**Personnel Policy Manual for the Pastor**

 **First Baptist Church**

Madison, Wisconsin

**Date Adopted: July 13, 2020**

**TABLE OF CONTENTS**

Welcome 3

About this Manual 3

I. Diversity and Inclusion 4

1. Equal Employment Opportunity 4
2. Harassment 4
3. Sexual Harassment 5
4. Accommodations of Disability 5

II. Employment 5

1. Employment Authorization 6
2. Pay and Payroll Deductions 6
3. Personnel Information and Files 6

III. Policies 7

1. Confidentiality 7
2. Computers, Internet, Email and Other Resources 7
3. Conflict of Interest/ Outside Employment 7
4. Employment of Relatives 7
5. Medical Documentation 7
6. Vehicle Usage and Expense Reimbursement .8
7. Safety and Accidents 8
8. Personal Property 8
9. Workplace Threats and Violence 8
10. Inspection Rights 8
11. Media Inquiries 9

IV. Performance and Conduct Expectations 9

1. Supervision and Performance Reviews 9
2. Standards of Conduct 9
3. Resignation/ Retirement 10

V. Time-Off Policies 10

A. Holidays 10

B. Vacation 10

C. Sick Leave 10

D. Funeral or Bereavement Leave 11

E. Jury Duty 11

F. Leaves of Absence 11

G. Family and Medical Leave 11

H. Parental Leave 11

I. Pastoral Professional Development 11

J. Sabbatical Leave 11

VI. Insurance and Retirement Benefits 12

1. Health Insurance Benefits 12
2. Worker’s Compensation Insurance 12
3. Social Security Offset 12
4. Pension Plan 12

Personnel Manual acknowledgement 13

**WELCOME**

Welcome to First Baptist Church of Madison, Wisconsin. We are glad to have you as our Pastor and hope you will enjoy working for and with the Congregation and contributing to our progressive Christian community.

Working together, we wish to ensure that the administrative, operational and other needs of the congregation are met. Doing so will support volunteer members of our congregation to do their work.

If you have any questions or suggestions concerning information in this Manual, please feel free to contact the Pastoral Relations Committee.

**About this manual**

This Manual has been prepared to help outline some of the policies and procedures of the First Baptist Church (referred to herein as the “Congregation”). You should familiarize yourself with the content of this Manual as it provides basic information about our expectations, policies, procedures and benefits. Nothing in this Manual is intended to create or creates an employment agreement, expressed or implied, or a contract that employment or any benefit will be continued for any period of time.

Since every situation cannot be anticipated, this Manual provides a general overview only. In applying the policies and procedures in this Manual, the Congregation will take into consideration the specific facts and circumstances of each situation that may prompt an inquiry.

You are hired on an *at-will* basis unless stated otherwise in a written individual employment agreement. This means that you may terminate the employment relationship at any time, for any reason, with a 90 day notice, and the Congregation retains the same right.

As a progressive and evolving organization which must respond to operating needs and other circumstances, changes and modifications in policies, procedures, and benefits will be made from time to time. This Manual replaces all previous personnel policy manuals or handbooks and any inconsistent policies. This Manual is not a contract but a covenant toward what we hope will be a productive and fulfilling ministry to and with the Congregation. The Congregation expects the Pastor to indicate at time of hiring that he/she has read and signed the American Baptist Ministers Council Code of Ethics.

1. **DIVERSITY AND INCLUSION**
2. **EQUAL EMPLOYMENT OPPORTUNITY**

Our Congregation affirms the inherent worth of each human being, and commits to working towards justice, equity and compassion in human relations. The Congregation believes that policies advancing diversity, equity and inclusion are essential in creating social change which responds to historical and current practices of discrimination. Additionally, we believe that significant diversity among our staff makes for a richer, more dynamic organization. Our Congregation is committed to addressing the systemic prejudices and biases found within all parts of society by, among other things, working to ensure that all staff are trained to understand, welcome, and better serve a multiracial, multiethnic, increasingly diverse community and enhance the ability of each individual to live our values of justice, equity, and interdependence.

