar year so that it can receive timely, proper approval for use in the coming year. Pastors with any questions regarding the proper use or availability of a certain allowance are urged to contact their own tax accountant, CPA, or other tax advisor.

5.5 Insurance/Retirement Benefits

Applies To:
Pastoral

Benefits are tailored to the specific needs of each full-time employee at the time of hiring. As part of the total compensation available for the position, the package may include health insurance or contribution to retirement.

5.6 Benefits Continuation

Applies To: Full-
Time

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their eligible dependents the opportunity to continue health insurance coverage for a period of time after it would normally end. The church provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Central's group health insurance plan. The notice contains important information about the employee's rights and obligations. Central Baptist has chosen to provide employees with this opportunity, though as a church it is exempt from mandatory COBRA participation.

In addition to health insurance continuation, at the end of employment the church provides eligible employees with a written notice describing continuation rights for Life Insurance. The notice will contain important information about the employee's rights and obligations.

5.7 Temporary Light Duty

An employee with a work-related injury may be placed on temporary light duty (TLD) if:

- The employee has a written physician's statement which states that the employee is physically eligible for TLD (including work restrictions), and there is a favorable prognosis of returning to full duty status within 90 days from the first date eligible for a light duty assignment, and
- There is a TLD assignment available which the employee can perform and qualifies as TLD pursuant to the employee's physician's statement.

Procedure: In the event that the requirements listed above are met, the department head, in consultation with the Lead Pastor, may then direct the employee to a TLD assignment (within the department or with another department if necessary) that is within the employee's medically mandated job restrictions. Once on TLD, the employee will be taken off workers' compensation status and will return to regular status. An employee who refuses a TLD assignment, which meets the requirements of the physician's statement, may have their workers compensation pay reduced accordingly, or may receive other disciplinary action.

TLD status will be initially granted for a maximum period of 90 days. After 90 days, the employee's situation will be reviewed primarily in light of the following two factors:

- Continuation of a favorable prognosis of returning to full duty, based upon the physician's periodic examination and statement thereof, and
- The continuation of availability of an appropriate TLD assignment.

In the event that a subsequent medical evaluation indicates no possibility of future assignment to full duty, or in the event there is no longer a temporary duty available for the employee, the employee may be required to return to a workers' compensation status or be terminated.

A physician's statement releasing the employee from temporary light duty and indicating that he or she is able to return to work full-duty will be required prior to an employee returning to full duty status.

5.8 Workers' Compensation Insurance

Central Baptist carries Workers' Compensation Insurance. This program covers certain accidental injuries or occupational illnesses that are caused by, arise out of, or occur in the course of employment at CBC, including medical expenses and time-lost benefits as provided by statute. Specific benefits are prescribed by law depending on the circumstances of each case. Coverage begins on the first day of employment.

Employees who sustain work-related injuries or illnesses should inform the Chairman of the Deacons or the Office Manager immediately. This will protect the employee's ability to qualify for coverage and expedite assistance.

5.9 Unemployment Compensation

Central Baptist is not obligated to pay into the Ohio Unemployment Compensation System. We do not participate and therefore any employee who is terminated will not receive unemployment compensation.

LEAVES OF ABSENCE

6.1 Ministry Opportunities Beyond Central Baptist

Central Baptist encourages its employees to minister beyond CBC through speaking, writing, and consulting. Employees who have an opportunity to minister beyond Central Baptist should *first* consult with the Elders prior to accepting the opportunity.

Full-time pastoral staff with six months of full-time employment may apply for up to 80 paid weekday (Monday through Saturday) hours, and up to 16 paid Sunday hours (i.e., two Sundays off) every calendar year.

Part-time pastoral staff with one year of service may apply for up to 40 paid weekday hours and up to eight paid Sunday hours every calendar year.

These numbers are not intended to be a target for each pastor each year. Rather, they are a cap. Since a set amount of Ministry Leave is not granted to each pastoral staff person at the beginning of the year, but rather each request is considered on a case-by-case basis, it does not carry over from year to year.

Ministry leave may include opportunities that benefit:

- themselves and the ministries of this church (such as conferences or classes that will better equip our pastors to serve the church)
- the greater Kingdom (such as short-term missions trips or teaching opportunities designed to build up others)
- those who are yet outside the Kingdom (such as regional outreach trips)

How to Seek Ministry Leave:

A pastor wishing to apply for a ministry leave must first discuss the opportunity with the Elders. The decision about whether a particular ministry leave will be granted will depend on several factors. Reasons for approval may include, but are not limited to, the following:

- *Advanced written communication:* Pastoral staff should begin communicating with the Elders very early in the planning process, **before** a commitment is made. Even if ideas are sketchy and specific details are yet unknown, it is helpful for Central's leadership team to know what might be coming.
- *Authorization:* Permission will come from the appropriate Lead and Campus Pastor.
- *Length and Other Time Away from the Church:* The proposed length of the ministry leave, along with other time away from work (including vacation, sick, educational degree programs, etc.), will impact approval possibilities.
- *Scheduling:* Pastors should be mindful that it is more difficult to schedule leave in some seasons than in others. Time off may not be granted due to heavy workloads at church, or if the time away interferes with important Central Baptist events.
- *Finances:* A pastor must show how his expenses will be covered before leave is considered for approval.
- *Covering Work Responsibilities:* The pastor must show the work plan to cover necessary work responsibilities before leave is considered for approval.
- *Priorities:* If necessary, priority will be given to ministry leaves more directly in line with Central's priorities or to those pastoral staff who have had less opportunity to be away previously.

