

Employee Handbook 2012 Version

***Approved at January 20, 2013
Business Meeting***

(Staff Liaisons updated after September 15, 2013 Business Meeting)

(Staff Liaisons updated after March 16, 2014 Business Meeting)

(Staff Liaisons updated May 2, 2014 & December 19, 2014)

(Website address updated January 15, 2015)



First Baptist Church

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About This Book...

This Employee Handbook is intended for the orientation of all staff. This book includes general rules of conduct, policies, procedures, and discipline rules that are subject to revision, additions, or deletions with the approval of the Personnel Committee of First Baptist Church in Richmond, Kentucky (FBC).

Nothing in this book or in any verbal statement should be construed as creating any type of employment contract either express or implied. Also, nothing contained in this book is intended to restrict the employer's right to unilaterally change the policies and procedures described therein. The Personnel Committee shall have final authority in all matters concerning employment.

You are employed with FBC at will, and nothing contained in this book is intended to promise or guarantee employment for any specific period of time. Any questions that you may have concerning employment should be referred to your immediate Supervisor.

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Welcome to First Baptist Church

We are so glad you are here. Our philosophy in the church office is a “Can-Do Attitude.” We are glad to serve...no request goes unanswered. You will quickly find that your time and talents are challenged, appreciated, and polished during your employment at First Baptist Church (FBC).

The vision statement of this church is as follow:

Focused on Christ with a heart for people to the Glory of God.

The mission statement of this church is as follow: ***ALIVE in the power of God.***

- ***A= Adore God***
- ***L= Love all people***
- ***I= Invest in God’s work***
- ***V= Value God’s Word***
- ***E= Expand God’s kingdom***

The core values of this church are as follow:

Worship

Because we praise God as the Supreme Creator of our universe, thank Him for His immeasurable gift of grace through Jesus Christ our Savior, and love Him who first loved us, we desire to worship Him with our hearts, minds, and souls in all that we say and do. See: *Psalm 29:2, Psalm 100, Romans 12:1-2.*

Prayer

Because God allows us free communication with Him in every circumstance, we desire to call on Him for repentance, confession, praise, and thanksgiving with a complete assurance that He will respond with our willingness to listen and accept His perfect answer. See: *Matthew 7:7-8, Philippians 4:6-7, Hebrews 4:16, James 5:13-16.*

Bible Knowledge

Because we believe the Bible is the divinely inspired word of God designed to teach us truth and draw us closer to Him, we desire to study the scriptures diligently, on our own and together, careful always to seek God’s will in every word and obediently respond. See: *II Timothy 3:16-17, James 1:22-25.*

Mobilized Laity

Because God blesses each of us with unique gifts and provides us with opportunities to use these gifts for Him, we desire to seek ways to grow in Christ until we reach unity and maturity and stand firmly in the faith so we might share our gifts within the church, our community, and the world, realizing that no gift is too small when wholly dedicated to God.

See: *Romans 12:3-8, I Corinthians 12:1-31, Ephesians 4:11-16, I Peter 4:10-11.*

Evangelism/World Missions

Because God gave us the Great Commission to take His message of love to all the world, and because we believe that Jesus is the only way to God, we desire to devote our time, talents, prayers, and resources to share Jesus with others in our community and the world regardless of their race, nationality, age, wealth, or culture. See: *Matthew 28:18-20, Acts 1:8, John 14:6, Acts 4:12.*

God's Family/Relationships

Because our love of others should be second only to our love of God and because God holds a special place in His heart for the community of believers, we desire to foster an atmosphere that will nurture love and respect within all relationships as we work together to share God's love, through Jesus, with the world. See: *John 13:34-35, Acts 2:42-47, I Peter 4:8-9.*

So you see, everything we do is part of the work of God happening in and through this congregation, and that gives us high expectations and high hopes. As an employee, you are part of an effort that truly matters. Lives are changed by our work. Welcome!

Church History

For 175 years, First Baptist was located at 350 West Main and Lancaster Street. The first tract of the Main Street property was deeded to the church by General Green Clay on May 15, 1828. The church was later incorporated on August 30, 1923.

Groundbreaking began for the new facilities at 425 Eastern ByPass in the summer of 2002. The new facility on nearly 12 acres opened on June 6, 2004.

FBC has been served by twenty-three Pastors. The church currently is served by Rev. Bill Fort.

The church has started five mission churches:

- Calvary Baptist Church (1915)
- Broadway Baptist Church (1941)
- Rosedale Baptist Church (1943)
- Linden Street Baptist Church (1965)
- Whitehall Baptist Church (1990)

Orientation Procedures

Employment At Will Statement

Your employment relationship with FBC is of an “at will” nature, which means that you can resign at any time and the church can discharge you at any time with or without cause. It is further understood that this “at will” employment relationship cannot be changed by any document or by any conduct without written approval from the Personnel Committee.

Equal Employment Opportunity

Employment is granted to qualified persons without regard to race, sex, age, national origin, physical or mental handicap, veteran’s status or marital status. To deny a qualified person the chance to contribute to our ministries because he/she is a member of a minority group is unfair to everyone and is not consistent with scriptural principles. It is our intent and desire to provide equal opportunities in employment, promotion, wages, benefits, and all the privileges, and terms and conditions of employment. FBC does, however, reserve the right to employ persons who have a Christian background and philosophy of ministry and who, in the opinion of the Personnel Committee, have a work history and a lifestyle which is consistent with the scriptural principles of the church. All employment decisions are made in compliance with applicable law.

Job Description & Evaluation Process

Your duties are defined in a job description. Your job description is given to you during orientation.

This job description serves as the base document for the annual evaluation. The job description is developed and revised annually during the evaluation process to maintain its accuracy and appropriateness.

You will receive an evaluation within your first 60-days of employment, subsequent evaluations are completed as needed, and you will receive an annual evaluation.

During the evaluation process accomplishments - strengths, weaknesses, and other work-related topics are discussed in a frank, friendly, and open atmosphere. You are expected along with your Supervisor/evaluator to sign the evaluation form to confirm the completion of the evaluation. Church resources, your performance, and length-of-service provide the process for potential compensation changes. The Personnel Committee reviews staff compensation each year.

Pre-employment Drug Testing/Physical Examination/Random Testing

Along with other background checks, the church can make the offer of employment contingent on passing a physical examination (including drug screening). Also, if an employee is suspected or accused of impairment due to drugs/alcohol/illegal substance, the employee must agree to a drug test and exam upon demand. Otherwise, the employee will face disciplinary actions which can include separation of employment. See *Discipline Policy & Procedure*, page 26.

New Employee Checklist

As you complete the orientation process, check off the areas below. Make sure that all your questions are answered. Upon completion of orientation you are required to sign and date a similar checklist for the Director of Administrative Services - who places the document in your permanent personnel file.

