

EMPLOYEE HANDBOOK

First Baptist Church Hodgenville
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WELCOME TO ONE and ALL

Welcome to ministry on the staff at First Baptist Church Hodgenville! We trust your talents, abilities and spiritual gifts will be invested in ways that enrich your life and bless our church family. Every new staff addition is the result of prayerful consideration and thought. Because of this, you are believed to be a significant part of our daily ministry.

There are enjoyable benefits to serving on staff at FBCH, even though every day is not a weekend worship experience. There are hectic and stressful times, but the fellowship with Christian people and the awareness that we are at the center of a ministry that makes an eternal difference in peoples' lives keeps us focused on our mission to be ***“a family of faith, loving Jesus, and devoted to sharing His love with all.”***

In Christ,

The Personnel Committee

P R E F A C E

The Personnel Manual of First Baptist Church Hodgenville has been prepared by the Personnel Committee, as required by church policy and contains policies for all employees of the church. Herein are policies, procedures and practices to govern employer-employee relationships and the work place.

The congregation, upon recommendation of the Personnel Committee, may make changes in the policies and procedures.

The Chairperson of the Personnel Committee, in consultation with the Senior Pastor, will be responsible for the interpretation and administration of this manual on a daily basis. It is their responsibility to keep this manual updated and to recommend changes to the Personnel Committee.

MISSION STATEMENT

First Baptist Church Hodgenville is a missions-minded fellowship of baptized believers committed to being the body of Christ through worship, witness, education, ministry and the practical application of Christian truths in our community and around the world.

Acts 1:8

James 1:22

I Corinthians 12:27

Matthew 20:28

Ephesians 4:15

Colossians 1:18

Romans 15:1

II Peter 3:18

Philippians 3:3

“You will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth.”

Acts 1:8

“Just as the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many.”

Matthew 20:28

“We who are strong ought to bear with the failings of the weak and not to please ourselves.”

Romans 15:1

“Do not merely listen to the word and so deceive yourself. Do what it says.”

James 1:22

“Speaking the truth in love, we will in all things grow up into Him who is the Head, that is, Christ.”

Ephesians 4:15

“Grow in grace and knowledge of our Lord Jesus Christ.”

II Peter 3:18

“You are the body of Christ and each one of you is a part of it.”

I Corinthians 12:27

“He is the head of the body, the church; He is the beginning and the firstborn from among the dead, so that in everything, He might have the supremacy.”

Colossians 1:18

“For it is we who are the circumcision, we who worship by the Spirit of God, who glory in Christ Jesus, and who put no confidence in the flesh.”

Philippians 3:3

THE GREAT COMMISSION

“Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.” Matthew 28:19-20

THE GREAT COMMANDMENT

“Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. All the Law and the Prophets hang on these two commandments.” Matthew 22:36-40

A FAMILY OF FAITH WITH A VISION

“First Baptist Church Hodgenville is a family of faith, loving Jesus and devoted to sharing His love with all.”

Vision can be used as another word for faith in the future. Seeing how we fit into God’s plan, vision declares, “Believing is seeing.” First Baptist Church Hodgenville is a family of faith with a vision of Christ using us to show this region the love of Jesus and devoting our energy to sharing His love with all. Our vision statement expresses our commitment to loving and sharing Jesus through our ministries in this region and around the world by magnifying Jesus, motivating believers and making Jesus known. We will live this vision through the following:

CORE VALUES

We are going to **REACH** out to the unbelieving in our region and establish relationships in order to bring people into a life changing experience with Jesus Christ.

We are going to **DEVELOP** healthy believers with a growing faith as devoted disciples of Jesus Christ.

We are going to **MINISTER** by discovering, developing, and serving with our spiritual gifts.

We are going to **EXTEND** the kingdom of God by making Jesus known to our neighbors and the nations through a global missions’ commitment.

We are going to **ENCOURAGE** meaningful relationships with other believers in order to experience authentic community as the body of Christ.

We are going to **WORSHIP** God with our whole heart in culturally relevant ways, communicating with God through personal and corporate prayer, and praising God by assembling with followers of Christ.

Challenge to Staff

The differences between membership and leadership at First Baptist Church Hodgenville are significant and important. It is an incredible privilege to be on staff at FBCH; however, such privilege brings with it awesome responsibility. As a leader, you are called to be a bold and effective witness for Jesus Christ. This requires you to share your faith and to model mature Christian behaviors and attitudes.

The following statements are intended to serve as an exemplary guide to effective staff leadership:

(1) Lead a life of moral purity in all that you say and do.

“Worthy in a manner worthy of the calling with which you have been called”
Ephesians 4:1 NIV

It is critically important for you to maintain moral purity and to avoid even the appearance of evil or transgression. As an employee, you are expected to comply with the following guidelines:

- Do not eat at a restaurant or travel alone with a member of the opposite sex; a third party must be present.
- Do not ride unaccompanied in a car with a member of the opposite sex.
- Do not counsel repeatedly with members of the opposite sex.
- Avoid intimate subjects with members of the opposite sex.
- Avoid inappropriate or intimate physical contact with members of the opposite sex.
- If counseling after hours or on weekends with a member of the opposite sex, make sure other employees are in the area and accessible.

Your ministry depends on your reputation. Failure in the area of moral purity will lead to immediate dismissal. The church will minister to you, but you will be asked to step down from leadership and staff.

(2) Practice fiscal responsibility in church matters and with church funds.

“Be careful how you walk, not as unwise men but as wise men” Ephesians 5:15 NIV. Over time, the church staff has earned a high degree of trust from the congregation. This reputation could be damaged in an instant. Ministry staff and other managers must avoid the “use it or lose it” mentality with department and ministry funds and budgets. Church funds must be spent wisely and cautiously, and you should be as frugal with church funds as with your own money. Travel expenses for hotel, air, food and other travel expenses must be wisely spent. There are very few times when meals or expenses for other individuals should be paid using church funds. You should, however, be a generous tipper to those who offer services. Remember that perception is just as important as reality, especially in this area.

(3) Give an honest day's work.

The style of FBCH is “high trust.” You should come to work on time, be as accessible and responsive as possible, and keep commitments made to members and to others. Phones should be answered promptly, calls returned promptly, and voice mail used effectively (not as a means to avoid personal contact). You should strive to improve upon every activity you perform. Strive for excellence in customer service to FCBH members and guests by providing friendship and by maintaining good first impressions. Your reputation is, in large part, determined by your work ethic. People on staff and in the church do watch you, and they will think less of you if you are not in your office and are not responsive. You should strive to work hard while you are here. Full-time employees and pastoral staff are expected to work a minimum of 40 hours per week. You should also volunteer in an area outside of your own ministry, as all church members are encouraged to do this.

(4) Be flexible and open to change.

You are a part of a team. Your work must be planned and implemented in cooperation with each church department. The overall Core Values and Mission Statement embraced by FBCH Leadership must take precedence over personal goals and desires. Realize the danger in just having activities instead of meaningful goals and results. As a large and growing church, we must realize that change is positive, and we must guard against growing stagnate or getting too accustomed to a routine. Don't settle for “just good enough,” strive for excellence and the very best! Always do your best to “keep a big church small.”

(5) Be a positive participant of First Baptist Church Hodgenville (FBCH).

Strive to understand FBCH's doctrine and philosophy, and commit to supporting the Church's primary belief in the Bible. You should support FBCH's goals, style and approaches, and be positive about the Church's identity. In an era and time when people of the world and some in the church have become negative and cynical, it is important that you remain positive and supportive. Don't spread gloom; remember your calling and be true to it. Be a cheerleader for FBCH.

(6) Participate in the major activities of the church and church life.

Regular attendance at worship services, Bible study and program activities is expected. You should also make every effort to participate in the major programs of the church (short-term mission trips, activities, etc.) Tithe or work toward tithing, and give a portion of your time to worship, fellowship, edification, and service.

(7) Be careful with information.

You will have access to information as an employee that others do not have. Be careful with whom and how that information is shared. Some will assume you know more than you do. Avoid the perception that you know more than others in a proud or secretive way. At the same time, we all must be wise and cautious about sharing information of a confidential, personal, financial or other sensitive nature with those who do not have a need to know.

(8) Make every effort to get along with others on staff.

“Be diligent to preserve the unity of the spirit in the bond of peace.”
Ephesians 4:3

Understanding brings appreciation. You should do your best to learn about others on staff and what they do. Harmony is critically important in any organization, but especially for a church staff. You are part of a team. Your work must be planned and implemented in cooperation with each church department. Sometimes that means “swallowing your pride” or giving up on a pet project if your agenda is not important to others at that point in time. Getting along with others also means avoiding gossip. Gossip is a sure way to destroy harmony on staff. You should have reasonable expectations of others on staff and not have a legalistic or perfectionist approach in your dealings with others. Apply a measure of Grace in your interactions with others on staff and with volunteers.

(9) Be supportive of your supervisor and leaders.

“Obey your leaders and submit to them, so they can lead with joy.”
Hebrews 13:17

You have an opportunity to affirm and pray for the Leadership of FBCH. Be supportive and encouraging to the pastoral staff. They need your prayers, effort, support and positive spirit. Just as Aaron held up the arms of Moses, you need to help pray for and “hold up” FBCH Leadership.

(10) Be a humble servant.

“Serve with all humility and gentleness.”
Ephesians 4:2

Serve gladly with a humble spirit, doing what God has asked you to do. As an employee, you should be the example and not the exception. Strive to be humble in all that you say and do. Do what God has called you to do, if it is of Him.