The Congregation affirms its commitment to inclusion and equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions will be made in compliance with all federal, state, and local laws and without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other classification protected by law. The Congregation may consider religion in the hiring and terms and conditions of employment of certain positions. Any discrimination in the workplace based upon any protected status/classification is illegal and against policy.

Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited. Prohibited retaliation includes shunning and avoiding an individual who reports harassment, discrimination or retaliation; express or implied threats or intimidation, if an applicant or employee reported such discriminatory actions.

1. **HARASSMENT**

Harassment of any kind has no place in the workplace and is unlawful. The Congregation is committed to promoting an environment that is professional and respectful. Any harassment regarding race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or any other protected status will not be tolerated. Our Congregation expects all employees to conduct themselves in a professional manner with concern and respect for their colleagues, congregational members, and others served by the congregation. Similarly, we expect all employees to be free from harassment from congregational members and others encountered while serving our congregation.

Harassment includes verbal or physical conduct which may offend, denigrate or belittle any person because of or due to any of the characteristics described above. Such conduct includes pictures, jokes, comments, epithets, innuendoes, name-calling or any other behavior which creates an environment that is derogatory, intimidating, hostile or offensive to anyone.

1. **SEXUAL HARASSMENT**

While all types of harassment are prohibited, sexual harassment requires particular attention.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

* submission to the conduct is made either explicitly or implicitly a term or condition of employment;
* submission to or rejection of such conduct is used as a factor in employment decisions affecting an individual; or
* the conduct unreasonably interferes with an individual’s employment or creates an intimidating, hostile, or offensive employment environment.

Every complaint or report of sexual harassment will be promptly investigated by the Pastoral Relations Committee. Although investigations will be conducted with as much sensitivity and confidentiality as possible, investigative information will be communicated as appropriate to those with a need to know. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken.

Retaliation or reprisal against employees who report sexual harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

1. **ACCOMMODATIONS OF DISABILITY**

The Congregation provides reasonable accommodations to enable an individual with a disability to perform the essential functions of their job in compliance with state and federal law. If a Pastor is unable, or finds it difficult, to perform all the functions of the job due to a disability, he/she should work with the Pastoral Relations Committee about the disability and discuss the type and nature of any assistance or adjustment that would enable him/her to perform the essential functions of the job.

In most cases, the Committee will need medical documentation of the disability and of possible accommodations. The Committee may also need regular discussions with the Pastor to determine what, if any, accommodations are appropriate, the continuing need for accommodations and the effectiveness of the accommodations provided. It may also ask to speak to the Pastor’s physician or health care provider to help assess the need for and the appropriateness of the proposed accommodations and to ensure that the Pastor can safely perform the essential functions of the job with the accommodations.

**II. EMPLOYMENT**

**Ministerial Exception:** Pastors, and other employees who perform “essential religious duties,” are exempt under the ministerial exception (sometimes called the ecclesiastical exemption). The ministerial exception is dependent only on responsibilities, not salary.

1. **EMPLOYMENT AUTHORIZATION**

Federal law requires that prospective employees must show proof of eligibility to work in the United States by completing a federal Form I-9 within 3 days of time of hire. When applicable, the Pastor must provide an original document or documents to the Pulpit Search Committee that establishes identity and employment eligibility from the date employment begins.

1. **PAY AND PAYROLL DEDUCTIONS**

The Congregation strives to offer its Pastor equitable and competitive wages and salaries commensurate with its ability, resources, and sound policy. Pay adjustments generally will be considered for all once a year, with any adjustments effective at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay adjustments are usually based upon such factors as individual performance, job responsibilities, and other appropriate factors, such as increases in the national cost-of-living figures.

The Pastor will be paid monthly by direct electronic deposit. Deductions are reflected on a pay stub. Some deductions, such as voluntary retirement contributions, or medical or other benefit cost-sharing, are optional and are made only if they have been authorized. Paychecks and pay stubs should be reviewed when they are received. If there are any questions, the person in charge of the payroll should be contacted immediately.

1. **PERSONNEL INFORMATION AND FILES**

It is very important that up-to-date information be provided at the time of hire and as requested from time to time. This information is essential for many purposes, including benefit administration, mailing information, and contacting friends or family in case of emergency. Please notify the Congregation’s administrator promptly of any changes in:

* Address and telephone number;
* Marital status (including legal separation);
* Legal change in employee’s name;
* Dependents;
* Changes in beneficiaries;
* Person to notify in case of emergency; and
* Any relevant changes in licensing or education.