- I have a copy and have read the FBC Employee Handbook.
- I have a copy and have read the FBC Operations Manual (Policies & Procedures).
- I have a copy of the FBC organizational chart.
- I have a copy of my job description and understand what is expected of me.
- I have been informed about the benefit provisions offered through my employer and have filed in writing my choices with respect to these benefits, to the degree that such choices are offered.
- I have read and signed the Employment At Will Notice form.
- Office Equipment Procedures/Operation/Documentation:
 - Telephone System
 - Computer System
 - Fax Machine(s)
 - Copier(s)
 - Front Door Buzzer
 - Church Radio/Walkie-Talkie
 - Other: _____
- Office Hours/Work Schedule have been discussed and assigned.
- Exterior Door Policy
- Attendance Policy has been discussed.
- Telephone Call Policy has been discussed.
- Payroll and pay period information have been discussed, payroll ACH forms are completed.
- Check request for business reimbursement policy has been discussed.
- Building and Grounds Procedures.
- Member Request Procedures.
- Building Access/Facility & Equipment Procedures.
- Publications.
- Food Service Procedures.
- Church Vehicle Procedures.
- Emergency Evacuation/Safety Plan.
- Tour of Facilities.
- I have completed I-9, tax forms, and insurance enrollment forms if applicable.
- An employee data form with emergency contact information is completed and on file.
- Introduction to Staff.

Computer & Systems

Staff members are encouraged to use the Internet and E-mail to their fullest potential to further the Church's mission, to provide service of the highest quality to its members and seekers and to promote staff development.

Staff members have an obligation to use their access to the Internet and E-mail in a responsible and informed way, conforming to network etiquette, customs, courtesies, and any or all applicable laws or regulations. As with other forms of publications, copyright restrictions/regulations shall be observed. Limited personal use is acceptable.

Staff shall be aware that their conduct or the information which they publish could reflect on the reputation of First Baptist Church. Therefore, professionalism in all communications is of the utmost importance.

Staff shall represent themselves accurately and honestly through electronic information or service content.

Monitoring tools are in place to monitor staff's use of E-mail and the Internet if needed. Staff members shall have no expectation of privacy associated with E-mail transmissions and the information they publish/store on FBC equipment, however, E-mail/data is not routinely accessed unless requested by a Supervisor.

In summary, FBC staff should use the Internet and E-mail, when appropriate, to accomplish job responsibilities more effectively and to enrich their performance skills. The Internet and E-mail afford unprecedented opportunities for conducting research and disseminating (publishing) job-related information. However, excessive personal use of the church's E-mail or Internet resource shall lead to loss of privilege to use them.

Unacceptable Uses:

The Internet and E-mail constitute an uncensored worldwide network of networks which provides for peer-to-peer communications between participants and as such, they also have great potential for misuse.

Use of FBC's Internet and E-mail resources is a privilege which may be revoked at any time for inappropriate conduct. Examples of inappropriate conduct include, but are not limited to:

- The distribution, downloading, uploading or sharing of any material, software, data, document, sound, picture or any other file that is specified as illegal by any federal or state law, statute, proclamation, order or decree. Additionally, any of the above that are considered proprietary, privileged, private or otherwise vital to the operation of FBC; including, but not limited to, personnel, student, financial or strategic records and documents.
- Use of the Internet and E-mail for personal gain or personal business activities as defined in a commercial sense such as buying or selling of commodities or services with a profit motive.

- Engaging in illegal activities including malicious use, spreading of viruses, practical jokes, and hacking. (Hacking means gaining or attempting to gain the unauthorized access to any computers, computer networks, databases, data or electronically stored information.)
- Use of P2P applications for file-sharing and entertainment. This includes but not limited to applications such as Gnutella, Limewire, Azureus, Kazaa, Morpheus, BitTorrent and Edonkey.
- Transmitting statements, language, images or other materials that are reasonably likely to be perceived as offensive or disparaging of others based on race, national origin, sex, sexual orientation, age disability, religious or political beliefs.
- Use of abusive or objectionable language in either public or private messages.
- Knowingly visiting pornographic or illegal sites, disseminating, soliciting or storing sexually oriented messages or images.
- Misrepresentation of oneself or First Baptist Church.
- Sending or forwarding chain letters.
- Distributing or forwarding unsolicited commercial E-mail.
- Soliciting money for political causes or advocating political opinions.
- Using official dissemination tools to distribute personal information to include any information that constitutes an unwarranted invasion of personal privacy.
- Copying, disseminating or printing copyrighted materials in violation of copyright laws.
- Other activities and non-business related activities that will cause congestion and disruption of networks and systems includes, but are not limited to, Internet games, online gaming, unnecessary Listserve subscriptions and E-mail attachments, and chat rooms, such as Internet Relay Chat (IRC), I Seek You (ICQ), AOL Instant Messenger and similar computer conferencing chat rooms on the Internet.

Office Phones, Voicemail and Other Electronic 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.

Staff members may not send or disseminate voice mail messages that are vulgar, harassing, intimidating, or defamatory toward or about anyone. Harassment or disparagement of others based upon their race, color, national origin, faith, gender, etc. is strictly prohibited.

Special Note

I understand that the above are general guidelines and can be changed by the Personnel Committee. The above does not constitute a written contract. I acknowledge that all items listed above have been discussed and that I will comply with FBC policy thereof.

Employee Signature

Date

Director of Administrative Services

Date

General Employee Responsibilities

Dress Code

The Church maintains a business-casual dress code. Dress should always be respectable and appropriate to meet the demands of the job service task at hand.

Energy Conservation

Turn off lights in areas not in use. Please report any dripping faucets or running toilets or leaks to the Facility Manager. With everyone's cooperation, FBC can save significantly with simple energy conservation.

FBC Membership Data

Membership data is confidential. The membership data of the church is not for public dissemination and is not for the use of anyone to use for any business in the for-profit sector. Therefore, our membership information, pictorial directory, and access to certain data on the website are limited to members, regular attendees, and staff. In most of these areas a password is required for access.

FBC Property & Equipment

Any keys, pagers, cell phones, uniforms, or other equipment that are issued to perform your job remain the property of FBC. It is your responsibility that these items are used by you for the purpose for which they are issued. These items must be returned to the Director of Administrative Services at the time of termination/separation or upon demand; otherwise, the cost of the item(s) is deducted from your paycheck. Replacement cost of such items is the responsibility of the employee.

Individual/Personal Responsibility

Employees must conduct personal and professional lives in a fashion that assures their reputation and FBC's ministries and reputation are not jeopardized and that ethical/moral questions do not arise with respect to their association or work with FBC.

Personnel Records

Notify the Finance Office within fifteen (15) days of any changes in the following:

- Address and telephone number;
- Marital status (for insurance and tax withholding);
- Name;
- Beneficiary as listed on employer-paid life insurance;
- Number of dependents listed on employee medical insurance;
- Person(s) to notify in case of an emergency.

In addition, inform your Supervisor about the completion of any educational, training, enrichment, or certification courses.

Children at Work

Children of employees or children of those who you have custodial responsibility should not remain with the employee during working hours. If you have difficulty with obtaining appropriate childcare, contact your supervisor for approval.

Resignation

If you decide to resign, please give your Supervisor at least a two (2) week notice. This courtesy is voluntary due to the “Employment At Will” relationship that you have with FBC. It would provide a minimum time to adjust work schedules and/or begin a search for a successor.

Upon leaving employment with FBC for any reason, your final paycheck is available to you on the next regular pay date. However, your final paycheck is not released until all church property is returned and/or replaced.

Upon leaving employment with FBC, the Personnel Committee may request an exit interview.

Confidential requirements described later in this book remain in effect even after your resignation/separation from FBC.

Staff Meeting(s)

All Staff: Employees are requested to attend the weekly staff meeting, unless Supervisor approves their absence. This is a time for sharing information, prayer requests, and general announcements.