Reporting:

Upon return, the pastor should be prepared to give a report to his supervisor, and others his supervisor may request, about his time away.

6.3 Bereavement Leave**Applies To: Full-Time**

Sick-hours have been defined in such a way that full-time employees are to use them for bereavement leave when a death occurs in an employee's extended family. Central Baptist defines extended family to include immediate family (parents, children, siblings, spouse, and dependents), plus grandparents, grandchildren, spouse's parents, and the spouse of an extended family member.

6.4 Family Medical Leave Act (FMLA)**Applies To:
Various**

Central Baptist shall grant up to 12 weeks of family and medical leave during a "rolling" 12-month period to eligible employees, in accordance with the Family and Medical Leave Act (FMLA) of 1993. FMLA is an unpaid leave of absence. However, an employee must first use accrued sick hours before FMLA time will be granted. An employee may choose to also substitute accrued vacation for all or part of any unpaid FMLA.

Eligibility

Eligible employees must be employed by Central Baptist at least 12 months (but this period need not be consecutive) and must have worked at least 1,250 hours of service during the 12-month period immediately before the date when the leave would begin.

Type of Leave Covered

In order to qualify as FMLA leave under this policy, the employee must be taking the leave for one of the following reasons:

- The birth of a child and in order to care for that child.*
- The placement of a child for adoption or foster care.*
- To care for a spouse, child, or parent (not in-laws) with a serious health condition.**
- The serious health condition of the employee.**
- Caring for military dependents that are injured or become sick in the line of duty.

**Must conclude within 12 months after the birth or placement*

***"A serious health condition" means a condition that involves inpatient care or continuing treatment by a health care provider. When a leave is for a serious health condition, an employee will be required to provide medical certification from the employee's or family member's health care provider.*

Notice Requirements

Employees are required to provide 30 days' notice of the need for leave for the birth or placement of a child or planned medical treatment. In cases where an employee cannot provide thirty 30 days' advance notice, the employee should contact the Elders as soon as possible to discuss the situation. In addition, the employee is required to make a reasonable effort to

schedule leave for planned medical treatment so as not to unduly disrupt church operations, subject to the approval of the health care provider.

Employees requesting leave for their own or an eligible family member's serious health condition will be required to provide sufficient medical certification. Medical certification must be provided 15 days in advance of the request for leave when possible. CBC may require, at its discretion, a second medical opinion on the health condition and periodic re-certifications at CBC's expense. If the opinions of the first and second health care providers differ, CBC may require certification from a third health care provider at CBC's expense.

Employees on an unpaid leave will be required to contact the Elders, at least every four weeks, to report on their status and intention to return to work at the end of their leave.

Employee Benefits

While an employee is on FMLA leave, CBC will maintain the employee's same health plan coverage. However, while on an unpaid FMLA leave, employees will need to make arrangements with CBC to pay their portion of group health benefits premiums. If the employee's health premium payment is more than 30 days late during periods of an unpaid FMLA leave, CBC will cease coverage if payment is not received, provided the employee has received written notice at least 15 days in advance advising that coverage will cease if payment is not received.

Benefits (e.g., vacation, sick hours) will not accrue during FMLA unless the employee works for any part of a calendar month. Sick hours are to be exhausted during FMLA.

Returning to Work

Employees who have been on leave for four weeks or longer due to personal medical conditions are required to provide medical documentation of their ability to return to work. Upon return to Central Baptist from the FMLA leave, employees will be restored to their former position with the same rights, benefits, pay, and other terms and conditions which existed prior to the leave; or to an equivalent position with equivalent rights, benefits, pay, and other terms and conditions of employment.

For More Information

Information such as guidance regarding the making of health insurance premium payments or accessing the required forms can be obtained by contacting the Office Manager. Questions of interpretation under this policy will be resolved by reference to the FMLA and regulations issued by the United States Department of Labor. Employee's rights under this policy shall in no case be less than those afforded by FMLA.

6.5 Maternity/Paternity Leave Policy

Central Baptist supports and encourages healthy families. Paid maternity leave will be granted for female employees for a period of six weeks. This leave applies to the birth, adoption, or foster placement of a child.

Paid paternity leave for male employees will be granted for a period of two weeks. This leave applies to the birth, adoption, or foster placement of a child.

A Maternity/Paternity Leave Request form must be submitted (see Appendix 7), which will give the employee and supervisors opportunity to outline and agree upon any necessary specifics.

6.6 Jury Duty

Central Baptist supports you in fulfilling your civic responsibilities by serving jury duty when required. Full-time employees receive paid leave up to 40 hours per week, for a maximum of four weeks. If employees are required to serve jury duty beyond the period of paid jury duty leave, then available sick hours and vacation are to be exhausted. Thereafter, employees may request an unpaid leave. Part-time employees receive unpaid leave provided that the employee presents proof of serving jury duty.