“He will exalt you in His time.” Be humble and serve the congregation. Take delight in serving people with Grace.

(11) Be the example, not the exception.

In spirit and in humble service, you should always be the example and not the exception. You can demonstrate this in two important areas. The first is *care for the facility*. Pick up and straighten up and take pride in the facility the Lord has provided. It is not just the job of the facility staff to maintain the cleanliness and appearance of the church. The second is *friendliness*. Be helpful and friendly to other employees and to visitors to our church. As an employee, you can be an example for the whole congregation in cleanliness and friendliness.

(12) Give your family proper attention.

You should be a bold and effective witness for Jesus Christ by sharing your faith and by modeling mature Christian behavior and attitude, especially with your family. With your family, you should:

- Be authentic.
- Remain enthusiastic and positive at home, and be supportive of the church.
- Give your children priority.
- Love your spouse.

(13) Never lose the wonder of serving Christ.

“Be fervent in spirit in serving our Lord.”
Romans 12:11

You have been called by an awesome God to minister in a very special place. Remember this blessing and walk each day in wonder and awe, maintaining your zeal for serving the Lord here at First Baptist Church Hodgenville. In doing this, you will be helping to “keep a big church small.” Keep honoring Jesus Christ in all you do and give him the glory.

“Therefore, since we are surrounded by such a great cloud of witnesses, let us throw off everything that hinders and the sin that so easily entangles, and let us run with perseverance the race marked out for us. Let us fix our eyes on Jesus, the author and perfecter of our faith, who for the joy set before him endured the cross, scorning its shame, and sat down at the right hand of the throne of God. Consider him who endured such opposition from sinful men, so that you will not grow weary and lose heart.”
Hebrews 12: 1-3 (NIV)

Spiritual Growth and Accountability

Once you were alienated from God and were enemies in your minds because of your evil behavior. But now he has reconciled you by Christ's physical body through death to present you holy in his sight, without blemish and free from accusation.

Colossians 1:22 (NIV)

Ministerial Staff of First Baptist Church Hodgenville are strongly expected to attend Sunday services in order to be plugged into the spiritual direction and teaching of Church.

Although not required, each employee is strongly encouraged to become involved in at least one other activity (Bible study, discipleship studies, home small group, etc.) Christianity is not for spectators, and growth and spiritual maturity will be dramatically enhanced by participation.

Ministerial Staff are encouraged to participate in:

- Worship - Regular Sunday worship attendance
- Growth - Bible study or Discipleship group
- Service - To give back as you've been blessed and to become a servant

"I, the Lord, have called you in righteousness; I will take hold of your hand. I will keep you and will make you to be a covenant for the people and a light for the Gentiles..."

Isaiah 42: 5-7

GUIDELINES FOR EMPLOYMENT

First Baptist Church Hodgenville expects the following from employees:

- commitment to Jesus Christ and to our Christian values
- modeling of our Christian faith in action and words to other employees, church members, guests and volunteers, vendors, your family and all others with whom you come in contact
- performance of assigned tasks with maximum effort, skill and ability
- cooperation and teamwork with fellow employees
- compliance with policies and procedures
- good attendance and punctuality
- good-hearted, well-intended interaction with other employees and with all whom you come in contact
- promptly resolving conflicts one-on-one, without bickering and grumbling

Many scriptures may be applied to describe the working relationships toward which all employees should strive. The following scriptures should guide us as you perform your work, interact with each other, and serve our various and interrelated communities.

More than any list of beliefs or values, you must all realize that as employees of the church, you have the awesome responsibility to live out and model the abundant Christian life. All of you are directly responsible for setting the tone in the area in which you work along with fellow employees, volunteers, and guests to our church.

*“Whatever you do, work at it with all your heart,
as working for the Lord, not for men,...”*
Colossians 3:23 (NIV)

*“But the fruit of the Spirit is love, joy, peace, patience,
kindness, goodness, faithfulness, gentleness and self-control.”*
Galatians 5:22-23a (NIV)

“For a man’s ways are in full view of the LORD, and he examines all his paths.”
Proverbs 5:21 (NIV)

“...give thanks in all circumstances, for this is God’s will for you in Christ Jesus.”
1 Thessalonians 5:18 (NIV)

ROLE OF THE PERSONNEL COMMITTEE

The Personnel Committee shall consist of six (6) members, one (1) of whom will be elected as the committee chairperson. Members will be elected for three (3) year terms, two (2) rotating off each year. Ex-officio members will be the chairman of the Stewardship Committee and the chairman of Deacons. Its function shall be to assist the church in personnel administration and in matters related to the employment of all support staff. The Senior Pastor and other pastoral positions will be recommended by separately appointed search committees (as referenced in the Constitution and By-Laws and the Personnel Handbook) for positions within FBCH.

Its duties shall be as follows:

- To maintain harmonious relationship between employees and the congregation and among employees;
- To work with the Senior Pastor in securing employees and terminating employees should that become necessary. The Personnel Committee will have the authority to hire all employees other than those on the pastoral staff. After consultation with the Senior Pastor, or Pastoral Staff in the absence of the Senior Pastor, the Personnel Committee will introduce all new hires to the congregation.
- To recommend salaries and benefits for all church employees to the Stewardship Committee;
- To work with the Senior Pastor in recommending personnel policies for the staff, such as work hours, vacation, job description, sick-leave, et cetera; and
- To prepare, recommend and maintain a personnel handbook, which includes all church policies pertinent to the operation of an efficient church staff.

EMPLOYER RIGHTS AND RESPONSIBILITIES

Rights

- To establish basic work rules consistent with the mission of First Baptist Church Hodgenville;
- To establish an organizational structure to accomplish the goals set forth in the church's mission statement and vision statement;
- To establish job descriptions and qualifications and to determine who is qualified to perform such function;
- To establish and administer processes for compensation, career development, benefits, working conditions, promotions, transfers, dismissals, and other phases of employment;
- To expect employees to be productive in their assigned functions;
- To exercise suitable discipline in the work place;
- To require a physical exam to include drugs and alcohol testing for designated employee groups;
- To conduct a criminal background check.

Responsibilities

- To be faithful to the mission of the church as referenced in the Policy Manual;
- To determine that policies and administration of the personnel system are consistent with the rights of the employees and are supportive of their career objectives;
- To provide equal opportunity for all employees;
- To provide adequate and equitable compensation to all employees;
- To establish a system for work performance reviews and evaluations which relate work objectives to the goals of the church;
- To provide benefits and working conditions for the general welfare and well-being of all employees in an equitable manner;
- To clearly define responsibilities for each job and conduct periodic reviews of job descriptions;

EMPLOYEE RIGHTS AND RESPONSIBILITIES

Rights

- To receive adequate information to understand the employee's role and function in the total structure of the church;
- To receive information annually (or as otherwise specified in conditions of hire) on the quality of work performance;
- To be kept informed about changes in personnel policies and procedures;
- To participate in the administration of personnel policies, where appropriate, to insure objectivity and fairness;
- To have working conditions that promote the employee's welfare and encourage productive work;
- To request a review of job descriptions as it relates to tasks performed.

Responsibilities

- To work at the best level in the assigned function;
- To understand the job in the context of the goals of the church;
- To honor the commitment to goals and objectives agreed upon by participation in the personnel program;
- To be loyal to First Baptist Church Hodgenville policies, programs and personnel and to work in harmony with other employees;
- To exemplify moral and spiritual conduct as interpreted by First Baptist Church Hodgenville.
- To abide by established work rules and First Baptist Church Hodgenville policy.

Employment Procedures and Employee Groups

EMPLOYMENT PROCEDURES

Employment policies will be approved by the church upon the recommendation the Personnel Committee. First Baptist Church Hodgenville is committed to fair employment practices in accord with the laws of the Commonwealth of Kentucky and the United States of America that may apply to the church as an employer.

A job description recommended by the Personnel Committee and adopted by the church shall be required for each position. The job description is subject to periodic review by the Personnel Committee.

The employment of all persons for First Baptist Church of Hodgenville shall be as follows:

EMPLOYMENT

With the exception of the Senior Pastor and other Pastoral Staff, it is the responsibility of the Personnel Committee to manage the employment process for First Baptist Church Hodgenville. Included in this responsibility is assistance to ministry teams and program supervisors in establishing new positions, the preparation of all job descriptions, and creation of compensation packages and management of the recruiting/hiring process for support personnel. At least one member of the Personnel Committee will serve on search committees charged with bringing a recommendation for individuals to fill pastoral positions.

EMPLOYEE GROUPS

For personnel management purposes, First Baptist Church Hodgenville positions are assigned to a group, based on common job characteristics. Jobs are also classified for compensation considerations based on the nature of the work required by the position. The following definitions are applied:

- Group - The assignment of positions based on common job characteristics.
- Salaried - Compensation based on the valuation of job description, longevity and performance. The workday is determined by completion of job requirements.
- Exempt - Employees who are not eligible for overtime pay.
- Non-exempt - Employees who are eligible for over-time pay as defined elsewhere.
- Full-time - Employees who are required to work more than 30 hours per week, for sustained periods of more than 3 months.
- Part-time - Employees who work less than 40 hours per week and would not meet the threshold of Full-time defined by 30 hours per week, for sustained periods of more than 3 months.
- Temporary - Jobs that have a specific project orientation with an established end date.

Employees are classified in compliance with the guidelines set forth by the US Government's Fair Labor Standards Act (FLSA).