Worship Planning: Those requested are expected to attend the weekly worship planning meeting. This is a time of planning worship for current and future services.

Cell Phone

Some employees utilize cell phones to help facilitate their employment responsibilities. For these staff members, FBC has the option to reimburse towards the purchase of cell phone/equipment and reimburse each month towards the cell phone monthly talk time.

Employee Classifications & Employee Types

Employee Classifications

Employee classifications are listed below.

- **Exempt:** Those who manage the workplace, supervise the work of others, and exercise discretion. Full-time Ministerial Staff and Program Staff (Directors and Managers) are exempt employees. Exempt employees do not have a regular eight (8) hour workday. These employees are vital to the church programs and membership; therefore, it is necessary that they work whenever and however the need arises. **Part-time exempt employees are required to use a time clock system in order to comply with Wage & Labor regulations.**

- **Non-Exempt:** Those employees who are on a 40-hour workweek and/or any part-time employee (regardless of classification) who must receive additional pay for all hours worked over 40 hours in a workweek. The Support Staff (Administrative Assistants/Secretaries, Custodians, Kitchen workers, Childcare workers, and other non-ministerial staff) are non-exempt. Program Staff that are part-time are treated as non-exempt for payroll reasons in order to comply with Wage & Labor regulations. **Non-exempt employees are required to use a time clock system.**

Employee Types

Employment types at FBC are listed below.

- **Regular Full-time:** Employee who works a minimum of 40 hours per workweek each week of the calendar year. This employee can be either exempt or non-exempt and is the only type that receives full-employee benefits.
- **Regular Part-time:** Employee works 39 hours or less in a workweek and is exempt.
- **Temporary Full-time:** Employee who works a minimum of 40 hours per workweek for a period of time not to exceed 12 consecutive months.
- **Temporary Part-time:** Employee who works 39 hours or less in a workweek for a period of time not to exceed 12 consecutive months.
- **Contract/On-call As Needed:** Employee who works on a specific defined timeframe and/or as needed.

NOTE: Employment benefits are contingent on your employment type. If your employment changes to regular full-time, the effective date for benefits is the same as the effective date of full-time status, applying any waiting periods already established.

Church Office Hours

Regular Church office hours are **9:00 a.m. to 5:00 p.m.** Monday through Friday.

Employee Workday

Your workday begins when you arrive at FBC. Your specific hours are subject to your Supervisor. Obviously, exceptions can occur to the “regular” working hours when deadlines approach or when special circumstances exist. If such exceptions are expected/occur, you must receive Supervisor approval before deviating from your specific hours. Problems in communication and coordination occur when employees arrive very late or leave very early.

Workweek

A workweek consists of seven (7) consecutive days or 168 hours (24 hours x 7 days). FBC’s workweek begins on Sunday and ends on Saturday. While it is not required by state law to start or end on any particular day of the calendar week, the starting day cannot be changed as means of avoiding payment of overtime to non-exempt employees. Once the beginning time of an employee’s workweek is established, it must remain fixed, regardless of the schedule of hours the employee works.

Overtime Pay

If you are a full-time employee that is non-exempt or a part-time employee (regardless of classification), should your duties require more than 40 hours during a workweek, you receive overtime pay equal to time and one-half for the excess hours over 42.5 and straight time for hours worked between 40 hours and 42.5 hours. Your Supervisor has the option to send you home early in any workweek to provide appropriate time away without overtime pay.

Flex Time

If you are a full-time employee that is exempt, should your duties require a sixth and/or seventh day of service during a workweek; “flex time” can be granted through your Supervisor.

Lunch/Dinner Break

All full-time employees are encouraged to take a lunch/dinner break each day. You can take an hour break.

Check with your Supervisor to see when others are taking lunch. Everyone cannot (as a general rule) be gone at the same time.

If your Supervisor instructs you on a given day to work through lunch/dinner, you will be compensated or allowed to leave early that day or to come in later than your regular start time the next day.

Attendance

Your contribution to FBC's work efforts is very important; therefore, you are expected to be here.

Each regular full-time employee is expected to work at least 40 hours per workweek and each part-time employee is expected to work the hours as agreed. If you are unable to come to work at your assigned hours, you must contact your Supervisor **at least** one (1) hour prior to your normal start time.

If you must be away from the office during regular work hours (for example a doctor appointment), always let your Supervisor and the church office know when you leave and when you plan to return.

Absenteeism

It is essential that accurate records be kept with regard to absenteeism. An employee's failure to request pre-approval or to report his/her absence as discussed above, results in the absence being recorded as unexcused. If an employee's attendance record indicates frequent absence, he/she is required to document the reasons for subsequent absences in writing and is subject to disciplinary actions.

Payroll/Pay Period

FBC pays all staff **bi-weekly (26 pay periods in a calendar year)**.

A payroll service deposits payroll automatically into your bank. All employees must use the automatic-deposit system. If the regular payroll date occurs on a weekend or holiday, you receive your paycheck on the regular work day prior to the weekend or holiday.

Time Clock Requirements

Per FBC Policy and compliance with Wage & Labor regulations, all non-exempt employees (those paid on an hourly basis) and all part-time employees (regardless of classification) are required to use a time-clock system. See the Finance Manager for your logon ID and for instructions.

Deductions

The following is a list of required deductions that the church will withhold from your paycheck:

- Federal income tax
- FICA
- State income tax
- City/municipal earnings tax
- School income tax
- Other tax as may become law.

Optional deductions that the church will withhold, with your instructions, and deduct through the FBC Pre-Tax Premium Only Plan (POP see page 17) from your paycheck:

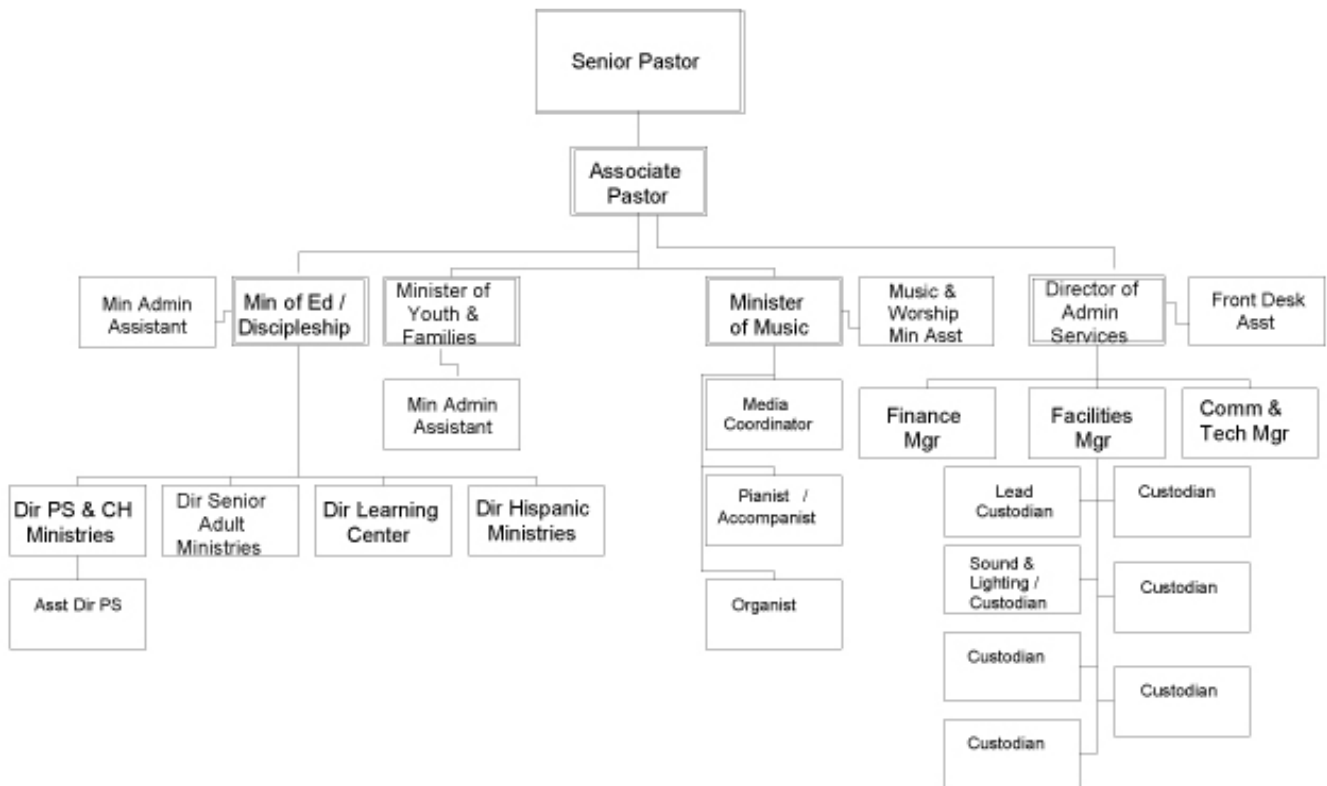
- Voluntary retirement plan
- Voluntary disability plan
- Dependent health insurance plan
- Additional income tax
- Other options which become legally and/or administratively available.