The Congregation maintains a personnel file that contains new hire paperwork, performance reviews, and other documents related to employment. The Pastor is allowed to write a response to any document added to the file and may review the file in the presence of the Congregation’s representative at a mutually agreed upon time.

1. **POLICIES**
2. **CONFIDENTIALITY**

The Pastor will have access to confidential information about the Congregation, including but not limited to information about members, friends, or other staff members. Such information must remain confidential and may not be released, removed from the Congregation’s premises, copied, transmitted or in any other way used for any purpose outside the scope of their employment. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Pastor. Pastors may provide references for past employees when asked but should be cautious about more than general satisfaction, length of employment, and leaving the previous position in good standing.

1. **COMPUTERS, INTERNET, EMAIL AND OTHER RESOURCES**

The Congregation provides a wide variety of communication tools and resources to the Pastor for use in running day-to-day business activities. Use of the telephone, voice mail, fax, scanner, internet, intranet, e-mail, text messaging, or any other Congregation provided technology, use should be reserved for legitimate business and not for more than incidental personal use. All communication using tools provided by the Congregation or used for Congregation related business should be handled in a professional and respectful manner. Any software or other material downloaded onto the Congregation's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material.

#####  **CONFLICT OF INTEREST/OUTSIDE EMPLOYMENT**

Pastors may not engage in any other employment or business activity that is incompatible or in conflict with their duties, functions, or responsibilities. Activities that may constitute a conflict include use of the Congregation’s time, facilities, equipment or supplies, or the use of the title, prestige, or influence of the congregation for private gain or advantage. The Congregation retains the right to make the final determination if there are any questions about outside activities.

1. **EMPLOYMENT OF RELATIVES**

Members of the Pastor’s family may be considered for employment; however, relatives may not supervise one another. “Relative” means a spouse, domestic partner, parent, sibling, child, grandparent, grandchild or person in a close personal relationship with the Pastor.

##### **MEDICAL DOCUMENTATION**

From time-to-time, the Pastor may be required, as a condition of employment, to undergo a medical examination or otherwise to provide the Congregation with requested documentation, such as evidence of the existence or duration of medically required absence, or ability to return to work, etc.

1. **VEHICLE USAGE AND EXPENSE REIMBURSEMENT**

The Pastor will be paid mileage for the use of a car for congregation-related business at the current business rate per mile as established by the Internal Revenue Service. Mileage will be reimbursed monthly. December mileage should be submitted by the following January 10. The Pastor must have a current and valid driver's license and proof of insurance. All tickets for parking and traffic violations are the Pastor’s responsibility. The use of hand-held cell phones or texting is strictly forbidden when driving on congregation-related business.

Other approved expenses incurred on behalf of the Congregation will be reimbursed according to the Congregation’s expense reimbursement policy.

1. **sAFETY AND ACCIDENTS**

The safety of all staff, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards and any other Congregation policy regarding safety of children and youth, disruptive conduct or any other safety-related policies at all times. Staff should know the whereabouts of fire extinguishers, first aid kits, and defibrillators.

Any unsafe conditions, equipment or practice in the church building should be reported immediately to the Board of Trustees. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Congregation’s Workers Compensation insurance carrier. In the event of a fire or other emergency, the fire department and/or other emergency services should be called immediately, and all staff and members of the congregation should leave the premises. A weather radio is available on premises in case of severe weather and the Pastor will alert staff if and when they need to take cover

1. **PERSONAL PROPERTY**

The Congregation cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on congregation property.

 **K. WORKPLACE THREATS AND VIOLENCE**

Threats, threatening behavior, or acts of violence against persons by anyone on congregation property will not be tolerated. The possession or use of weapons, firearms, ammunition, etc. is prohibited on the property of the Congregation except for authorized law enforcement.