Senior Pastor

A Senior Pastor shall be called in accordance with the church's constitution and his call does not come under the jurisdiction of the Personnel Committee.

Other Pastoral staff, Program Directors, and Interns

New positions will be established by action of the church. Recommendations for these positions should be presented to the church by the responsible program committee, and should include the justification for the position along with basic job requirements. The Senior Pastor and Personnel Committee, prior to presentation to the church, should review these proposals. Approval by the congregation creates a position vacancy.

Interns are prospective Pastoral staff, who are brought in to fill a ministry need. These positions may be long-term or temporary. Candidates may, but are not required to be, ministerial students. Before Interns will be allowed to participate at FBCH, the sponsor of the intern will need to have a background check completed, have money in his/her budget to pay for expenses of the intern, must consult with the Personnel Committee, and introduce the Intern to the church body. Compensation will be determined by an evaluation of the job description.

When a ministerial position, other than the Senior Pastor, becomes vacant, the vacancy will be filled according to the policies outlined in the Constitution and By-Laws (II Church Staff, A. Ministerial staff, Section 4.).

Administrative Staff- Exempt

The Senior Pastor reserves the right to consult with the Personnel Committee on the recommendation of employment and hire for the position of Administrative Assistant. Once the Senior Pastor has consulted with the Personnel Committee on the position, the Personnel Committee will have the responsibility to hire and introduce the new employee to the congregation at the next regularly scheduled business meeting. Termination of the Administrative Staff shall be at the discretion of the Personnel Committee, after consulting the Senior Pastor, requiring no less than two week's written notice. If dismissal for cause has been determined, the Personnel Committee shall have the discretion to determine salary compensation during the two-week notice block of time.

Ministry Assistants/Receptionists - Non-exempt

When a position becomes vacant, the Personnel Committee will announce the vacancy to the congregation through the church bulletin and Western Recorder.

The Senior Pastor reserves the right to consult with the Personnel Committee on the recommendation of employment and hire for the position of Ministry Assistant/Receptionist. In the event that the church is without a Senior Pastor, the Pastoral Staff will recommend to the Personnel Committee a candidate for the Ministry Assistant/Receptionist positions. The Personnel Committee will have the responsibility to hire and introduce the new employee to the congregation at the next regularly scheduled business meeting.

New positions will be established by action of the church. Recommendations for these positions should be presented to the church by the Personnel Committee, after consultation with the Stewardship Committee, and should include the justification for the position, along with basic job requirements. Termination of the Ministry Assistants/Receptionist shall be at the discretion of the Personnel Committee, after consulting with the Senior Pastor or Pastoral Staff, requiring no less than two week's written notice. If dismissal for cause has been determined, the Personnel Committee shall have the discretion to determine salary compensation during the two-week notice block of time.

An orientation period of 90 days will apply for support staff, and upon a favorable evaluation from the employee's supervisor, the support staff member will become a full time employee entitled to all salary and benefits for that position.

Custodians

All non-ministerial staff shall be recommended and hired by the Personnel Committee and will be introduced to the church body at the next regularly scheduled business meeting. Termination of non-ministerial staff shall be at the discretion of the Personnel Committee, requiring no less than two week's written notice. If dismissal for cause has been determined, the Personnel Committee shall have the discretion to determine salary compensation during the two-week notice block of time.

Tenure

TENURE

Employment

First Baptist Church Hodgenville retains its “at will” status in all employment matters for both ministerial and support staff. Immediate termination is possible by the church of the employee, with or without cause.

Church Status

Other than Pastoral Staff, all other church employees shall not be members of First Baptist Church Hodgenville. FBCH is an equal opportunity employer and will follow all FLSA Laws and procedures but reserves the right to hire only non-church members to staff positions that are not ministerial in nature.

Personnel Records

The Senior Pastor is responsible for maintaining personnel records that may be reviewed by the Personnel Committee and Deacon body upon request. The Senior Pastor will meet with the Personnel Committee on a quarterly basis (monthly if needed) to discuss job performance of the pastoral and other staff members of FBCH. A staff member’s personnel record contains all information pertinent to her/his employment including, but not limited to, employment application, date of employment and personnel record, current job description, salary record, vacation time and sick leave records, and performance evaluations. The information in the personnel record is considered personal and confidential, and the Church takes precautions to ensure that each employee’s right to privacy is protected. Copies of these records may not be produced except as may be required by legal process, such as a subpoena. If an employee wishes to see her/his personnel record, she/he should ask her/his supervisor, who would make the necessary arrangements.

Performance Appraisal

At least once a year, the Senior Pastor will provide the Personnel Committee with performance evaluation documentation on each employee, addressing strengths and areas needing improvement. The employee is given the opportunity to read the evaluation and to discuss it with the Senior Pastor and Personnel Committee, and is encouraged to add comments to the performance evaluation form. The employee is then asked to sign the evaluation. Signing the evaluation does not indicate the employee agrees with the evaluation, only that it has been reviewed by the employee. An employee may file an appeal with the Personnel Committee Chair should he/she feel an evaluation was unfair or inaccurate. The Personnel Committee reserves the right to request mediation, if necessary, for disputes between staff members, using the services of Kentucky Baptist Church Organization.

New employees will receive an evaluation after three month’s employment and a follow-up review after six months.

The Personnel Committee has the right to consult with the Senior Pastor and request a performance appraisal on all staff, at any time, in addition to the yearly review.

The Personnel Chair will be responsible for having discussions with the Deacons concerning the Senior Pastor’s job appraisal on a yearly basis.

Appeals Process

- 1). Employees who believe they were unfairly evaluated can only appeal following an end of year evaluation and must do so in writing to the Personnel Committee Chairperson within five working days of receipt of evaluation. The Chair for the Personnel Committee, Stewardship Committee, and Deacons will comprise the appeals panel.
- 2). The burden of proof rests with the employee appealing the evaluation.
- 3). The Appeals Panel shall have the power to review all documents presented to it.
- 4). The panel shall have the authority to interview both the appealing employee and the evaluator.
- 5). After reviewing all evidence, the panel shall issue one of the following three recommendations to the Personnel Committee within seven (7) working days from the the date an appeal is reviewed.
 - Uphold the original evaluation
 - Remove the whole/ and or parts of the evaluation
 - Order a second evaluation conducted by the Appeals Panel.
- 6). Results of the action taken by the Appeals Panel will be placed in the employee's personnel file.

Progressive Discipline

Progressive/Corrective Discipline is used for violation of church policies. The following guidelines will be used for disciplinary action when necessary:

- Minor Infraction - Verbal coaching, followed by written counseling if repeated
- Serious Offense – At least one written counseling; discharge if repeated
- Critical Offense – Discharge

Minor infractions are best handled by immediate verbal coaching. Supervisors may keep notations of the discussions, but minor infractions are not normally documented on a counseling form and may not become a part of the personnel record unless they continue. Examples of minor infractions would include failure to follow instructions, not following the dress code, too many personal calls or visitors during work hours, loitering, excessive tardiness, or too much absenteeism, etc.

Serious offenses do not justify immediate discharge, but require written corrective action. Termination may be the next step if the violation continues. Examples of serious offenses would include continued unexcused absences, unresolved or repeated minor infractions, an act of national origin harassment, failure to report to work or call in for one to two days, inability or unwillingness to work in harmony with other employees, etc.

Critical Offenses are violations of church rules, which may justify immediate termination. The employee will be suspended immediately (usually no more than three workdays, without pay) while the incident is being investigated. Examples of critical offenses include dishonesty, theft, immoral or indecent conduct, abandonment of work, and physical assault of any person during working hours or on church premises, negligent or willful acts which result in neglect or abuse of others, willful sexual harassment, no call or no show for three consecutive days, etc.

Supervisors may repeat verbal counseling sessions and may also repeat written counseling. The goal of all such coaching and counseling is to improve/change the employee's performance so that it is acceptable. The Personnel Committee will be consulted on the termination of any employee, and termination will be in accordance with the Constitution and By-Laws (Page 9, Part B, Page 10, #3, and Page 12, #12).

Unsatisfactory Performance

Supervisors shall identify unsatisfactory performers, inform them of the situation, counsel and assist them with necessary improvements, and advise them that failure to improve could lead to additional action up to and including discharge.

First Baptist Church Hodgenville provides an opportunity for employees to improve performance by accomplishing specific performance-related goals. The Performance Improvement Plan (PIP) is separate from the progressive discipline policy and is used when an employee demonstrates an ongoing pattern of poor performance. The Personnel Committee Chairperson must review all PIP's before they are presented to the employee. Failure to meet improvement goals or timetables while on a PIP may lead to termination.

Procedures for Termination

First Baptist Church Hodgenville enters into relationship with each new employee desiring and anticipating that the individual's term of service will be productive and satisfactory for both the employer and employee. It is desired that both parties will be mutually in agreement at the time of termination. Should it become necessary for the employer / employee relationship to be terminated by either party, every effort will be made to impart Christian love and consideration.

“Be kind and compassionate to one another,
forgiving each other, just as in Christ, God forgave you.”
Ephesians 4:32

Dismissal

The Personnel Committee, after consultation with the Deacons, shall have the authority to dismiss any employee, with or without cause, except a minister.

The following are causes for dismissal:

- Disloyalty to First Baptist Church Hodgenville programs, policies and/or employees;
- Insubordination or failure to perform assigned responsibilities satisfactorily;
- Habitual absenteeism or tardiness.