Adequate proof of being called for jury service must be provided to your supervisor as soon as possible. When you return to work, you should provide your immediate supervisor with verification from the court that lists the number of days you served on the jury and the amount that you were paid per day.

If the amount you are compensated by the court exceeds \$20 dollars per day, your pay will be offset by the excess amount. Extenuating circumstances, which would cause this deduction to become a penalty, must be discussed with and approved by the Elders. If released from jury duty with at least four hours remaining in the work day, the employee must return to work for the remainder of the day.

6.7 Military Leave

Central Baptist will comply with the Uniform Services Employment and Reemployment Rights Act (USERRA) and applicable Ohio laws pertaining to military leave.

Eligibility for Military Leave of Absence

In accordance with USERRA and state law, CBC employees who perform service in the uniformed services (as defined by USERRA) are entitled to an unpaid military leave of absence from their position, subject to the limitations and restrictions set forth in federal and state laws and CBC policy. Upon receiving an assignment for military service, an employee should promptly provide notice, such as submitting a copy of military orders to a supervisor, at least 30 days prior to the time the leave is to begin.

Employee Benefits

CBC will maintain the same health plan coverage for an employee on military leave for up to 31 days. After 31 days, the employee has the option of continuing the same health plan coverage for up to 18 months, during which period the employee will be responsible for the cost of the entire premium. See "Benefit Continuation (COBRA)" for more details.

Prior to the time the leave is to begin, the employee shall notify CBC if desiring to receive any unused, accrued vacation to replace wages while on military leave. During the period of the military leave, benefits shall not accrue unless the employee works for any part of a calendar month.

For More Information

For more information on military leave, contact our Office Manager.

GENERAL POLICIES

7.1 Attendance & Punctuality

To maintain a productive work environment, you are expected to be reliable and punctual in reporting for work. Absenteeism and tardiness place a burden on other staff.

In rare instances, when you cannot avoid being late to work or are unable to work as scheduled, you should notify your supervisor(s) and the Office Manager as soon as possible in advance of the anticipated tardiness or absence.

If you are planning to be out of the office a half-day or more for approved reasons, please notify the Office Manager.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

7.2 Computer Network Use

The computer network is the property of Central Baptist Church and is intended for staff and volunteer use for legitimate business and ministry purposes. Users are provided access to the computer network to assist them in the performance of their ministry tasks. All users have a responsibility to use Central's computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet may result in disciplinary action, up to and including termination of employment, and civil and/or criminal liability.

7.3 Confidentiality

You are expected to keep information confidential, particularly if it involves other lives, or church plans that are too premature to share, or confidences that people have shared. These things should not be discussed outside the office or inappropriately among other employees or staff.

The church wants to do everything it can to help church members develop trust and a freedom to come to us for help without fear that personal needs will become public. Anything related to a specific need or a personal problem that an employee or congregation member has shared should not be communicated without the knowledge and permission of that person. The fact that a person is seeing a pastor or an employee is considered confidential. Also, programs that are not ready for public announcement should not be talked about except where input is required.

Whether or not a confidence may be shared with one's spouse will be made clear on a case-by-case basis, with extreme caution given to situations involving personal matters. It should not be assumed that spouses may automatically hear staff confidences.

Things that were confidential while serving as a Central Baptist employee or staff volunteer with Central Baptist remain confidential after termination of employment or your volunteer staff position.

Cases involving any kind of abuse, especially of children, youth, vulnerable adults, or spouse will be reported according to federal, state and county laws. If you have a question regarding any reporting obligation, please speak to the Elders.

Any breach of confidentiality will be treated seriously. Disregard of this policy may lead to discipline, up to and including termination of employment.

7.4 Involuntary Termination of Employment

Violation of Central Baptist's church covenant, work policies and rules may warrant disciplinary action or employment termination. Where possible and appropriate, the church will initiate a progressive system of discipline that will include verbal warnings, written warnings and suspension. However, since employment with Central Baptist is based on mutual consent and is "at will," both the employee and Central have the right to terminate employment at any time, with or without cause or notice.

Central is not obligated to pay into the Ohio Unemployment Compensation System. We do not participate and therefore any employee who is terminated will not receive unemployment compensation.

Employees will return all church keys and other church property upon employment termination.

7.5 Pastoral Accountability

**Applies To:
Pastoral Staff**

Central's full-time and volunteer pastors (who comprise the Elders) will meet at least weekly for a time of prayer, encouragement, accountability, and ministry direction.

7.6 Resignation

Resignation is a voluntary act initiated by you to terminate employment with Central Baptist. Although advance notice is not required, Central requests at least four weeks' written notice of resignation from exempt employees and two weeks' written notice from non-exempt employees.

You may be asked to assist in the training of a new replacement employee. There will be an exit interview on your last day with the Office Manager or one of the Elders. You will be expected to return all church keys and other church property upon employment termination.

7.7 Background Checks on Those Who Work With Minors

Any person associated with the church (member or attender) who works with children (17 years old and under) in church-related ministries must complete a background check prior to serving in any capacity with children.

SUBMITTING AND REVIEWING INFORMATION

Information for the background check will be submitted through Backgroundchecks.com (in partnership with LifeWay) by the worker at the expense of the church. All information is confidential between the applicant and Backgroundchecks.com. The reviewer of all background check results will be Deacon Ben Graff.