Wage Assignment and Garnishments

It is the employee's responsibility to conduct his/her personal finances in such a way as to avoid wage assessment or garnishment. The employee should make immediate arrangements for settlement of any account in question. The Finance Office will comply with the appropriate agency/organization and legal notification to assign and/or garnish wages.

Staff Organizational Chart / Reporting Structure

The following Organizational Chart represents the reporting structure.



(Note: the org chart above is saved in Excel then converted to a PDF and ultimately to a JPG; all updates must be first done to the Excel document found in I:\Publications\Employee Handbook.)

Staff Liaison Assignments

The following flowchart identifies staff liaison assignments to each committee / organization / team.

Officers/Representatives

- Moderator, Asst. Moderator
- Church Clerk, Asst. Church Clerk
- Treasurer, Asst. Treasurer
- Parliamentarian, Asst. Parliamentarian
- Trustees (DAS, SP)
- Tates Creek Baptist Association (SP, ME/D)
- Pattie A. Clay Medical Association (SP, DAS)
- St. Andrews (McCready Manor) (SP, DAS)
- Bluegrass Hispanic Ministry (ME/D)
- VOAD (FacMgr, SP)

Committees/Councils

- Baptism (SP, MM)
- Children's Council (DPCM, ME/D)
- College Council (ME/D, SP)
- Constitution & Bylaws (SP, ME/D)
- Deacon Nominating (SP, MYF)
- Decorating Committee (MM, M&WAsst, SP)
- Disaster Relief Committee (FacMgr, SP)
- Discipleship Council (Sr Staff, DPCM, DSrA)
- Estate Planning (FM)
- Finance Committee (DAS, FM)
- Greeters (ME/D)
- Grounds Committee (FacMgr)
- History Committee (ME/D, SP)
- In Time of Need (SP, DAS)
- Learning Center (DLC, ME/D)
- Long Range Planning (ME/D, SP)
- Lord's Supper (SP, MM)
- Marriage & Family Council (ME/D)
- Media Center Committee (ME/D)
- Men's Ministry Council (ME/D)
- Missions Committee (ME/D, SP)
- Money Counting (FM, DAS)
- Music Council (MM, M&WAsst)
- Nominating Committee (ME/D, SP)
- Personnel Committee (DAS, SP)
- Preschool & Children's Ministry Council (DPCM)
- Property Committee (FacMgr, DAS)
- Property Acquisition Ad Hoc Committee (SP, DAS)
- Recreation Committee (SP, ME/D)
- Safety & Security Committee (FacMgr, SP)
- Scholarship Committee (SP, DAS)
- Shut-In Ministry (DSrA, SP)
- Sr. Adult Council (DSrA, SP)
- Single Adult Council (ME/D, SP)
- Socials Committee (DAS, MM)
- Sound (MM, TC, M&WAsst)
- Stewardship Committee (SP, FM, DAS)
- Sunday School Council (ME/D, MYF, DPCM)
- Technology Committee (TCMgr, DAS)
- Time of Need (SP, DAS)
- Transportation (FacMgr, DAS)
- Ushers (MM, SP)
- Wedding Committee (SP, MM)
- Women's Ministry Council (ME/D, SP)
- Youth Committee (MYF)

Legend: AP=Associate Pastor, DAS=Director of Administrative Services, M&WAsst=Music & Worship Assistant, DPCM=Director of Preschool & Children's Ministries, DLC=Director Learning Center, DSrA=Director Sr. Adult Ministries, FacMgr=Facility Manager, FM=Financial Manager, ME/D=Minister of Education/Discipleship, MM=Minister of Music, MYF=Minister to Youth & Families, TC=Technical Coordinator, TCMgr=Technology/Communications Manager, SP=Senior Pastor.

Employee Benefits Program

All regular full-time employees receive employer-paid benefits. Some part-time staff are eligible for pro-rated benefit of specific paid time away (see the Director of Administrative Services for details).

Although the benefits described below are currently available, the benefits can be adjusted through written action of the Personnel Committee. Considerations that may lead to an adjustment in benefits include, but are not limited to, an increase in the costs of the benefits and/or the decrease of funds or contributions received by FBC that may have an adverse effect on the fiscal integrity of FBC's financial position. Highlights of the benefit plan are below. For more details on the benefits provided through the FBC plan, consult the Director of Administrative Services.

Vacation Benefit Overview

Vacation time must be used in the year earned; it cannot be accumulated from year to year. When a paid holiday or regular day away occurs during scheduled vacation time, an additional day of vacation is allowed. The vacation benefit cannot be cashed in for reimbursement.

If your hire date follows the first month of the calendar year, your vacation benefit can be pro-rated the first year of employment.

A vacation day is determined by the employee's budgeted work day up to a maximum 8-hour work day. You are given the choice of vacation days whenever possible, and in the case of conflicts (too many people in the same area asking for the same time away), the employee who has seniority (most length-of-service) receives first choice. Your Supervisor must pre-approve your vacation request. The Director of Administrative Services maintains a master schedule of vacation for all employees.

An employee that has given at least a two (2) week notice of resignation may request payment for vacation days earned but not taken. The Director of Administrative Services coordinates this request.

Vacation – Ministerial Staff & Program Staff:

Each calendar year all Ministerial Staff and Program Staff are eligible for twenty (20) workdays away from FBC without interruption of pay.

Vacation – Support Staff:

Regular full-time Support Staff are eligible for paid vacation without interruption of pay as follows:

- **1st Year:** Five (5) days are available after six (6) months continuous service.
- **2nd Year – 6th:** Ten (10) days are available.
- **7th Year – 11th:** Fifteen (15) days are available.
- **12th+:** Twenty (20) days are available.