- Any matter that hampers the ministry or damages the reputation of First Baptist Church Hodgenville.

Procedure for Dismissal (other than pastoral staff)

The Deacon Chair and the Chair of the Personnel Committee will meet with the employee to administer the dismissal action.

A final paycheck representing payment for hours/time worked in the last pay period, as well as payment for any unused vacation time, will be mailed to the employee when the next payroll is prepared.

On the day of dismissal, the employee in the presence of the Senior Pastor and Personnel Committee representative shall remove personal items from the church.

Procedure of Dismissal of Pastoral Staff (other than the senior pastor)

Discussions and decisions of dismissal shall be made by a majority vote of active deacons, with a quorum present, at a properly called deacon's meeting.

A committee comprised of the Personnel Committee Chair, the Chairman of Deacons and two active Deacons appointed by the active Deacon body will administer the procedure of dismissal.

The Senior Pastor, Deacon, and Personnel Chair, will address the church at the next regularly scheduled business meeting, concerning the reasons for the dismissal of the pastoral staff member to include documentation from job evaluations, anecdotal evidence, Individual Growth Plans, and all pertinent information gathered prior to the dismissal. The employee, upon dismissal without cause, will be entitled to 2 months severance pay. Should the Senior Pastor believe that it would be in the best interest of the employee and First Baptist Church Hodgenville for that employee to leave, the Senior Pastor, after consultation with the Deacons and Personnel Comm., may chose to give the employee six months notice. During this time, the employee will still be employed at FBCH and will receive full benefits and pay, but will be allowed time to explore new job opportunities.

Dismissed employees will receive a final paycheck that represents payment for hours/time worked in the last pay period, as well as payment for any unused vacation days.

On the day of dismissal, personal items shall be removed from the church building by two active Deacons and given to the dismissed employee.

Dismissal of the Senior Pastor

The Deacons will make recommendation for dismissal of the senior pastor to the congregation. The vote of the deacons must be a majority vote of active Deacons, with a quorum present at the called Deacons' meeting. If such an action is found necessary by the church, after recommendation by the Deacons, notice in writing announcing a date, shall be received by each church member at least 7 days prior to a vote at a special

business meeting on a Sunday morning. With 25% of the total church membership present as a quorum, a simple majority vote (51%) of the church members present and voting by written ballot shall be required to approve the termination.

Resignation

All employees, who voluntarily resign, shall provide two weeks written notice of resignation. Resignation shall be made in writing to the Senior Pastor and Personnel Committee. Should the Senior Pastor voluntarily resign, the Senior Pastor will provide a 30-day written notice of resignation.

The resignation of Pastoral staff shall be made to the Senior Pastor for his presentation to the Personnel Committee who shall present the resignation to the church. The Personnel Committee will accept the resignation of other employees.

Quitting Without Notice

Should an employee quit without proper notice, the employee will be paid through the last day worked only after turning in all FBCH property in his/her possession, such as files, equipment, pager, phones, and keys. The employee will not be eligible for any termination benefits, including unused vacation, sick leave, etc.

The employment relationship between you and First Baptist Church Hodgenville may be discontinued by you or by the church at any time. Either party may end with or without cause, the relationship, so long as there is no violation of an applicable Federal or State Law.

Employees wishing to resign in good standing and be eligible for rehire and other considerations, shall submit at least two weeks advance written notice of resignation to the Senior Pastor and Personnel Committee, stating:

- Reason for terminating
- Date notice is submitted
- Last day of work

The last day actually worked by the Employee will be her/his date of termination.

Separation and Rehire

Should one elect to resign from FBCH, we request that all staff, other than the Senior Pastor, give us a 2-week notice in writing. The Senior Pastor will need to give the Personnel Committee/Deacons a 30-day notice in writing. A final paycheck will be ready at the next regular payday and will be available when all FBCH property has been returned including, files, equipment, pagers, phones, and keys.

There may be an opportunity for rehire at FBCH at a later time, if your separation was voluntary and occurred with notice.

It is important for you to establish a good work record while you are here. It will be valuable to you in a rehire decision and as a reference to other employers. Those who apply for rehire will be given consideration over other equally qualified applicants.

Exit Interview

Exit interviews help determine the extent to which policies or working conditions may contribute to resignations. By analyzing the exit interview data, problem areas can be identified and corrected, reducing employee turnover. The Personnel Committee will conduct exit interviews for all resigning employees.

Benefits at Termination

One who leaves the employment of First Baptist Church Hodgenville will not be compensated for unused sick leave. Vacation will be credited only as earned according to the personnel policy. The Personnel Committee shall determine any recognition of an employee at termination of employment.

Return of Church Property

All documents, printed materials, and other resources relating to the employment responsibilities of the individual are considered property of FBCH and will remain at the church when employment is terminated.

Upon leaving the employment of the church, all material (books, tapes, teaching material, CDs, teaching tapes, supplies, computers, etc.) purchased by the church for personal use or ministry should be returned to the church unless other arrangements have been made with the administrator. Keys, credit cards, employee handbooks and other training material should also be returned to the church on or before the last day of employment.

Compensation

Work Hours

Benefits

COMPENSATION

GOALS AND PURPOSE

FBCH's Compensation Administration Program is designed to:

- Provide compensation comparable to that paid in other local and regional churches for similar skills, responsibilities, and working conditions.
- Comply and be consistent with all applicable federal and state laws.
- Establish a salary range for each position by determining its worth to the church and comparing it with related positions in other regional churches.
- Compensate employees for the skill, quality, and effort displayed in the performance of their duties.
- Establish and maintain a compensation system that reflects and is sensitive to the financial well-being of FBCH.

“But as for you, be strong and do not give up, for your work will be rewarded.”
2 Chronicles 15:7 (NIV)

SALARIES AND WAGES

The Personnel Committee will review the salaries of all employees annually at the time for preparation of the church's annual budget and present recommendations to the Stewardship Committee for the upcoming year. First-year employees must be in the church's hire prior to July 1 to be considered for a salary increase for the following fiscal year. If a vacancy is to be filled after the yearly budget is approved, the Personnel Committee will seek input from the minister responsible for supervising the position and the deacons prior to presentation to the Stewardship Committee for approval.

Salary Plan for Pastoral staff/Employees

The Personnel Committee is responsible for reviewing salaries annually. Changes in salary will be made at that review only unless otherwise specified in conditions of hire.

Social Security Considerations for Ordained Ministers

Under law, ordained ministers are allowed to opt out of Social Security under certain circumstances. This practice is not endorsed by FBCH, but is permitted when necessary IRS requirements are met.

Ministers, who are ordained, are required by law to pay Social Security at the self-employment rate of 15.3%. This rate includes the amount designated for housing allowance. If an ordained minister chooses to opt out of Social Security, he will be relinquishing:

- Social Security payments at the time of retirement,
- Medicare/Medicaid medical coverage provided by Social Security during the retirement years,
- Disability benefits during working years if disabled, and
- Death benefits for his family at the time of death.

For those choosing to opt out of Social Security, the following procedure and considerations must be met:

- The opting out must occur within the first two years of ordination.
- The reason for opting out must be consistent with the language on IRS Form 4361.
- Form 4361 must be filled out in triplicate and submitted in timely fashion to the IRS.
- One copy of Form 4361 must be returned to you stamped “Approved” before you are officially opted out of Social Security.
- You are required to make the Personnel Committee aware of your decision.
- Your decision, if approved, is irrevocable unless the IRS allows you to re-enter the program under certain rules and regulations.
- If contacted by the IRS and asked to explain your reasons for opting out of Social Security, and your reasons are inconsistent with the prescribed language on Form-4361, you will be re-entered into Social Security.
- This opting out applies only to your work as an ordained minister and does not have any bearing on secular work.

Questions about the details of opting out or questions on the form should be directed to the Internal Revenue Service.

WORK HOURS

The church office shall be open from 8 a.m. until 4:45 p.m., Monday through Friday. Pastoral staff will be accountable for their time on workdays beginning at 8:30 a.m.

The pastoral staff's workweek consists of four (4) weekdays and Sunday. Time off will be scheduled through the Senior Pastor's office to insure that adequate staff will be available at all times.

- **Pastoral Staff are expected to attend all major religious services and events (including: Easter Service, Christmas Eve Service, Revivals) unless previously approved by the Senior Pastor.**

OVERTIME PAY

Overtime pay for non-exempt employees is required by federal law under the Fair Labor Standards Act and by Kentucky Law. Employees are informed of their status under law when they start employment and when their status changes.

All employees are expected to work a reasonable amount of overtime upon request. Non-exempt employees will be paid at an overtime rate of one and one-half times their regular base rate of pay for all hours worked in excess of 40 hours in one week, Sunday through Saturday. Overtime calculations are based on the pay week, which is Sunday through Saturday.

Employees receive their regular base rate of pay for hours worked up to 40 hours. Nonproductive paid time (sick, vacation, holiday, bereavement, lunch periods, etc.) does not count as hours worked for calculating overtime. Any hours worked that will become overtime must be approved in advance by the supervisor. Employees should not work overtime unless instructed by their supervisor to do so.

COMPENSATORY TIME

Under federal and state laws, there is no such thing as "comp time" or the saving of time worked, to be used as time off at a later date, instead of receiving payment for the work during the same week or same pay period. Therefore, it is the policy of FBCH that all hours worked by non-exempt employees must be accounted for and paid during the same pay period in which the employee works. The Senior Pastor or Personnel Committee Chair, however, may control the number of hours worked during the week or pay period as a means of maintaining gross earnings at a constant level. For example, an employee works two extra hours on Monday, but Friday is lighter so she/he goes home two hours early. Total hours remain the same at 40.