1. **INSPECTION RIGHTS**

Congregations, like other organizations, are sometimes the victims of theft. The congregation has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees. The storage of any unauthorized alcohol, weapons, explosives, or illegal drugs or drug-related paraphernalia is prohibited on congregation premises. Therefore, the Congregation reserves the right to open and inspect any desk, file cabinet, storage closet, or storage area at any time and without prior notice or consent.

1. **MEDIA INQUIRIES**

All requests for information on behalf of or regarding the Congregation from media should be directed to the Pastor.

1. **PERFORMANCE AND CONDUCT EXPECTATIONS**

1. **SUPERVISION AND PERFORMANCE REVIEWS**

The Pastor has supervisory authority over all staff and may delegate this responsibility as he or she sees fit. On an annual basis, the Pastor, with assistance of the Personnel Committee of the Board of Trustees, should assure that the job performance, goals and priorities, assessing needs, and working through challenges of the non-pastoral staff is reviewed. Any employee performance concerns should be discussed with the employee and documented.

The Pastor’s personnel committee is the Pastoral Relations Committee. The Pastor is expected to outline goals and areas of emphasis for a coming period of time (typically at the beginning of a new calendar year), and to review these goals with the PRC during the annual performance review. Evaluation shall include seeking input from the congregation, from other staff, and from those in lay leadership positions.

1. **STANDARDS OF CONDUCT**

The Congregation expects that all employees will conduct themselves in a manner consistent with the highest standards of professional conduct and that is conducive to creating a harmonious and pleasant work environment. This includes courtesy, respect, and working collaboratively and cooperatively, demonstrating the characteristics of high performing team members. As a staff of professionals in whom trust and power have been placed, all staff are called to be faithful both morally and legally to upholding professional relationships.  Staff must never abuse the authority of their position by manipulating others to satisfy personal needs, or engage in any exploitative relationship that abuses the power and damages the trust that has been placed in a staff member.

The Congregation seeks to provide the highest quality of service and support to its members. The Pastor is expected to maintain a professional schedule in the office and also attend to visits to Congregation members at home and in hospitals, as well as attending pertinent meetings. The office of the Congregation should know where the Pastor can be reached in case of emergency when not in the office.

Conduct that does not meet the Congregation’s standards, such as violations of Congregation policies, a lack of respect or courtesy to a fellow employee or member, disruptive or disorderly conduct, etc., will not be tolerated and will be grounds for immediate disciplinary action and may result in termination of employment. In addition, any breach of trust or conduct which shows a serious lack of dependability or good judgment, such as theft, falsification of Congregation records, destruction of Congregation property, conflict of interest, insubordination, etc., may be grounds for immediate discipline, up to and including termination from employment.

1. **RESIGNATION/RETIREMENT**

Resignations and retirements are voluntary terminations of employment. Pastors resigning from the Congregation are requested to provide at least a 90 day notice to allow for adequate planning and a smooth transition without undue strain on other staff. If covered by health benefits, resigning staff members may be eligible to continue their health insurance under the provisions of COBRA (Consolidated Budget Reconciliation Act of 1985). Accrued, but unused vacation time is paid at the end of employment. Sick leave is not subject to payment at the end of employment.

1. **TIME-OFF POLICIES**
2. **HOLIDAYS**

The church office is closed on the following holidays: New Year’s Day, Martin Luther King Jr. Day, Good Friday (half day), Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve, and Christmas Day. In the event that the Pastor leads worship on a holiday he/she may take a day off during the following week.

1. **VACATION**

The Pastor will have 20 days of vacation annually that can be taken in any form of day groupings and does not include more than five Sundays during each calendar year. Vacation time should be used in the year earned; however up to ten days may be carried over to the next year and must be used by April 1. Vacation time should be scheduled by the Pastor with the Pastoral Relations Committee at least 30 days before it occurs. The Pastoral Relations Committee may approve additional carryover if there are extending circumstances.

 Upon separation, the Pastor will receive payment for any carried over vacation from the previous year plus vacation from the current year prorated on the number of work days during that year.

1. **SICK LEAVE**

The Pastor will earn sick leave with full pay at the rate of one day for each month worked since the date of employment. Unused sick leave shall accumulate, provided it does not exceed 90 days.