Personal Days

You are provided two (2) days away annually for purposes of a personal nature without interruption of your regular pay. This benefit must be used in the year earned and it cannot be accumulated from year to year. This benefit cannot be cashed in for reimbursement or traded for other paid days away.

Church Observed Holidays

Ten (10) paid holidays are observed annually to all regular full-time employees. There is no employer-paid coverage for part-time employees; however, you can make arrangements with your supervisor to make up the hours should they fall on your regular day(s) of work.

The church office is closed on holidays.

The Personnel Committee recommends that all programs observe the holiday schedule. If an employee is scheduled to work on a holiday because of church program needs, appropriate pay or another day for time away will be granted. See the Director of Administrative Services for details.

The holidays schedule is listed below.

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 Days)
- Christmas (2 Days)

Sick Day(s)

Sick day(s) are provided to all regular full-time employees with pay in the case of illness or injury that prevents an employee from performing his/her duties in an effective manner. If necessary, time away from the office can be taken for routine medical/dental appointments for yourself or dependents, and charged to your accumulated sick days.

Up to eight (8) hours based on a maximum 8-hour workday is accrued for each month worked. The maximum accumulation of sick days is ninety (90) days. This benefit is available after two (2) continuous months of service. This benefit cannot be cashed in for reimbursement.

After an employee has worked continuously for three (3) years, he/she can be granted all accrued sick days plus sick days for the remainder of the calendar year in which he/she becomes ill or incapacitated. When an employee resigns/separates from FBC, any sick days borrowed/advanced is deducted from the employee's final payroll.

If an employee's extended illness/injury results in the use of accumulated sick leave and the potential sick leave for the remainder of the year, further absence due to illness must be charged to his/her remaining vacation days.

In the case of serious illness/injury, the Personnel Committee can extend up to three (3) months of paid sick leave. Requests for extended paid sick leave must be supported by a doctor's certificate.

Retirement

All regular full-time employees are provided retirement through the FBC plan. Members of the Ministerial Staff have no waiting period. All other full-time employees have a 30-day wait period which follows their date of hire. Once an employee is enrolled, vesting is immediate and the church provides a 10% rate (based on annual compensation). This benefit is enhanced with time of service as a matching program of 1% to 1% is available each year of continual service for a maximum church provision of 15%. For example, if you were hired on January 1, 2007, you are eligible for 11% retirement base if you match 1% beginning January 1, 2008 (this means that 12% would be the total retirement benefit for your second year). See the Director of Administrative Services for details.

A voluntary 403(b) Retirement Plan exists for all employees (including part-time employees). You are eligible to participate immediately and are also immediately vested in the 403(b) plan. For more details, consult the Director of Administrative Services.

Major Medical Insurance

All regular full-time employees are provided employee coverage through the FBC plan. Members of the Ministerial Staff are eligible for paid-family coverage. Employees eligible for insurance coverage who are covered under another plan, may be eligible for medical insurance reimbursement. Part-time employees who work a minimum of 20 hours per workweek may opt to fund employee coverage at the church rate with the church's carrier through payroll deduction and participating in the Pre-Tax/Premium Only Plan. An employee already receiving employer-paid medical insurance through the church carrier has the option to fund dependent coverage through payroll deduction for the FBC plan and participating in the Pre-Tax/Premium Only Plan. Coverage begins when approved by the carrier. Contact the Director of Administrative Services or Finance Manager for more information (and the paperwork) for the payroll deduction and Pre-Tax/Premium Only Plan.

Employee Life Insurance

All regular full-time employees are provided employee coverage through the FBC plan. Coverage begins when approved by the carrier. See the Director of Administrative Services for coverage amounts.

Dental Insurance

Dental coverage is available for employees who work twenty (20) or more hours each workweek. The employee pays for this optional coverage. See the Director of Administrative Services for details.

Pre-Tax/Premium Only Plan (POP)

Employees may participate in the Pre-Tax/Premium Only Plan (POP) offered by the church to fund their optional insurance and additional retirement amounts to the FBC plan. See the Director of Administrative Services or Finance Manager for details (including enrollment dates).

Unemployment Benefits/Insurance

Church employees are not eligible for unemployment benefits since the church is exempt from participating in this state program.

Workmen's Compensation Insurance

Workmen's Compensation coverage is carried for every employee. An accident occurring on church premises or during a church event off campus must be reported to your Supervisor and the Director of Administrative Services immediately. The Director of Administrative Services is required to report the accident within 48 hours of the occurrence to the insurance carrier.

Time Away / Leave of Absence

Overview

The Personnel Committee affords up to ten (10-days) away from the office for Ministerial Staff and program staff without interruption of your regular pay for purposes of continuing education/professional development.

Continuing Education (C.E.) / Professional Development

Time away for the purposes of continuing education/professional development is defined as study time and/or supplies, classroom events, conferences or conventions, and/or special events that help enrich your performance in fulfilling your job description and duties at FBC.

Each January, staff submits to their Supervisor a tentative schedule of C.E. that he/she desires to participate along with the estimated cost. Approval is dependent upon: the budget availability of C.E. funds, time schedules/events of the church and if your absence will impact negatively something already planned, and approval from your Supervisor in concurrence with the Director of Administrative Services or the Personnel Committee.

The Director of Administrative Services prepares a report for the Personnel Committee each year (and as opportunities arise) so that the Personnel Committee is aware of C.E. plans.

Any change to the amount of maximum C.E. days must be pre-approved by the Personnel Committee.

Sabbatical Leave

Sabbatical leave is available to Ministerial Staff upon written approval of the Personnel Committee and the concurrence of the Senior Pastor. When approved, this leave replaces the regular time away for continuing education. A written report and presentation to the church is given by the staff member upon his/her return to the regular workweek. This benefit cannot be cashed in for reimbursement.

Sabbatical leave is defined as 30 – 90 work days away from the regular work and follow the schedule as outlined below.

- **7th Year:** 30 – 45 days
- **14th Year:** 45 – 60 days
- **21st Year:** 60 – 90 days
- **28th Year:** 90 days

Leadership/Participation Leave for FBC Camp or Mission Trip Responsibilities

Ministerial Staff or program staff as part of their job description responsibilities may be required to lead/participate in FBC Camp(s) and/or FBC Mission Trip(s). This requirement is derived by definition of his/her job description and staff liaison assignment. If this is the case, the staff member receives no interruption of his/her regular compensation, does not use vacation time/personal time, and can access his/her continuing education/professional development budget to help defray expenses. All staff members are eligible to participate in an FBC-approved mission trip without taking vacation days. They will be eligible for any approved assistance from the Mission Committee.

Leadership/Participation Leave Beyond Church Responsibilities

Ministerial Staff or program staff may be away from the church for leadership/participation responsibilities which are not directly related to FBC...i.e., guest speaker, community organization, professional organization, revival or seminar/workshop, or a non-FBC camp group, or non-FBC mission trip. However, unless you are taking time away through your annual vacation days, your total time away (paid) for this kind of event is confined to the days allotted through C.E./Professional Development. See above for more details.