HOLIDAYS

The following holidays will be observed by the full-time employees of First Baptist Church Hodgenville: New Years Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following, Christmas Eve, and Christmas Day. When a holiday falls on Saturday or Sunday, the holiday will be observed on the nearest workday.

To receive holiday pay, employees will be expected to work all scheduled hours on the day before and the day following the holiday unless the Supervisor approves a different work schedule.

For those employees whose normal day off falls on the official day of observance of the holiday, and for those employees who are scheduled to work on the holiday (facilities staff, security, etc.) the earned holiday must be taken within 30 days of the holiday by scheduling an alternative day off with the supervisor. In special cases supervisors have the discretion to pay for this “make-up” holiday instead of requiring time to be made up. The holiday will be paid unless payroll is notified otherwise. Other pertinent facts about holidays are:

- If a holiday occurs when an employee is on vacation, the vacation may be extended one day, if scheduled; otherwise, the employee is paid four vacation days and one holiday for the week.
- If a holiday occurs during a period when an employee is on authorized sick time with pay, the employee receives the holiday pay at the time of occurrence instead of sick pay for that day.

Accrued Time for Part-time Employees

Leave - Part-time employees who work 30 or more hours per week, sustained over 3 months on a regular basis, year-round, will accrue paid leave at the rate of 1/2 day per month, based on an average workday for the employee. The time will begin to accrue after 90 days employment and leave time may be requested after six months employment. Leave may be used as personal time away or sick leave and must be used during the year in which it is accrued. Use of the time should be requested in advance and must be approved by the supervisor.

Holidays - Part-time employees who work 30 or more hours per week, on a regular basis, year-round, will be paid for holidays that fall on workdays. Employees must have been employed at least six months to claim holiday pay. The pay will be based on the number of hours the employee would have worked on the holiday.

Attendance

Absence from scheduled work, whether “excused” or “unexcused,” can lessen the Church’s effectiveness. Absences cause undue hardship on coworkers. Even excused absences create problems if they become too frequent.

Consistent, prompt arrival for work is necessary to ensure proper operation of FBCH. We have a tremendous number of programs and activities going on each day. Our members and guests are depending on you to be here to ensure they are able to enjoy maximum benefit from the time they spend with us.

Employees must notify their immediate supervisor of anticipated absenteeism or tardiness. All employees are expected to make every effort to arrive and be prepared to start work by their assigned work time.

Absenteeism

An employee who is absent excessively may be subject to discipline up to and including discharge. An employee who is absent three consecutive workdays without proper notification will be considered to have voluntarily resigned. The supervisor may request an employee to provide a statement from a physician.

Illness on Duty

If an employee becomes ill while on duty, she/he should inform her/his supervisor, who will determine the proper course of action. If the supervisor determines that the employee should not remain on duty, the employee should immediately leave the work area. Employees will be required to turn in sick cards to be filed and maintained in the front office.

Unemployment Insurance

FBCH does not participate in the State or Federal Unemployment Insurance Trust Fund. You will not be able to receive unemployment benefits as a result of your work here.

Workers' Compensation

While you are actively at work, you are protected under the Workers' Compensation Insurance Program. The Church provides an insurance benefit in the event of a work-related injury or illness. On-the-job safety is a part of every employee's responsibility.

You must remember to be safety conscious every day. Should you have a work-related injury or illness and incur medical expenses, the Worker's Compensation Insurance Program may cover these. The amount of the benefit is based on your rate of pay and the maximum is set by state statute. Should you suffer any work-related injury or illness, you must report it immediately to your supervisor. Failure to report a work-related injury or illness may cause your claim for benefits to be delayed or denied.

When a work-related injury or illness occurs, there is a specific procedure to be followed, including an official report that must be filed quickly. It is essential to comply with all requirements under the Workers' Compensation Insurance Program to be sure you receive the benefits to which you are entitled. Questions concerning work related-injuries need to be directed to the Chairperson of the Personnel Committee.

Rest Periods

All employees who work at least eight (8) hours are entitled to two paid fifteen (15) minute breaks as scheduled by the immediate supervisor. Employees working shifts of less than eight (8) hours, but more than four (4) hours, are entitled to one fifteen (15) minute break as scheduled by the immediate supervisor. Rest periods should be taken away from the work area and cannot be added to the lunch break or to the beginning or ending of the shift.

Professional Liability Insurance

All employees are covered by professional liability insurance for acts resulting from the conduct of employee responsibilities and duties. This is not limited to the facility/department premises; it also protects the employee off premises provided they are performing assigned duties.

Outside Employment

Outside employment by an employee is permitted provided it does not divide or appear to divide loyalty, reduce her/his ability to perform assigned duties in the Church, or reflect poorly on the Church's Christian witness. Outside employment must be discontinued if it has an adverse effect on an employee's work performance, is a conflict of interest, or negatively impacts the person's witness. An employee must inform her/his supervisor when outside employment is accepted.

Wage Attachments

Employees are expected to be a financially responsible member of our community. Failure to meet your financial obligations reflects poorly on you and on First Baptist Church Hodgenville. In all cases, we will honor judgments from our court system. If you have great financial jeopardy, please ask a member of the Ministry Staff to guide you to the appropriate resource. Repeated wage attachments for different indebtedness may be grounds for disciplinary action.

VACATION

Full-time employees shall be allowed vacation time according to the length of their service:

- 1-4 years.....2 weeks
- 5-14 years.....3 weeks
- 15 years and above.....4 weeks

The Senior Pastor will be granted 4 weeks vacation, regardless of length of service.

One week of vacation time may be taken after the first six months of employment. Such is counted against vacation time offered after the first year's service.

Pastoral staff called from other places of full-time vocational Christian ministry will receive prior service credit in computing eligibility for vacation time. The credit shall be equal to their number of years of full-time vocational Christian ministry.

Vacation time shall be scheduled with the employee's supervisor.

Vacation time is not cumulative and should be used on an annual basis. The Personnel Committee Chair or the Senior Pastor may grant exceptions.

No more than two weeks of vacation shall be taken at any one time except by permission of the Personnel Committee or the Senior Pastor.

Holidays occurring during an employee's vacation will not count as a vacation day.

Illness developing after a vacation has begun will be counted as vacation time. The Personnel Committee shall make any exception to this rule.

Unused vacation will be paid on a pro-rated basis at the time of termination.

PERSONAL DAYS

Each full time employee will be allowed two personal days, to be used at the discretion of the employee. The two Personal Days will not accrue to next year, nor will the employee be reimbursed for failure to use personal days. A record of personal days will be kept by the Administrative Assistant.

Other Benefits

OTHER BENEFITS

Sick Leave

Sick leave - absence for the illness of the employee - will be granted to each full-time employee on the basis of ten per year, beginning after the first three months of employment. If a member of the staff person's immediate family becomes ill, the employee may request permission from the Personnel Committee or the Senior Pastor to use sick leave to be with the family member who is ill.

Immediate family is defined as: spouse, child, daughter-in-law, son-in-law, parent, brother, sister, aunt, uncle, and grandchild.

Accumulated sick leave may not exceed ninety days and is not paid at the time of termination.

At the time of employment, the Pastoral staff shall be credited with one-half the number of days accumulated from previous years of full-time vocational ministry employment for sick leave purposes.

The Personnel Committee may request the employee to provide a physician's statement verifying the illness, time needed away from work and ability to resume duties required by the job.

When there is a work-related injury, the employee is responsible for following all guidelines to comply with Worker's Compensation Insurance and to provide weekly updates to the church regarding the status of the employee's medical condition and estimated date of return to the work place. A medical report from the attending physician may be requested.

Jury Duty

Full-time employees are encouraged to serve on jury duty when summoned and will be granted time off with pay for each day or partial day of service. If the absence of an employee for jury duty would seriously disrupt work vital to the church, the employee and supervisor should cooperate to obtain cancellation or deferment of the suggested period of service. You must work those hours you are not required to serve as a juror. On the days when you are released from jury duty early, call your supervisor to verify if you are needed.

Funeral Leave

Funeral leave of up to three scheduled workdays may be granted to full-time employees upon the death of an immediate family member (as previously defined) and one scheduled workday for a death of the extended family.

Extended family is defined as: grandparent, mother-in-law, father-in-law, brother-in-law, and sister-in-law, niece, nephew, aunt, and uncle.

Absence in excess of these amounts is chargeable to vacation time.

The Personnel Committee, on an individual basis, may consider variances in this policy, under extenuating circumstances (allowance of vacation, sick, personal, etc).

Other Time Away (mission trips, conferences, etc.)

Non-Pastoral staff may participate yearly in church approved mission trips, conferences, etc. with approval from the supervisor. Requests for mission trip absences should be made as far in advance to the supervisor as is possible.

Insurance

Personal insurance is the responsibility of the individual employee and insurance options may be reviewed with the employee concerning payment plans based on individual need and contract. Additional information may be obtained through the financial office.

Denominational Work

Since the Pastoral staff is often in demand for denominational work with the Severns Valley Association, the Kentucky Baptist Convention or the Southern Baptist Convention, they may accept such assignments upon approval by the Senior Pastor.

This is not to interfere with the policy allowing Pastoral staff time to lead in revivals, conferences, etc. or other work the Pastoral staff may do on personal time.