PROCESS IF “RED FLAGS” APPEAR

1. Deacon Graff will verify any charges that might appear with official police or court documentation.
 - a. Any confirmed charges involving illegal activity with children, domestic violence, or sexual crimes will lead to an automatic refusal of the applicant's working with minors in the church.
2. For non child related charges, Deacon Graff will meet with the applicant to gather more details concerning the incident in question. Deacon Graff will compose a report of the findings and submit the report to the elders. The elders will make the determination whether or not the person is qualified to serve in our children m

APPENDICES

Appendix 1: Acknowledgement Form

This employee handbook has been prepared for your information and understanding of the goals, policies, benefits, and expectations of Central Baptist Church, and your responsibilities. Please read it carefully. Upon completion of your review of this handbook, please sign the statement below, and return it to the Office Manager.

I have read and have become familiar with all the provisions of these policies and procedures, and I understand that the Office Manager or the Lead Pastor is available to answer any questions concerning these policies. I also understand that this handbook does not constitute an employment contract. It is presented as a matter of information only and its contents should not be interpreted as a contract, either expressed or implied, between Central Baptist Church and any of its employees. Central Baptist Church reserves the right to modify, apply or not apply any of the goals, policies, benefits, or expectations of Central Baptist Church, and my responsibilities (summarized in this handbook and addendums) at its sole discretion, without prior notice.

I agree by signing below to abide by the policies and procedures contained in this employee handbook. I understand that the policies and benefits in this handbook may be added to, deleted, or changed by the church at any time. If I have any questions regarding the content or interpretation of this handbook, I will bring them to the attention of the Office Manager or the Lead Pastor.

This handbook replaces all previous handbooks, and other oral or written statements of employment policy and practice. Furthermore, I understand that nothing in this handbook changes or is intended to change the basic premise that employment with Central Baptist Church is “at will,” meaning that it can be terminated, with or without cause or notice, at any time at either my option or the option of Central Baptist Church. No representative of Central Baptist Church has the authority to enter into an agreement contrary to this, except in a written contract, or employment executed by the Elders and the employee.

By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the Central Baptist Church Employee Handbook.

Employee Signature and Date

Employee's Printed Name

Appendix 2: Computer Network Policy

Use Limitations

Restricted Computer Access

There are some computers in our facilities that are critical to the operation of Central. Some computers are used by people who cannot perform their responsibilities without the computer, and can be seriously affected by its absence during a repair or reinstallation. General access to these computers is restricted.

These computers should never be used by any unauthorized person for any reason:

- Any Sanctuary computer
- Any computer critical to worship services

Office Computers

The computers in the individual offices are used daily by the people who occupy those spaces. Please be courteous and respectful and do not log in to, unplug, reconfigure, or move these computers. Do not install personal software on other people's computers, or remove software that they have installed. Please consider that computer as personal as their desk drawers; if someone is not in their office, do not take it as an invitation to log them out and log in yourself. Also, do not consider it an invitation to sit down and surf the web or log in to your personal email, especially if it means logging them out of theirs. The Office Manager's computer is available for limited use by others, but anyone wishing to do so should use the guest log-in procedure. For more information, see the Office Manager.

Stewarding Central Baptist Resources

Wise Use

Computer resources are limited, and all users connected to the network have a responsibility to conserve these resources. Please avoid wasting computer and network resources. These acts include, but are not limited to, sending unauthorized mass mailings or chain letters, spending excessive amounts of time on the Internet, uploading or downloading large files, accessing unauthorized streaming audio and/or video files or otherwise creating unnecessary loads on network traffic associated with non-ministry related uses of the Internet. Please refrain from streaming live music or video during working hours. Video and music consume large amounts of internet bandwidth and can affect web access to critical programs. If you have music you like to listen to, please bring in your MP3 player (iPod, etc), or play the CD from your computer or a portable player instead of listening to an internet station.

Logins and Passwords

Sharing your Central Baptist login information with anyone other than the Office Manager, Deacons, Elders or approved Staff member is forbidden. Sharing your login can allow another person unauthorized access to sensitive or critical information or communications in your departmental folders, as well as your email. Allowing someone else to use your login can also cause unacceptable internet use to be logged under your name, even if you are not responsible. Never share your login information for any reason. If you have a volunteer that needs computer access, please contact the Office Manager to request a new account. If you ever feel there is someone who may know your password, please change it immediately.

The default passphrase given with a new account should be changed as soon as possible. Please choose a passphrase of two or three words together that no one can easily guess, and keep it secret to prevent unauthorized access. People have been known to stand at a computer and try different user names with simple passwords such as 1234 until they find one that works. You can easily prevent this by changing your passphrase to something not easy to guess. Do not tape the passphrase under your keyboard, on the back of the monitor, or on a piece of paper in your drawer. These are common habits that reduce the integrity of the network. A quick, easy way to help keep your information secure is to get in the habit of locking your computer when you step away from it. Press the Windows Key and the letter "L" to lock the screen.