Leave of Absence

In concurrence with the Personnel Committee, a leave of absence can be granted by special approval of your Supervisor and the Associate Pastor. The types and conditions of leave of absence are below:

- **Jury Duty Leave:** If the employee is summoned for jury duty, time away without interruption of regular pay is granted.
- **Medical or Maternity Leave:** If the employee has reasons of medical necessity, medical leave can be granted without pay after using all accumulated time-away pay. FBC complies with all FMLA regulations.
- **Military Leave:** If the employee has military service commitments, military leave can be granted without pay. You are entitled to re-employment in accordance with government regulations. If the employee is a member of a reserve unit, you can be granted two (2) weeks away without pay or you can choose to use your vacation time that you have accrued.
- **Personal Leave:** For reasons of extreme personal necessity, leave can be granted without pay.
- **Bereavement Leave:** If the employee has a death in the immediate family, bereavement leave is granted up to three (3) days away without interruption of regular pay. Immediate family is defined as: spouse, children, parents, siblings, parents-in-law, sister/brother-in-law, children-in-law, uncle, aunt, and grandparents.

Employee Service Award Program

Employees are recognized at their first anniversary and every fifth year thereafter. FBC provides a service award in the increments listed below to each recipient. This one-time amount is added to the employee's payroll check occurring closest to the anniversary date. Written recognition is placed in the church newsletter and church bulletin. The Personnel Committee, at its discretion, can provide additional recognition to employees at each ten (10) year anniversary.

The schedule of service awards is as follows:

- 1st Year \$25
- 5th Year \$50
- 10th Year \$100
- 15th Year \$150
- 20th Year \$200
- 25th Year \$250
- 30th Year \$300
- 35th Year \$350

Accounting / Travel / Fiscal & Legal Procedures

Accountable Reimbursement Procedure

The church has an accountable-expense reimbursement procedure which is compliant with federal and state regulations. All business expense reimbursements and any accounts payable checks are printed by the 15th and at the EOM each month. You must submit your requests by 2PM each Wednesday to assure that you are reimbursed at these intervals. All business expense reimbursement and/or payment requisition requires the following:

1. A Request for Payment Form (RFP) must be completed and submitted to the Finance Office. (You must include the church budget account and the proper billing address information.)
2. All requests for business reimbursement must occur within thirty (30) days of when the expense was incurred.
3. Supporting documentation must be attached to the RFP...i.e., original sales receipt, invoice, etc. (If a receipt is lost, contact the Finance Office.)
4. If something is purchased over the Internet or telephone, use the credit card statement as the receipt and when possible also attach the packing slip when the item arrives.

Travel Procedure

If your work responsibilities require that you travel for the church, a travel advance can be arranged through the above procedures. When an employee attends a Church-approved and Church-paid conference and the spouse also attends, all travel, entertainment and direct conference expenses relating to the spouse is paid (reimbursed) by the employee.

- If the spouse attends in a lay-leadership role, and the spouse is providing representation for the church, (i.e. an elected delegate of the church), the expenses will not be charged back to the employee, and will not be treated as taxable income to the employee.
- If the spouse is not providing representation for the church, and the employee is not being charged back for these expenses, the amount of expenses will be treated as taxable income to the employee as required by IRS regulations.

Mileage Reimbursement Procedure

The church uses the standard business mileage rate set by the I.R.S. If your work responsibilities require that you use your own car, complete a mileage log or submit a RFP for mileage reimbursement. You must indicate the beginning and ending mileage and the business reason(s) for the trip.

Fiscal & Legal Procedure

Per FBC Bylaws and Job Descriptions, only the Director of Administrative Services and/or the Trustees are authorized to sign contracts or service agreements on behalf of FBC.

- For ministry events (camps, guest speakers, etc.) the Director of Administrative Services will require the employee and/or lay-leader overseeing a specific ministry event to co-sign the contract and/or service agreement prior to finalizing any arrangements.
- For real property contracts, the church must first vote in affirmation for the real property contract, once done the trustees can then sign on the on the congregation's behalf.
- Prior to signing most contracts or service agreements, the Director of Administrative Services forwards the document to the Church Attorney for review.

Building Access Procedures

Key & Pass Code Assignment

Church keys and pass codes (alarm codes) are provided to staff as a courtesy of church employment and must be surrendered upon the employee's termination or instruction from the employee's Supervisor or Director of Administrative Services. The Director of Administrative Services maintains a list of keys and pass codes issued to each employee.

If your keys are lost or misplaced, contact the Director of Administrative Services. Below are expectations for employees that have been issued church keys:

- Never loan your keys to anyone.
- Never give your pass code to anyone.
- Never leave your keys unattended.
- Never leave your keys in your car.
- Never leave your pass code notes in view.

Monday – Friday Access

The Church Office opens each morning (Monday – Friday) at 9:00 a.m. Visitors are buzzed in once the doorbell has been pushed.

If you arrive to work prior to the time listed above, use your pass code to silence the alarm and relock the exterior door before proceeding to your work area. Repeat this procedure for all internal doors also.

Monday – Friday Closing

The custodial staff closes and locks-up the building each evening by 9:00 p.m. The building will be locked earlier if there are no activities scheduled and/or if the building is unoccupied. If the building is occupied, the custodial staff locks all doors except for the interior doors that the occupants are expected to use for exit. The custodial staff or remaining staff designee is responsible to turn off lights and activate the alarm.

If you are working late, and would like an escort to your car, make arrangements with the custodian and he/she will be happy to assist you.

Exterior Doors

With the exception of church-wide events (such as Sunday worship, Wednesday night programming) all exterior doors remained locked. A doorbell is available at the office entrance for guests/visitors. The Front Desk Assistant screens those who use the doorbell.

Security Concerns

If you witness and/or become concerned over individuals/events on church property during office hours, contact the Director of Administrative Services, Facility Manager, or the custodian on duty. Call 911 if police, fire department, or paramedic is needed. Once you are online with 911, voice your concern. Leave a message for the Director of Administrative Services or Facility Manager on this matter. For more information see *Safety & Security* on page 31.

Church Facility / Property & Equipment Use Policy & Procedures

Overview

We have a desirable facility at FBC. While maintaining the facilities and grounds for our worship, Bible study, and church-programs/activities, we also allow certain groups to use our facilities. The only use and only activities to occur on FBC's property are those events that comply with FBC policy and procedures, meet federal and state guidelines / laws / mandates / statutes, and have been properly approved and scheduled.

FBC's basic rule on outside groups is simple...our facilities can help not-for-profit (501(c)3 – Kentucky Chartered Organizations) and/or community-related organizations when they are engaged in not-for-profit activities.

- No sales/promotion, enlistment, fundraising, product solicitation is allowed on church property by outside groups. See Non-FBC Sales/Promotion/Enlistment/Fundraising section below.
- FBC Inside groups must adhere to the FBC Fundraising Policy approved in 2005. See FBC's S.O.P.P. for details or contact the Director of Administrative Services.
- Public forums are allowed if all parties involved are invited. Proof that all parties involved have been invited is required to be attached to the application. See Secular Politics section below.

Building / Grounds / Equipment Use

Any church owned property and/or equipment (i.e. keys, credit cards, cell phones, uniforms, laptop computers, desktop computers, computer equipment, sound equipment, A/V equipment, postage meter, telephone/fax/internet access, grounds equipment, etc.) that are issued or available on church premises to perform your job remain the property of FBC. It is your responsibility that these items are used by you (or your lay leadership) for the purpose for which they are issued.