Continuing Education

Each minister is granted up to one week annually to attend Professional Development programs or conferences (one week is allotted for all pd./conferences combined), of job-related skill improvement. Budgeted funds based upon that program's costs will be provided. Should a minister desire to attend a conference, approval must be obtained from the Senior Pastor.

Financial Policies

FINANCIAL POLICIES FOR STAFF

Pay Period

The workweek is Sunday-Saturday. Paychecks are disbursed on the 15th and 30th, unless that day falls on a Saturday, Sunday or holiday in which case paychecks will be disbursed on the last business day prior to the 15th or 30th. Employees at First Baptist Church Hodgenville will participate in Direct Deposit.

Recognition of Service

Full-time employees will be recognized by the church for their 5th, 10th, 15th, etc. anniversaries of employment. A monetary gift will be provided as follows:

- Five (5) years of service = \$100.00
- Ten (10) years of service = \$250.00
- Fifteen (15) years of service = \$500.00
- Twenty (20) years of service = \$750.00
- Twenty-five (25) years of service = \$1000.00

Disability

In the case of the total disability (as established by competent medical evidence) of any employee who works more than twenty (20) hours per week, and 80 or more hours per month, for the church, First Baptist Church Hodgenville (FBCH) will, after sick leave and vacation time have been used, pay that employee each month for three months according to the following schedule:

- Five (5) years as an employee – 25% of total monthly remuneration
- Ten (10) years as an employee – 50% of total monthly remuneration
- Fifteen (15) years as an employee – 75% of total monthly remuneration
- Twenty (20) years as an employee – 100% of total monthly remuneration

Pastoral staff called from other places of full-time vocational Christian ministry will receive prior service credit in computing eligibility for disability pay. The credit shall be one-half of their years of full-time vocational Christian ministry.

Gifts

Any person employed by the church for at least three months and in the church's hire as of December 10th shall receive 0.50% of their annual pay package as an expression of appreciation from the church as a Christmas gift.

Revivals, Conferences, Etc.

Pastoral Staff may be away two weeks annually to lead revivals, conferences, etc. These weeks will be scheduled with the Senior Pastor's approval. This time away does not affect vacation time.

Professional Development

Each minister is granted up to a week annually to attend a program of job-related conferences or workshops. Budgeted funds based upon that program's costs would be provided. Should the minister desire to attend a conference or workshop, approval must be obtained from the Senior Pastor.

FINANCIAL POLICIES FOR STAFF

Purchase Approval

A member of the pastoral staff must have prior approval for all requests for budget expenditures from their ministry areas. Purchases, requested by Pastoral Staff, in excess of \$400.00 or those which exceed budget allocations for the calendar year, must have prior approval from the Senior Pastor and Stewardship Committee (SC). **All purchase orders, regardless of the amount, must be submitted to the Stewardship Committee prior to the purchase.**

Staff should inform anyone in their ministry area whom they authorize to make purchases on behalf of the church that payment or reimbursement will be made for transactions when a purchase order was approved prior to the purchase.

The Stewardship Committee Chairperson, or designee, in consultation with the Senior Pastor, is responsible for monitoring this policy and communicating violations to the Stewardship Committee. The Stewardship Committee will refer violations to the Personnel Committee.

While every staff minister is responsible for operating within the budgeted amounts of a particular ministry, the Stewardship Chairperson will have responsibility to administer the budget and approve reasonable requests on a day-to-day basis. The Stewardship Committee, in consultation with the Senior Pastor, will notify staff when general spending is to be curbed or held to a minimum to correct overall receipt deficits and/or spending of the budget.

Conferences, Camps, Trips, Etc.

Each staff person planning to attend a conference, camp, or other church sponsored retreat is asked to submit to the Stewardship Committee in advance an itemized estimate of expenditures attached to a purchase order, indicating the budget line item being charged, number of paying participants, scholarships or budget transfers anticipated, and estimated miscellaneous expenses. Following the event, the completed purchase order will be presented to the Stewardship Committee or their designee who will match the pre-conference estimate with the purchase order and forward the purchase order to the office.

Tax Exemption

First Baptist Church Hodgenville (FBCH) is exempt from paying sales tax. Proper documentation must be obtained from the church office and presented to the vendor at the time of purchase to avoid the sales tax.

Credit Cards

A church credit card is maintained in the office. The Stewardship Committee determines card limits and determines use of the card. Use of the card must be requested from and approved by the Stewardship Committee Chairperson prior to incurring any charges. No purchase should be made by phone, Internet, or in person unless the buyer is in possession of an approved purchase order prior to the time of purchase. The employee using the card is assigned full responsibility at all times for the purchases made to the account.

Charge Accounts

The church office maintains a list of open charge accounts held with vendors. All other purchases should be made with a church credit card or a church check, accompanied by proper documentation and purchase order approval. Reimbursement for purchases made by an individual should be avoided when at all possible.

Reimbursement

A church charge account, credit card or check should be used when at all possible for purchases made on behalf of the church. Exceptions are minimal and should have prior approval. No purchase will be reimbursed without prior approval by appropriate pastoral staff. Receipts are required for all expense reimbursements.

Reallocation of Budget Line Items

Spending of ministry budgets should be in accord with the specified purpose of individual line items as approved by the Stewardship Committee and the church. Pastoral staff may request the Stewardship Committee to reallocate funds from one line to another within a program ministry when unanticipated ministry needs arise.

EXPENSE REPORTING AND REIMBURSEMENT

General

Every employee is entitled to reimbursement of reasonable expenses incurred in the conduct of business on behalf of First Baptist Church Hodgenville (FBCH). These policies are intended to outline procedures to assure uniformity, consistency, and fairness. When making decisions, minimum time away from FBCH should always be the guiding rule.

Air Travel

Air travel is the preferred mode of travel when surface time under normal conditions is expected to take more than five (5) hours (one-way). Every effort should be made to hold these expenses to a minimum and take advantage of reduced fare programs. Exceptions such as short-notice, detours for convenience, extra baggage, etc must be pre-approved by the Senior Pastor or Stewardship Committee (SC).

All air travel is to be coach class or other low-cost fares. Airline discounts, rebates, free flights, or like benefits earned with FBCH reimbursed airfares may be used for Church business or personal use. Long-term parking lots should be used at airports to avoid unnecessary parking costs.

Transportation

Rental Vehicles – must be pre-approved by the Stewardship Committee and used only when this expense is less than the cost of other options. In all cases, the lease should be for the least costly rental option.

Other Methods – such as trains, buses, etc. might be used but are expected to be exceptions rather than the rule. Expenses should not exceed the lowest airfare rate unless the selected mode is the only option.

Hotel/Motel Rooms

- Convention/Meeting/Conference attendees are allowed to stay at the sponsoring facility.
- Normal travel should use a mid-range hotel/motel, such as Comfort Inn, Hampton Inn, etc. as a cost guide.
- Unless pre-approved by other policies or the Senior Pastor, rooms should be booked as single with queen/king bed.
- Special services such as room service, movies, personal phone calls, valet parking, toiletries, etc. are not reimbursable expenses.

Meals

Reasonable cost, including tips, for up to three meals a day will be reimbursed to an employee while traveling on trips for more than one day. Meals incurred during one-day trips are not reimbursed.

- Travel beginning prior to 7 a.m. authorizes the breakfast meal – after 8 p.m. for dinner.
- As a rule, three meals should not exceed a total of \$40.00. As a guide, use the following scale:
Breakfast - \$10.00 Lunch - \$10.00 Dinner - \$20.00

Other Expenses

- Phone calls to check on immediate family are authorized on a daily basis.
- Entertainment is not reimbursed unless it is a scheduled part of the purpose for the travel.
- Office supplies/faxes are authorized on an unavoidable basis.
- Miscellaneous expenses deemed necessary by the employee for the successful accomplishment of the trip will be reimbursed

FUND RAISING POLICY

Individual ministries within First Baptist Church Hodgenville (FBCH) may not raise funds on their own or endorse the fund raising efforts of other groups without the prior consent of the Senior Pastor or Stewardship Committee (SC). This policy is designed to maintain financial accountability and to protect the integrity of FBCH.

The Church seeks to meet the reasonable financial needs of our ministries and makes those decisions after considering all the needs within the church. If your ministry should require additional resources, a request may be made through the Senior Pastor or Stewardship Committee.

We should be very careful about endorsing or supporting fund-raising efforts outside the church. If you have questions about endorsing fund-raising efforts of an outside group, please contact the Senior Pastor or Stewardship Committee.

Miscellaneous

Staff Relationships

Employees of the church should practice every facet of professional work ethics. In keeping with this policy and in order to promote a spirit of harmony and loyalty among employees, the following guidelines will apply:

- When concerns arise in the work place, the employee will speak to his/her supervisor to resolve the issue. If concerns cannot be answered at this level of communication, the employee may request a meeting with the supervisor, Senior Pastor, and the Personnel Committee Chair.
- Unquestionable loyalty to other employees, as well as programs and ministries of the church, is imperative for employment at First Baptist Church Hodgenville.

Volunteers

The Volunteer Program plays an essential role in Church operations as well as effective educational programming. Volunteers are essential to the everyday operations, and the Church is blessed to have a loyal group of adult and youth volunteers.

Volunteers are extremely important to ministry. For this reason First Baptist Church Hodgenville is committed to maintaining an active Volunteer Program. Each employee should make every effort to maintain a welcoming and professional working relationship with our volunteers.