Virus / Malware Detection

Files obtained from sources outside Central, including disks or flash drives brought from home; files downloaded from the Internet, newsgroups, bulletin boards or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses which may damage Central's computer network. You should never download files from the Internet, accept e-mail attachments from unknown sources, or use disks or flash drives from non-CBC sources without first scanning the material with CBC-approved virus checking software. If you suspect that a virus has been introduced into CBC's network, notify the Office Manager immediately.

Personal Equipment

Personal Laptops

Personal laptops can be used at Central, but must be configured with effective, up to date antivirus and antispyware programs. Please bring your computer to the Office Manager to ensure your computer is protected. If it is not, there are several free programs that can be installed to keep your computer, and Central's network, well protected from infection. Wireless internet access is provided throughout the building for staff, volunteer, and guest access. Never unplug the network cable from any computer or printer and plug it in to a personal laptop. You may interrupt connectivity to something important, or interrupt a job left active by someone else.

No Backups of Personal Data

Please remember that any personal equipment, either at home or at our facilities, is not backed up or protected by the systems at Central. Please be sure to perform regular back-ups of your personal data; if you need recommendations on good back-up software or hardware, please contact the Office Manager.

Privacy Waiver

Central assigns computers and Internet access to staff and volunteers to assist them in the performance of their jobs. You should have no expectation of privacy in anything you create, store, send or receive using Central's computer equipment. These systems and the computer network to which they are connected are the property of Central. By using Central's computers and network, you expressly waive any right of privacy in anything you create, store, send or receive using Central's equipment. You consent to allow qualified Central personnel access to and review of all materials created, stored, sent or received by you through any Central network or internet connection.

Monitoring of Computer and Internet Usage

Central has the right to monitor and log any and all aspects of its computer systems including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups,

reviewing computer histories, logs, and cached files, and monitoring file downloads and all communications sent and received by users.

Appendix 3: Job Descriptions

Job Title: Lead Pastor
Status: Full-time Exempt
Salary Range:
Supervisor: Elder Body

POSITION OVERVIEW

In concert with the other Elders, the Lead Pastor is responsible for Spiritual Oversight and Vision, Teaching/Preaching, Counseling and Church Discipline. He must be qualified as set forth in I Timothy 3:1-7, and must demonstrate his commitment to CBC's core beliefs and Church Covenant.

PRINCIPAL ACCOUNTABILITIES

- Works with CBC leadership team to develop a strategy to fulfill the church's vision.
- Engages church leaders and members in the development annual church ministry goals.
- In conjunction with the Elders, serves as lead supervisor for CBC's pastoral and support staffs (Pastors, Deacons, Directors/Coordinators and Office Manager).
- In concert with the Elders, works with the Deacon Body to develop annual budget to support the church's ministry plans.
- Prepares and delivers biblically grounded sermons at weekly worship services.
- Coaches and mentors church leadership and pastoral staffs.
- Communicates church's vision to members, volunteers and employees.
- Works with Elders to respond to the spiritual needs of church members, volunteers and employees.
- Represents the church at SBC associational and state meetings.
- Works with Discipleship Director to identify appropriate curriculum for church body.
- In concert with the Elders, exercises church discipline when appropriate.
- Officiates at weddings and funerals as needed.
- Works with Director of Evangelism in the planning and scheduling of community groups and other outreach initiatives.
- Works with Director of Worship to ensure effective integration of Sunday morning worship components.
- Participates in monthly staff meeting with the Elders, Deacons and Staff to ensure unity in ministry planning.

JOB SKILLS REQUIRED

- Three to five years of experience as pastor at a local church (desired)
- Strong biblical knowledge and the ability to preach God's Word.
- Excellent communications and interpersonal skills
- Strong leadership skills, especially in vision, planning and administration.

EDUCATIONAL REQUIREMENTS

- Seminary degree from accredited school (preferred)

Updated Spring 2016

Job Title: Associate Pastor of Family Ministries
Status: Full-time/Exempt
Salary Range:
Supervisor: Lead Pastor

POSITION OVERVIEW

In concert with the other Elders, the Associate Pastor of Family Ministries is responsible for Spiritual Oversight and Vision, Teaching/Preaching, Counseling and Church Discipline. He must be qualified as set forth in I Timothy 3:1-7, and must demonstrate his commitment to CBC's core beliefs and Church Covenant.

PRINCIPAL ACCOUNTABILITIES

- Develops the existing youth ministry to be more effective in teaching and outreach
- Plans supplemental youth activities that will enhance their spiritual growth
- Assists volunteer staff and other workers in the children's ministry so there is a unified ministry plan
- Develops a ministry to families as well as students
- Participates in monthly staff meeting with the Elders, Deacons and Staff to ensure unity in ministry planning.

JOB SKILLS

- Strong Bible teacher and the ability to apply scriptural teaching to life issues and refute those who contradict sound doctrine
- Strong work ethic and self-motivation
- Good verbal and written communications skills
- Demonstrated ability in planning and organization

EDUCATION

- Seminary degree from accredited school (preferred)

Updated Spring 2016

Job Title: Elder

Status: Volunteer

Salary Range:

Supervisor: Elder Body

POSITION OVERVIEW

In concert with the other Elders, the Volunteer Elder is responsible for Spiritual Oversight and Vision, Teaching/Preaching, Counseling and Church Discipline. He must be qualified as set forth in I Timothy 3:1-7, and must demonstrate his commitment to CBC's core beliefs and Church Covenant.