FBC property, equipment, and facilities cannot be used for any for-profit organizations unless those organizations have been properly hired by the Church to complete a task for ourselves (i.e. we hire vendors to take care of many maintenance issues, we hire consultants to help us raise money for special projects, we hire a vendor to take pictures for our pictorial directory).

Use of the copiers, fax, phone, and internet can be permitted for occasional personal use by the church membership, staff, or visitor as long as reimbursement of such use is received at time of use (and such use doesn't hinder the church), or if such use is due to occasional benevolent assistance.

- We cannot allow someone to perform their business (for-profit) activities here.
- We cannot allow someone to routinely work on automobiles on our property. We can allow them to use our phone to call a mechanic/tow/etc. We can have FBC-sponsored outreach events like the Singles Mom Oil Change.
- We can allow someone to make copies for a school assignment or their personal tax return and reimburse FBC for the copies at 10-cents a copy. The 10-cents a copy is used to pay the extra printing supplies and copy charges paid to the Vendor who leases us the copier(s) with a stipulated maximum copy amount (so remember extra copies are billed back to FBC).

- We can allow someone to make a call to their doctor. If is a long-distance call, and the person can afford it, arrangements to reimburse the long-distance call is desired otherwise we can absorb the call as benevolent assistance.

Non-FBC Sales/Promotion/Enlistment/Fundraising Is Not Permitted

Church members, non-members, employees, immediate family members of employees, or businesses operated by said persons cannot directly sell merchandise (i.e. Amway products, Shaklee products, T-shirts, records, booster cards, etc.) to employees, church members or non-members on church premises. Furthermore, sales cannot be made for or at FBC related functions (such as retreats, concerts, church trips, etc.) unless such sales have been pre-approved and/or part of the registration fee for an event or a church-sponsored event. For example, if a church camp is going to cost \$50 for each participant, and the program leader wants to have a specific T-Shirt for the event, the participation fee can include the cost of the T-Shirt.

Event Planning Procedures

Anyone planning an event at FBC is required to use the appropriate planning guidelines/policies; for example, a wedding event is required to use the Wedding Policies. A program event is required to use the FBC Planning Guide.

All requests and reservations for use of FBC facilities or equipment must be made with the Director of Administrative Services or Technology/Communications Manager. To request use:

- A representative from the interested group must complete a building/facility use application.
- Agree to the fees structure if fees are applicable.
- Certain requests require Church Council approval.
- Once a request is approved, the Director of Administrative Services/designee completes the application by assigning a permit number and distributes it to the group representative.

For a copy and/or explanation of the use policy, see the Director of Administrative Services.

Secular Politics

All employees and lay leadership of the church are responsible to assure that no secular political activities and/or endorsements occur on church premises.

Public forums are allowed if all parties involved are invited. Proof that all parties involved have been invited is required to be attached to the application. All requests and reservations for use of FBC facilities must be made with the Director of Administrative Services/designee. To request use, a representative from the interested group must complete a building/facility use application.

The Church Council or the Church in Business Session would be asked to vote on this kind of event.

Confidentiality

During the course of your employment at FBC, you may have access to information of sensitive or confidential nature. This information is contained in church records, correspondence, inter-office memoranda, meetings, etc. As an employee you are in a position of trust, and you have an obligation to the church and to those persons to whom we minister. The strictest confidentiality of such information must be maintained. Unauthorized use or disclosure, even if inadvertent, compromises both you and the church and seriously can erode the confidence of others, without which we could not effectively minister. In this regard, never leave confidential/sensitive information visible in your work area. Never speak in mixed company of matters of confidential/sensitive information. This includes logging off the church computer system when you are away from the area and at the end of each workday. Prior to leaving each day, make sure that you have cleared your desk off and secured all confidential/sensitive information.

Information regarding the church or church members or other persons to whom we may minister, of which you become aware as a result of your employment with FBC, is considered confidential. You may not disclose or duplicate or use this information (except as required in the performance of your duties with FBC). Failure to adhere to these standards may result in disciplinary action including dismissal.

Your obligation to preserve the confidentiality of information acquired during your employment continues even after you are no longer employed by FBC. Any information that you were not permitted to disclose or use during employment remains confidential after cessation of your employment at FBC.

Please note the following

- You can be liable for disclosing information shared with you by an individual in confidence without the permission of that individual.
- You should distinguish between the concepts of privilege and confidentiality.
- The clergy-penitent privilege provides that clergy cannot be compelled to disclose in court the content of communications shared with them in confidence while acting as a spiritual advisor. The related concept of confidentiality imposes upon clergy a duty not to disclose to others any communications shared with them in confidence. With that said the issues of confidentiality can be complicated. Each state has their own laws in these matters. For further information employees should contact the Director of Administrative Services.

Family Concerns/Status Board/Visitation

It is important for us to keep updated on the family concerns of the church. Status reports are maintained on a bulletin board (status board) to announce family births, illnesses, concerns, and deaths. The Senior Pastor's Assistant, Technology/Communications Manager, or members of the Ministerial Staff updates the status board in the church office.

FBC Ministers/designees have a regular schedule for visitation for those in the hospital, extended care facilities, and shut-ins. Contact the Senior Pastor for more details.

Discipline Policy & Procedures

Grounds for Disciplinary Action

Grounds for disciplinary action include, but are not limited to the following:

- Absence from work without appropriate notice/request/consent of your Supervisor;
- Possession, distribution, or use of illegal drugs/alcohol/substance at work;
- Reporting to FBC impaired as a result of drugs/alcohol/substance;
- Unauthorized/illegal possession, distribution, or use of firearms/weapons;
- Unauthorized absence from your work area...i.e., you are not at your desk, you are not in the building, and no one knows where you can be found;
- Security Violations (breach of confidentiality, open/close procedures, etc.)
- Willful destruction, loss, or theft of church property;
- Fighting (verbal or physical incidents occurring at FBC);
- Sexual Harassment of fellow staff, church members or visitors to FBC;
- Insubordination;
- Uncooperativeness with fellow staff, members or visitors to FBC;
- Excessive absenteeism or lateness.

Grievance Procedure

Problems arising from employment or conditions of employment are to be directed to your Supervisor. In cases where a solution to the problem is not resolved and documented in writing, the Associate Pastor will coordinate a meeting with the appropriate church committee.

Severance Pay Policy

In the event that an employee is subject to a layoff and/or termination, the following severance pay can be issued through the Personnel Committee:

- Less than one (1) year continuous service = None.
- After one (1) year continuous service = Two (2) weeks pay.
- After five (5) years continuous service = Four (4) weeks pay.

Please note the following:

1. If an employee is terminated for cause, no severance pay is issued.
2. A resignation is not grounds for severance pay.
3. Employees with more than ten (10) years continuous service may be given additional consideration with the approval of the Personnel Committee.

Church Publications

To better serve and communicate with the membership and visitor at FBC, several publications exist. The major publications are highlighted below.

Bulletin (Worship Order)

The Bulletin is developed for Sunday and Wednesday worship services. The Senior staff develops the content, and it is desktop produced by the Technology/Communications Manager, and distributed by the Administrative staff.

Church Communication

Church communications are developed by the staff and evolve from time to time. The Technology/Communications Manager provides an input schedule/cut-off date/and camera-ready copy (CRC). See the Technology/Communications for additional information.