The Volunteer Program should include standard methods by which employees identify, train and reward volunteers. Methods of accountability must also be taken into consideration. Each department must carefully consider these elements as it seeks to incorporate volunteers into its ministry.

Copyright Guidelines

Procedures must be followed when using another person's created work. Some companies, individuals and businesses charge a fee to reproduce their materials; some require a specific credit line; and some still do not allow reproduction at all. Check with the appropriate ministry program director if you have a question or need to get something approved for reprint.

Violations are possible in areas concerning the following:

Music

- Slides
- Transparencies
- Word sheets
- Copying printed music
- Rehearsal tapes
- Arranging/changing lyrics or music in any way

Church Education (Children and Adults)

- Copying coloring sheets curriculum/chapters/articles
- Showing purchased or rented videos to any group in a public setting
- Using poems/illustrations/logos/cartoons from any resource

“I know, my God, that you test the heart and are pleased with integrity.”

1 Chronicles 29:17a (NIV)

Clergy Counseling

Pastoral staff may be asked to counsel individual members for a variety of reasons. This counseling may be in relation to a personal problem, financial or family situation or spiritual in nature. Whatever the reason, if the counseling is done in a private setting in your office with only yourself and the counselee present, then the counseling is to remain totally confidential. This means that you are not permitted to discuss this situation with any other minister, counselor, counselee’s family, or church member unless you have specific written permission from the counselee.

There are two exceptions to this requirement. First, if the counselee admits to you that he/she has abused a child – someone under 18 years of age – either physically or sexually, that information must be reported to Family Services. You should also report the information to your Senior Pastor. Second, if in the counseling situation, the counselee informs that you that he/she is going to do bodily harm to another individual or to themselves, and you have specific reasons to believe he/she is telling you the truth as opposed to just idle talk, then that too must be reported to the proper law enforcement officials. Again, this information should be reported to the Senior Pastor.

Statement of Confidentiality

In the course of doing your job, you may have access to verbal information, records and reports which are considered sensitive or confidential. Examples of sensitive and confidential matters are (but not limited to):

- Member Information
- Financial Information
- Individual Salary/Wage Rates
- Private Gifts, Bequeaths
- Personal Employee Data
- Legal Matters
- Confidential Information Shared by a Member
- Prayer Requests

Important: Information about members of the Church is never released to anyone. This includes addresses and phone numbers.

We must guard the information under our care of stewardship to preserve our trust relationship. Because improper disclosure of this confidential data may cause harm to First Baptist Church Hodgenville, an employee, member or a guest, it is extremely important that privacy of this information is maintained.

First Baptist Church Hodgenville has the highest regard for the integrity of each employee and member. Please make the most conscious Christian decision about the information you have available to you.

Personal Appearance

Employees are expected to be neat and well-groomed and to dress appropriately at all times. Employees should use good judgment in grooming habits. Appearance should reflect your professional status as an employee of First Baptist Church Hodgenville. Employees cannot wear clothes designed for recreation activities (shorts, sweatshirts, etc.) unless that work is part of the employee's assignment and the dress variation is approved by the Senior Pastor. Also, heavily applied perfumes, colognes and/or after-shave lotions may be offensive to those around you. Please use Godly discernment in how you represent Christ and the church in your appearance.

Member and Guest Respect and Courtesy

First Baptist Church Hodgenville is fully committed to providing friendly, compassionate and helpful service to church members and visitors. At all times, employees must remember to treat members and guests with friendliness, honesty, respect, and dignity. Often, those who come to First Baptist Church Hodgenville are hurting or lonely. Employees can model the love of Jesus through patience, compassion and caring. First impressions of friendliness and courtesy are of utmost importance in achieving a welcoming and friendly attitude.

Because so many ministry contacts are made by telephone, employees must be courteous at all times to project an image of cooperation, friendliness and efficiency. Voice mail must be used as an aide, not a method by which to screen calls. Rudeness in person or by phone or any other form of inappropriate behavior toward members or guests by staff members is unacceptable. If you feel the requirements of your position are interfering with your ability to be a source of hope and friendliness to those you encounter, discuss this issue with your supervisor.

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law.

Galatians 5:22 (NIV)

Work at Home

When the need arises, employees will occasionally perform work at home or off the premises. Non-exempt employees must be paid for all work, whether on job site or performed off the premises. Support personnel should not perform work off-premises or at home without the advance knowledge and approval of their supervisor.

Outside Board Involvement

As employees of First Baptist Church Hodgenville, you must assure that your involvement in outside activities related to other church or community organizations is in line with our church's

mission and goals. As a result, participation in any outside board as a board member, committee chairperson, etc., should have the prior approval of your Senior Pastor to assure that the purposes of your service are complimentary with other activities of the church and also not duplicative of any other programs or efforts.

Maintenance of Equipment

All employees are responsible for ensuring that FBCH equipment is handled with care, kept in good working order, and stored in its proper place. If an employee should notice that equipment is missing, damaged, or defective, she/he should immediately call it to the attention of her/his supervisor.

Computers and Systems

Computers, systems, software, phones and their content are owned by FBCH and are to be used by ministries of the Church for the church business. Employees may use the computers after hours for personal use, reimbursing for any supplies. Employees have neither an exclusive privacy right nor any expectation of privacy in the use of their church computers or phones. All equipment is to be used in a reasonable manner without creating cause that leads to damage of equipment. Employees are also provided with levels of security to protect others from accessing their files or gaining unauthorized access to the network or the phone systems. These passwords are to be kept confidential. Any employee who becomes aware of any misuse is obligated to inform the Personnel Committee Chair. Children are not permitted to access the computers, unless as part of a spiritual program offered by church staff. Should a program of this nature be offered to the children, parental permission waivers will need to be signed by the parents and kept on file. All students will need to be monitored by an adult when using computers at FBCH.

Software and Copyright Laws

With so many employees using computers, users must abide by the Federal Copyright Law regarding duplication of software. Since many software products are serial numbered and no two computers may have the software with the same serial number, software that is loaded on your computer hard drive may not be duplicated for use on any other computer. Likewise, downloading material from the Internet might be considered making a copy of it under copyright laws. No software may be installed or downloaded on any computer by anyone other than Pastoral Staff and Office Personnel, and only then as permitted by software license agreements.

Software/Hardware Computer Support

Hardware and software support and training will be provided on church-owned computers and phone equipment only to employees and, in certain circumstances, volunteers.

E-Mail

E-mail (Interoffice and Internet) is only for work-related purposes. All information transmitted by, received from, or stored in the e-mail system is the property of the Church. Employees may not send or disseminate e-mail or attachments that are vulgar, harassing, intimidating, offensive, defamatory, or discriminatory towards or about anyone. Any communication which can be construed as harassment or disparagement of others based upon their race, color, national origin, faith, gender, age, disability, etc., is strictly prohibited. Remember, the church's name is a part of all employees' email address and the content of the email must reflect the Christian values upheld by First Baptist Church Hodgenville.

Office Phones, Voice Mail and Equipment

Office phone equipment, receptionist console, and all lines to the phones are to be used for work-related purposes. Information transmitted by, received from, or stored in these systems is the sole property of the Church. No personal calls are to be charged to FBCH. Employees may not send or disseminate voice mail messages that are vulgar, harassing, intimidating, offensive, defamatory, or discriminatory towards or about anyone. Harassment or disparagement of others based upon their race, color, national origin, faith gender, etc., other is strictly prohibited.

Cell Phones

Pastoral staff who use personal cell phones for work-related calls will be reimbursed \$20.00 a month by the Stewardship Committee and must present a receipt or phone bill charge. The cell phone contract is not the church's responsibility, but left up to personal owner of the phone.

Waste

Wasted time, materials and supplies increase the church's operating cost, which in turn, means we cannot accomplish the church's mission as effectively. Therefore, employees should treat church property as carefully as they would their own.

Personal Phone Calls

Personal telephone calls during work hours should be limited to emergency situations. When personal calls are received during work hours, use good judgment and keep the conversation brief. Extended conversations can be continued during lunch or break time.

Personal Visitors to the Workplace

Employees do not bring family or visitors to work. Employees with children must have childcare arrangements during the workday. It is understood that family and friends will stop by occasionally. Visits should be brief and not interfere with the daily schedule.

Parking

Employees are asked to park away from the building, leaving spaces identified as senior, visitor, guest and handicapped for their intended use by church members and visitors.

Loyalty

First Baptist Church Hodgenville employees must be loyal to the church and other employees at all times. If differences arise about policy, procedure or personal issues with another employee, the matter should be discussed with the supervisor and/or the individual and not discussed outside the workplace.

Employment of Relatives

First Baptist Church Hodgenville neither encourages nor discourages the hiring of relatives of those presently on staff. Each applicant will be considered for employment based upon his or her individual qualifications. Relatives, if hired, should not be placed in the same department and should not be in a direct report relationship.

Lost and Found

The Personnel Committee Chair or Senior Pastor should be informed immediately of the loss of personal property. Money or valuables found by an employee should be given to her/his Senior

Pastor who will try to locate the rightful owner. If a lost article is not claimed within 30 days, it is processed for disposal to a charitable organization.

Employees and Volunteer Service

All employees are encouraged to volunteer their time and talents in their area (s) of giftedness. Non-exempt employees cannot volunteer time in the area of ministry in which they are employed performing the same kind of general duties, as this time could actually be hours worked subject to payment of wages.