Sick leave may be used in the event the Pastor is unable to work due to his/her own or an immediate family member’s illness, injury or other medical condition. The Pastor is encouraged to schedule appointments outside of work time as much as possible. Sick leave may be used for routine dental or medical appointments.

The Pastor will maintain his/her own accounting of time-off days taken for vacation or sick leave using “time off” form maintained for other staff and keep the Pastoral Relations Committee apprised as to the leave days taken during the year,

1. **FUNERAL OR BEREAVEMENT LEAVE**

Up to 5 days of consecutive work days for bereavement leave to attend to arrangements and to take care of matters attendant to the death in the event of a death of an immediate family member (spouse/partner, child, parent) or a member of the extended family (siblings, inlaws).

1. JURY DUTY

Should the Pastor be called for jury duty, time off with pay will be given and retain any jury duty pay.

1. **LEAVES OF ABSENCE**

From time to time, the Pastor may need to have time away from work in order to address certain urgent issues. During such leaves, the Pastor may use accrued sick or vacation time and any applicable insurance coverage. When possible, such leaves must be requested in advance in writing and require the approval of the Pastoral Relations Committee and the Church Council. The exact nature of the leave and its anticipated length must be included in the written request. The Pastor is expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the Pastor must immediately notify the Pastoral Relations Committee and Church Council.

1. **FAMILY AND MEDICAL LEAVE**

Accumulated sick leave may be used when a serious health condition befalls a family member of the Pastor. This leave may use accrued vacation and be negotiated with the Pastoral Relations Committee.

1. PARENTAL LEAVE

The Pastor may take 6weeks of paid leave for the birth or adoption of a child, which must be used within one year. Sick, vacation or unpaid time may be used to extend this leave to a total of 12 weeks. The Pastor should work with the Pastoral Relations Committee and the Church Council, thereby giving notice as soon as possible.

1. **PASTORAL PROFESSIONAL DEVELOPMENT**

The Congregation is committed to providing the Pastor with time off from other duties and financial support to attend conferences and other means of developing their pastoral abilities.

Requests for time for professional development should be submitted to the Pastoral Relations Committee. Approved requests will be submitted to the Church Council for their approval.

1. **SABBATICAL LEAVE**

The Congregation believes that pastors benefit from time spent in study, reflection, spiritual renewal, continuing education, or community service. The Pastor may submit a request for up to three months of sabbatical leave after 6 years of fulltime employment, Written requests for sabbatical leave, including purpose, timing, location, duration and funding, must be submitted to the Pastoral Relations Committee at least six months before the beginning of the proposed leave. It will forward an approved request to the Church Council for approval.

1. **insurANCE and retirement BENEFITS**

The benefits outlined in this Manual represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through the Congregation. These benefits are subject to change at any time at the discretion of Congregation. Any questions about employee benefits should be directed to the Pastoral Relations Committee.

1. **HEALTH INSURANCE**

The congregation will contribute 90% of the premium towards health insurance for the Pastor and family through a group policy provided for all fulltime staff, In the event that the Pastor has access to health insurance through a spouse he/she may opt to be on that policy with compensation for increased premiums on the spouse’s policy. Such compensation shall not exceed the premium available through the congregation’s provider.

1. **WORKERS’ COMPENSATION INSURANCE**

Worker’s compensation is provided by the Congregation’s insurance company. It pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment.

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the Chair of the Board of Trustees. Employees may be required to provide a written report on the illness or accident and a physician's statement in order to receive worker's compensation benefits, or permission to return to work.

1. **SOCIAL SECURITY**

The Congregation will pay half the total of Social Security payments for the Pastor. The intent of this provision is that the church pays the equivalent of private employees toward the Pastor’sSocial Security costs.

1. **PENSION PLAN**

The Congregation contributes toward a pension plan for the Pastor. The plan of the Ministers and Missionaries Benefit Board of the American Baptist Churches USA is one alternative that may be considered. Details will be determined at the time of employment.

**PERSONNEL MANUAL ACKNOWLEDGMENT FORM**

## By signing below, I acknowledge that I have received a copy of the Personnel Policy Manual of First Baptist Church. I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of the Congregation as outlined therein.

Name of Pastor:

(Signature) (Date)