PRINCIPAL ACCOUNTABILITIES

- Works with CBC leadership team to develop a strategy to fulfill the church's vision.
- Engages church leaders and members in the development annual church ministry goals.
- In conjunction with the Lead Pastor, oversees CBC's pastoral and support staffs (Pastors, Deacons, Directors/Coordinators and Office Manager).
- In concert with the other Elders, works with the Deacon Body to develop annual budget to support the church's ministry plans.
- Prepares and delivers biblically grounded sermons at weekly worship services when Lead Pastor is unavailable.
- Coaches and mentors church leadership and pastoral staffs.
- Communicates church's vision to members, volunteers and employees.
- Works with Elders to respond to the spiritual needs of church members, volunteers and employees.
- Represents the church at SBC associational and state meetings.
- Works with Discipleship Director to identify appropriate curriculum for church body.
- In concert with the Elders, exercises church discipline when appropriate.
- Officiates at weddings and funerals as needed.
- Advises the Director of Evangelism in the planning and scheduling of the church's outreach initiatives, e.g., Community Groups, NewU, etc.
- Participates in monthly staff meeting with the Elders, Deacons and Staff to ensure unity in ministry planning.

JOB SKILLS REQUIRED

- Strong biblical knowledge and the ability to teach and preach God's Word.
- Excellent communications, counseling and interpersonal skills.
- Strong leadership skills, especially in vision, strategic planning and critical thinking

Job Title: Deacon
Status: Volunteer
Supervisor: Elder Body

POSITION OVERVIEW

In concert with the Deacon Body, the Deacon is responsible for Finances, Facility, Benevolence and the Care and Service Ministry of the church. He must be qualified as set forth in I Timothy 3:1-7, and must demonstrate his commitment to CBC's core beliefs and Church Covenant.

PRINCIPAL ACCOUNTABILITIES

- Serves as a primary counselor (in conjunction with other Deacons) to the Elders on church matters.
- Develops annual church budget based on vision and ministry goals determined by the Elders, along with input from Staff; submits for approval by CBC members.
- Oversees and administers the church benevolence fund.
- Prepares and serves monthly communion at Sunday worship service.
- Takes lead role in all areas of administration and program implementation, in conjunction with Elders and Staff.
- Assists in identifying and analyzing opportunities to increase church ministry effectiveness; makes recommendations as appropriate.
- Manages all "operational processes" of the church, e.g., updates to the Church Constitution, Leadership Handbook, facility use policies, contract administration and other administrative procedures.
- Takes an active role in Central's visitation ministry.
- In concert with the Office Manager, oversees church financial operations, managing the church budget, overseeing effective accounting processes, approving expenditures, etc.
- Oversees the maintenance of the church's building and grounds.
- Participates in monthly staff meeting with the Elders, Deacons and Staff to ensure unity in ministry planning.

JOB SKILLS REQUIRED

- Discernment of scripture to ensure biblically based decisions.
- Must demonstrate ability and commitment to CBC's Care and Service Ministry.
- Excellent communications and interpersonal skills.
- Strong planning and administration skills.
- Experience in budgeting, accounting and philanthropy (i.e., Benevolence Fund).
- Experience in facility maintenance.

Updated Spring 2016

Job Title: Communications Director
Status: Volunteer
Supervisor: Lead Pastor

POSITION OVERVIEW

Responsible for internal and external communications initiatives to inform and engage Central Baptist's members, attenders and the community. Position also manages A/V requirements for Sunday morning worship, meetings and special events.

PRINCIPAL ACCOUNTABILITIES

- Develops communications plans to support major components of Central Baptist's ministries, utilizing:
 - Updates in the *Weekly Guide*
 - CBC website news postings
 - Social media announcements/updates on Facebook, Twitter and Instagram
 - Media releases
 - Targeted Op-Ed pieces
 - Email updates to members/attenders/prospects (in conjunction with Office Manager)
 - Targeted advertising
- In conjunction with the Lead Pastor, enhances biblical thinking in response to major "public square" issues (e.g., religious liberty, abortion and same-sex marriage). Disseminates information using all available media and draws upon sources such as the ERLC, Bereans at the Gate and Albert Mohler.
- Coordinates special "biblical thinking" events on key issues.
- Works with the Elders and the Chair of the Deacons to build the agenda for Central's quarterly informational meetings; provides A/V support.
- Assists Director of Worship in planning Sunday services, incorporating A/V support as required.
- Develops and trains additional volunteers for A/V support.
- Works with Director of Worship to assure all Sanctuary A/V equipment & technology is maintained and meets the needs of the church.
- In addition to Elders, Deacons and Staff, utilizes Community Group and EquipCentral leaders as key information resources for communications to members/attenders as well as feedback from the congregation.
- Participates in the monthly leadership staff meeting and ensures key plans and programs are well-communicated. Assists leadership team members in identifying communications opportunities and needs.