Weapons

All employees, including facility security personnel, are prohibited from carrying, displaying or using any firearms or weapons of any kind on the premises of any First Baptist Church of Hodgenville facility.

Gambling

We are proud to keep our Church property free of any gambling activities. It is not appropriate and is a violation of our Christian values.

Smoking

Our church is a smoke-free environment.

Alcohol and Substance Abuse

No employee may bring alcoholic beverages or any illegal substance onto the Church property or report for work under the influence of any intoxicant.

Employees who are found manufacturing, using, distributing, possessing, or selling an illegal substance or intoxicant will be immediately disciplined, up to and including discharge. Employees who recognize the presence of a personal problem from alcohol and/or substance abuse and who wish to seek help may contact their supervisor or any member of our ministerial staff. We will refer you to a counseling service.

As a concerned employer in a Christian community, we must have a drug free workplace. We will vigorously enforce policies that keep our workplace drug free. Should there be probable cause to believe an employee is under the influence of an intoxicant, a drug/alcohol screen may be required.

Cleanliness

We are extremely proud of our Church and want to keep it as clean and presentable as possible. You can help by being observant and picking up trash and other items along the way. It is important to have a clean and professionally maintained office and work area. Desks and other work surfaces must be kept clean and orderly. Please do not allow cups or food products to accumulate in your work area.

Keep food items in refrigerators stored properly. Unless essential, meals may not be eaten in any work area in the building.

At the end of the workday, put away your work before leaving the building. If you are the last employee to leave your area, be certain the light and copiers are turned off.

Sexual Harassment

It is the policy of FBCH to strive to maintain a pleasant and safe working environment for its employees that is free from sexual harassment by supervisors, co-workers, volunteers, or third parties.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly a term or condition of an individual's employment;
- Submission to or rejection of any such conduct by an individual is used as a basis for employment decisions; or
- Such conduct has the result of unreasonably interfering with an individual's work performance or creating an intimidating or offensive working environment.

It is the responsibility of all Pastoral Staff employed by FBCH to ensure that this anti-harassment policy is enforced strictly. All Pastoral Staff is responsible for ensuring that each employee under her or his supervision is aware of this policy. It is the further responsibility of the Senior Pastor and Personnel Committee Chair to ensure that any employees under their responsibility are free from sexual conduct that cause, or reasonably can be considered to cause an intimidating or offensive working environment.

It is the responsibility of all employees to conduct themselves in ways that ensure that others are able to work in an atmosphere free from sexual harassment. It is the responsibility of all employees to comply with this policy in all respects and at all times.

It is the further responsibility of all employees including, in particular, all Pastoral Staff, to bring to FBCH's attention any evidence of sexual harassment and to report promptly any act or event that is believed to be a violation of this policy (or that may be a violation of this policy) so that the matter can be investigated as soon as possible and appropriate action taken.

If you believe that you or any other employees have been subjected to sexual harassment in the workplace in violation of this policy, we ask that you immediately report your concerns to FBCH. You may report your concerns to the Senior Pastor or Personnel Committee Chair, or any other Pastoral Staff with whom you feel comfortable in making such a report. All such reports shall be treated confidentially and will be investigated by FBCH in a prompt and responsible manner.

No employee shall be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy.

Any employee who is determined to have violated this policy by engaging in or condoning the sexual harassment of a fellow employee will be subject to immediate discipline up to and including termination of employment.

Visitors to the Building

Our facility is open to the public. Visitors are your responsibility. When you have a scheduled visitor, please have your visitor report to the main office, and someone will notify you that a visitor has arrived. You are requested to:

- Meet your visitor promptly;
- Stay with your visitor throughout the visit;
- Make certain your visitor is not left to find her/his way out of the building.

Loss of Church Property

Please be aware that all who enter our doors are not members. The public has access to the building. Some may not share our culture and values. We all share responsibility for protecting and preserving employee and Church property. It is important that you protect your personal property and take particular care not to leave a handbag unattended or your wallet in your coat or in a highly visible area.

Since the building is open to the public, many people may visit in the offices. Take care to protect our equipment, such as computers, calculators, etc.

The Church is unable to accept responsibility for the loss of personal property. Articles found by employees should be brought to the offices.

Removal of Church Property

Removing Church property/equipment from the property is prohibited, unless written permission is given by your supervisor that states the use and length of time needed. When an employee is using equipment during non-work time, FBCH cannot accept responsibility for any mishap, including injury or death.

Safety

Safety

Possession of all deadly weapons on the premises of First Baptist Church Hodgenville is prohibited. This policy is effective even if the carrier of the weapon has a valid license. Violation of this safety policy is basis for immediate termination of employment.

Safety is everyone's responsibility every day. A safe working environment must be fostered by continuous control efforts, teamwork, and innovation. Experience has proven that the success of the most complete safety program is dependent on the attitudes and working habits of each individual employee.

While FBCH has the primary responsibility for establishing safety policies and procedures, it is the responsibility of all employees to work in a safe manner. This requires the cooperation and commitment of everyone.

Building Emergencies

In the event of a building emergency, you will be expected to follow emergency instructions promptly. Should you be hosting any visitor(s) to the building, you are responsible for making certain your visitor(s) follow the instructions given during a building evacuation emergency to facilitate the safe evacuation of the building. An evacuation plan should be posted in each room. Review it often until you are comfortable with the evacuation route that will allow you safely to leave the building during an emergency. The Property/Space Committee should ensure that evacuation plans are placed in appropriate locations and updated annually.

Fire Emergency

Remember: Your role in an emergency is determined by where you are – not what you do.

Things to do:

- Remain calm
- Exit the building calmly, checking areas for visitors and other employees as you leave
- Send all visitors to the parking lot
- Send all second floor and higher visitors in wheelchairs to stairwell landings
- Close all doors behind you
- Inform fire fighters of wheelchair locations

Things not to do:

- Don't return for personal items

Fire Safety Practices

There are specific guidelines that govern the use of our facility during normal use and in the unlikely event of a fire emergency. The following rules are listed to help provide a safe environment while you are here at FBCH.

Fire Alarms

- If you notice a fire, alert people in the immediate area, and then evacuate the building.
- If you are in an office or meeting room and the alarm sounds, evacuate the building.
- If an alarm sounds during worship, follow the directions of the Worship Leader.
- People in wheelchairs should remain in the area until the bulk of the crowd leaves. Someone should stay with those in a wheelchair and assist them out of the area. If they are on a floor above the first, take them to the nearest stairwell and wait for the all clear, or wait until a fireman arrives. If a fire is close by and you must leave the stairwell, carry the disabled person down the stairs. **Do not panic.** There are many water sprinklers throughout the building.

Candles

If a candle is used in an office, for example, the flame must be encased in a container such as a hurricane globe. This will allow the heat and smoke to rise, but not expose the flame.

Fire Extinguishers

Fire extinguishers are located in the hallways. Please make it a priority to look for them.

Severe Weather

We may become aware of a tornado warning from different sources: Employee's personal radios, special weather radios, or the civil defense warning system (steady siren sound). A power outage is probable during severe weather. Follow all emergency instructions provided during a Tornado Warning.

Security

The Administrative Assistant to those that have been identified as needing a key distributes keys for entry into First Baptist Church Hodgenville. Keys used for secured areas will be issued as needed. Employees are required to return issued keys with a job change or when employment has been terminated. Unauthorized duplication of church keys is considered a breach of security and will result in disciplinary action.

This handbook outlines the important features of employment with First Baptist Church Hodgenville. Although First Baptist Church Hodgenville intends to retain the policies described in this handbook, the Church reserves the right to revise or discontinue them at any time. This handbook does not represent an employment contract, in whole or in part, for any duration between First Baptist Church Hodgenville and its employees. If employees have questions concerning information in this handbook, they should discuss them with their Deacon, Senior Pastor, or Chairman of the Personnel Committee.

Receipt of Handbook

Please complete this form and return it to the Administrative Assistant.

These guidelines are intended as a guide for policies, benefits, and general information, which should assist you during your employment. These guidelines shall not be construed as a contract. First Baptist Church of Hodgenville reserves the right to make changes in content or its application, and these changes may be implemented even if they have not been communicated, reprinted, or substituted in this handbook.

I acknowledge receipt of the First Baptist Church Hodgenville Guidelines. I have read the statement above and will read the policies in these guidelines within a week, ask my supervisor about points I do not understand and do hereby agree to accept and abide by these policies.

I understand and acknowledge that, if hired, I will be an employee of First Baptist Church Hodgenville “at will” and that my employment can be terminated at any time, by me or by First Baptist Church Hodgenville, with or without cause.

Employee Name (Please Print)

Employee (Signature)

Department

Date

Reference Authorization

This form authorizes the release of specific information when First Baptist Church Hodgenville is contacted as a business reference. A business reference is the release of information on the business relationship that exists or existed between an employee and FBCH.

FBCH will only respond to valid written requests for employment references.

On a routine basis, FBCH will release:

- date of employment
- last work location
- last position title

If you wish FBCH to release additional information in response to valid written requests for a business reference, please sign below:

Authorization for FBCH Release of Information

I hereby authorize the release of the following information by FBCH in response to written requests for a business reference:

- most recent wage/salary amount
- work history qualitative information concerning performance, position held, etc.
- other (please list):

This authorization shall remain in full force and effect until and unless I revoke it in writing to the Personnel Committee Chair. I understand this form authorizes release of the above stated information to business concerns and/or other employees while I am still employed by FBCH and after I leave FBCH's employment.

Signature

Date