JOB SKILLS REQUIRED

- Excellent communications skills, including writing and editing
- Excellent interpersonal skills
- Experience managing volunteers in a church environment
- Experience planning and coordinating special events
- Understanding of social media, newswriting and news media relations

Updated Spring 2016

Job Title: Worship Coordinator
Status: Volunteer
Supervisor: Lead Pastor

POSITION OVERVIEW

Responsible for leading worship and ensuring musical support for church services and special events.

PRINCIPAL ACCOUNTABILITIES

- In conjunction with pastors, plans worship services/special events.
- Schedules and supervises worship team volunteers, including praise team.
- Coaches, mentors and develops church musicians and other worship volunteers.
- Procures music practice sheets and forwards to musicians.
- Facilitates weekly musician rehearsals.
- Ensures music equipment is up-to-date and operational.
- Works with vendors to maintain and service musical equipment.
- Collaborates with Elders to ensure music and worship reflects the mission and the vision of the church.
- Solicits feedback from worship team and other volunteers and develops improvement plans based on feedback.
- Takes responsibility for, and adheres to, departmental budget.
- Performs other duties as requested by the Lead Pastor.
- Participates in monthly staff meeting with the Elders, Deacons and Staff to ensure unity in ministry planning.

JOB SKILLS REQUIRED

- Excellent communication/interpersonal skills.
- Experience managing volunteers in a church environment.
- Experience planning and leading worship in a church setting.
- Experience in music performance.
- Proficiency in computer technology and related apps, such as Dropbox and SongSelect.

Updated Spring 2016

Job Title: Discipleship Director
Status: Volunteer
Supervisor: Lead Pastor

POSITION OVERVIEW

Responsible for coordinating programs that enhance the spiritual maturity and biblical literacy of youth and adult church members.

PRINCIPAL ACCOUNTABILITIES

- Works with Elders to identify discipleship curriculum.
- Schedules classes and coordinates class registration.
- Provides support for development and creation of class materials.
- Keeps records of member participation by taking attendance and providing to the Office Manager for entering information into church database.
- Solicits feedback from members on class presentation, coordination and effectiveness and develops plans to improve the discipleship training process.
- Oversees volunteers who assist with discipleship program, including working with teachers on curriculum presentation.
- Attends discipleship classes and assists in problem-solving and issue resolution.
- Maintains supplies for all discipleship programs.
- Keeps Lead Pastor apprised of member issues that relate to the discipleship process.
- Performs other duties Lead Pastor requests.
- Participates in monthly staff meeting with the Elders, Deacons and Staff to ensure unity in ministry planning.

JOB SKILLS REQUIRED

- Good verbal and written communication skills.
- Strong organizational and planning skills.
- Three to five years of related experience in a church setting.
- Understanding of age groups and age-appropriate materials.

Updated Spring 2016

Job Title: Director of Evangelism
Status: Volunteer
Supervisor: Lead Pastor

POSITION OVERVIEW

Responsible for coordinating initiatives that equip and engage Central Baptist members/attenders in ministries that win people to salvation through faith in Jesus Christ.

PRINCIPAL ACCOUNTABILITIES

- Works with Elders to identify annual core outreach and evangelism initiatives (including Community Groups and NewU).
- Develops annual budget required to fund core initiatives and submits to Deacons for inclusion in the annual budget.
- Guides the overall planning, implementation and evaluation of each core initiative.
- Recruits and trains volunteers to lead each of the core initiatives.
- Actively champions the vision for evangelism within the church body.
- Oversees development of curriculum and materials for core initiatives.
- Works with Elders in the planning and evaluation of the guest reception/follow-up program.
- Performs other duties Lead Pastor requests.
- Participates in monthly staff meeting with the Elders, Deacons and Staff to ensure unity in ministry planning.

JOB SKILLS REQUIRED

- Good verbal and written communication skills.
- Strong organizational and planning skills.
- Strong interpersonal skills.
- Three to five years of related experience in a church setting.

Updated Spring 2016

Job Title: KidCentral Coordinator
Status: Volunteer
Supervisor: Lead Pastor

POSITION OVERVIEW

Responsible for coordinating teaching programs that allow for the continued spiritual growth and biblical literacy of younger children during Sunday worship services.

PRINCIPAL ACCOUNTABILITIES

- Chooses curriculum for each KidCentral unit and develop themes throughout the year.
- Schedules, recruits and oversees volunteer workers.
- Gets printed materials and supplies to volunteers for preschool and KidCentral during worship service.
- Creates supply lists for KidCentral units and submits orders for supplies to the Office Manager in a timely manner.
- Performs other duties as necessary.
- Works closely with the Office Manager to ensure that all KidCentral resources are prepared and available to support programming efforts.
- Participates in monthly staff meeting with the Elders, Deacons and Staff to ensure unity in ministry planning.

JOB SKILLS REQUIRED

- Good verbal and written communication skills.
- Demonstrated ability in planning and administration.

Updated Spring 2016

Job Title: Ministry Assistant
Status: Part-time Exempt (up to 30 hours a week)
Supervisor: Lead Pastor
Salary Range:

POSITION OVERVIEW

This person will be the “voice & face” of the church as he/she will often be the first contact by church members and people outside of the church as he/she serves them, representing Jesus and the church. This person will deal mostly with administrative work, and works closely with the vocational pastors to assist in ministry work. This position will require showing Christ’s love and exemplifying Christ-like character in all work. The specific responsibilities require flexibility because that is the nature of ministry work.

PRINCIPAL ACCOUNTABILITIES

Generally, the Office Manager’s responsibilities will center on these three character traits, which should be evident in the person’s life:

Technological Knowledge & Skill

- Using the computer for design work (Weekly Guide, announcement graphics, etc.) and communication (email, social media, church website etc.), and being available to work via mobile devices if necessary.
- Managing the church’s web-based database, Church Community Builder (CCB), which includes leading the prayer chain by email and contacting the phone leader.
- Overseeing use of the copier and office supplies.
- Writing checks (paychecks and church bills) using QuickBooks software. The Office Manager will work closely with the Accountant, but the Accountant will handle the private financial information of people who give to the church.

People Skills

- Answering the phone and greeting guests during the week cordially and serving their needs as best as possible
- Handling requests for help according to church policies
- Being trustworthy with information. Confidentiality is required because it could tarnish the credibility of the church office, staff, and ministry.
- Ability to follow instructions from Pastors and Deacons to assist in ministry work.

Organizational Skills

- Overseeing office supplies budget
- Managing CCB with peoples contact information, attendance records, and more.
- Recording minutes at quarterly church informational meetings.

EXPECTATIONS OF THE OFFICE MANAGER:

- *Dependable.* Be present for work during the office hours that are set.
- *Trustworthy.* As already mentioned, confidentiality is very important.
- *Self-motivated.* Strong work ethic. Able to do things without being asked (managing the office), always looking for ways to be more productive and efficient, and able to accomplish tasks as assigned.
- *Compassionate.* Dealing with people can be difficult at times! But we must act like Christ.
- Business Casual Dress.

Updated Spring 2016

Appendix 4: Use of Central Baptist Fellowship Hall

Policy for Use of Central Baptist Church Fellowship Hall

1. The hall may be used by members and immediate family only.
2. Members must be present when the hall is in use.
3. The hall may not be used for functions of personal financial gain.
4. Use of the hall may not be scheduled on a day prior to a scheduled church dinner.
5. The requesting member is responsible for clean-up. If desired, clean-up can be arranged for a fee of \$75.
6. No adult beverages or smoking allowed in the fellowship hall or any other part of the building.
7. The Deacon Chairman, Keith Vettters (614-940-4433), can give permission for use of the hall. After permission is given, the Office Manager, Adriana Chidester, can tell you if the day desired is available and then schedule it on the calendar.

IN ALL THINGS, WE MUST MAINTAIN THE INTEGRITY OF THE SCRIPTURES
WITH THE BUILDING.

Appendix 5: Funeral Meals

Central Baptist Church Policy for Providing Funeral Meals

When asked, the church may use church funds to provide funeral meals upon the death of a church member, regular-attending nonmember, or their immediate families. Outside of those relationships, the church cannot guarantee or be expected to provide such a service.

Appendix 6: Use of Outside Minister in the Church's Facilities

In an effort to protect the integrity of the church, Central Baptist (CBC) requests that an “outside minister” and the person(s) requesting said minister both read this policy and sign it to show their respect and agreement to CBC’s beliefs and policies. CBC must uphold the Bible’s teachings in how ministries are led in its facilities, and CBC has the right to refuse an outside minister or activity that greatly differs from its beliefs, per discernment by CBC’s elders.

An “outside minister” is one who is not affiliated with CBC by employment or denominational positions. Outside ministers might be asked to perform different functions of ministry in CBC to minister in the church’s facilities (weddings, funerals, special services, etc.).

A Note Regarding Marriages: Marriage is a God-ordained union between a man and woman, and a wedding ceremony should be a worship service. We encourage the couple to design a ceremony that is personally meaningful and glorifying to God. All people involved in the ceremony are expected to conduct themselves at all times in a manner appropriate for a place of worship. A current copy of CBC’s lead pastor’s wedding policy can be found at <http://www.cbmarion.org/files/marriagepack.pdf>.

A Note Regarding the Baptist Faith & Message (BF&M): The BF&M is CBC’s doctrinal statement. An outside minister should agree to not minister in ways outside of the beliefs outlined in this document. The BF&M can be found online at http://cbmarion.org/our_beliefs. For physical copies, please call the church office.

Once this form is returned to the church office, Central Baptist’s elders will review for approval and will notify all parties involved as soon as possible.

To be completed by the outside minister:

Name: _____ Desired Date of Ministry Activity: _____

Type of Ministry
Activity _____

Current Church & Church Address: _____

Church’s Denominational Affiliation: _____

Relationship to Person Requesting Your Ministry: _____

I understand and agree to honor the doctrine and views on marriage of Central Baptist Church if I perform this wedding ceremony in the church’s facilities.

Minister’s Signature

Date

For church office: _____ Approved _____ Notified _____ Date

Central Baptist Church

Appendix 7: Maternity/Paternity Leave Request Form

In accordance with *6.5 Maternity/Paternity Leave*

To be completed by the employee requesting leave.

Name: _____

Number of weeks of leave requested: _____

Starting Date of leave: _____

Expected Date to Return to Work: _____

To be completed by the employees and supervisor(s).

Specific details to follow during the leave period:

Employee

Supervisor 1

Supervisor 2