Church Calendar

The Church Calendar is the internal communiqué listing the schedule of events of inside groups (FBC programs, committees, etc.) and outside groups that are allowed to use our facilities. This publication is developed by the Director of Administrative Services and the Communications & Technology Manager. Information found in this publication feeds the calendar of events listed in the Bulletin (Worship Order).

Membership Directory

The Membership Directory is updated periodically. It provides information and member pictures, church activities, staff, programs, and a roster of member address/phone numbers. The Technology/Communications Manager and the Director of Administrative Services along with the Public Relations Team and outside vendor completes this publication.

Church Website

The church website is designated as *www.fberichmondky.church*. It is maintained by the Technology/Communications Manager. The website provides timely information on the church and church events. See the Technology/Communications Manager for additional information.

Transportation / Church Vehicles

Capacity

FBC has five (5) vehicles for the exclusive use of church-sponsored events...i.e., visitation, Sunday shuttle to/from service, church field trips. Only FBC members and staff are allowed to drive church vehicles. The identification of each vehicle and passenger capacity is listed below:

- **B-1 Name: Esther** Capacity: 8 Passengers / 1 Driver + 2 Wheelchair riders
Note: Special training is required prior to using the lift & boarding wheelchair riders.
- **B-3 Name: Jonathan** Capacity: 14 Passengers / 1 Driver
- **B-4 Name: Daniel** Capacity: 9 Passengers / 1 Driver
Note: Special training is required for the grab bar use prior to boarding passengers.
- **B-5 Name Rebekah** Capacity: 9 Passengers / 1 Driver
Note: Special training is required for the grab bar use prior to boarding passengers.
- **B-6 Name Moses** Capacity: 14 Passengers/1 Driver
Note: Special training is required prior to driving due to the diesel engine and length of vehicle.

Standing in the aisle or sitting in laps while any church vehicle is in use is against the law and is not permitted.

Driver Authorization

Those wishing to drive a church vehicle must see the Director of Administrative Services or Facility Manager or Transportation Committee designee for vehicle orientation & test drive. The process takes about thirty (30) minutes per vehicle. The vehicles are different models, and this necessitates the separate orientation & test drive.

Once the Director of Administrative Services or Facility Manager or Transportation Committee designee is satisfied with the orientation and test drive, the applicant must present his/her Kentucky driver's license. A copy is made and forwarded to our insurance carrier. The carrier will check the driver's record and advise if the driver is eligible to drive church vehicles.

A list of approved drivers is maintained by the Director of Administrative Services.

Driver Regulations

FBC members or staff can request a church vehicle for church events. The church's driver regulations are listed below.

- Be a church employee and possess a valid Kentucky driver's license;
- Be a church member at least **25** and no older than **72** years of age and possess a valid Kentucky driver's license;
- Have personal liability automobile insurance;
- Possess a good driving record (without any driving infractions or DUI);
- Complete the FBC Children/Youth/Volunteer/Staff Protection Policy Program;
- Complete the orientation & test drive per vehicle;
- Take a driver break or switch drivers *at least* every four (4) hours;
- Return the vehicle full of fuel and clean of trash;
- No trailers, u-hauls, etc. are allowed to be used with church vehicles;
- Return the trip ticket w/ any notes of concern and the keys to the Facility Manager or drop in the mailbox at the church's covered entrance.

Trip Ticket & Vehicle Keys

A trip ticket and the keys for the church vehicles are available through the Church Office.

The trip ticket identifies destination, vehicle mileage and the passenger list.

It must be completed and returned with the keys to the Church Office.

Each driver is responsible to see that the trip ticket and keys are returned promptly after each trip, and that the vehicle is re-fueled.

Fueling the Vehicle

The driver is required to do the following:

- Return the vehicle full of fuel or at the same level at pickup.
- Have all passengers off the vehicle when fueling.
- Do not use cell phones or cigarettes while fueling.
- Do not re-enter the bus while fueling.
- The church group using the bus is responsible for the fuel costs.

Safety & Security

Safety & Security Alerts

The following alerts are used to indicate instructions:

- **S1:** Intruder inside building. Lock/secure your area. 911 is called.
- **S2:** Intruder on campus. Secure all doors; do not leave building unescorted. 911 is called.
- **S4:** Help needed at (indicate what area). For example, S4 at Church Office.
- **S6:** Safety Drill in progress.
- **Ro:** Return.

Reporting Accidents

If an accident occurs on church property or during an off-campus church event (whether to a member, visitor/guest, or staff), report the matter to the Director of Administrative Services (regardless of how minor it may appear). This procedure is necessary in order to provide immediate medical aid to the injured person and to facilitate a full and prompt report to FBC's insurance carrier. Employees should not make any statements to the injured person as to your opinion on the cause of accident. Focus only on getting the person the appropriate medical care. Contact the Director of Administrative Services in the Church Office or call at 623-4028.

Unsafe Conditions or Concerns

Everyone wants FBC to be a safe and healthy place for work, worship, and mission. If you see an unsafe condition, or if you have a concern, report it to the Director of Administrative Services so that it can be attended to as soon as possible.

Inclement Weather Conditions

Inclement weather may result in the church being closed for a day or dismissing staff and occupants early, or it may necessitate the closing of the church for the entire day. The Inclement Weather Conditions Policy is as follows:

1. Decision makers are any two of the following: Senior Pastor, Associate Pastor or Deacon Chair.
2. An announcement of closing will be forwarded to the local TV channels (18, 27, 36) by the Technology/Communications Manager. "First Baptist Church – Richmond" will be indicated if an activity is closed or cancelled.
3. A message will be recorded on the church phone system. You can call 623-4028, press 500, and the auto-attendant will forward you to the "Cancellations" mailbox.
4. Information regarding any closings will be posted on the home page of the church website, www.fbrichmondky.church.

Workmen's Compensation

If an employee should have an accident on-the-job, no matter how minor it seems, you must report it to the Director of Administrative Services at once. FBC's insurance carrier requires prompt reporting in order for the claim to be processed. See *Workmen's Compensation Insurance*.

First Aid Stations/Kits

First Aid Stations/Kits are located in the Church Office or in the long hallway outside the Sanctuary. First aid kits are also on each church vehicle.

If you need to use the first aid kit, observe the following guidelines:

- Notify the Facility Manager or Director of Administrative Services
- Replace any supplies/equipment used.

Emergency: Evacuation Procedures

Evacuation Alerts

The following alerts are used to indicate instructions:

- **E1:** Leave your area immediately, and do not return until notified.
- **E3:** Inclement weather conditions. Go home.
- **E5:** Utility problem. Leave your area, and do not return until notified.
- **E7:** Fire. Leave your area, close doors, and proceed to designated safe place.
- **Ro:** Return to your area.

National Fire Protection Association Overview

According to the National Fire Protection Association, many of the nation's 6,000 office fires can be prevented and injury/loss minimized when employees follow simple safety practices. Do not overload electrical receptacles. Do not use unapproved extension cords. See the Facility Manager or Director of Administrative Services if you do not have sufficient electrical power supply.

Fire Evacuation Tips

- Count the doors or desks between your work area and the nearest exits. During a fire, you might have to find your way out in the dark or through smoke.
- Know the location of the nearest fire alarm and/or fire extinguisher and learn how to use it. See the Director of Administrative Services for details.
- Post emergency numbers by your phone.
- Heat, smoke and toxic fumes rise quickly. This leaves the safest air near the floor.
- Test closed doors before you open them. Kneel/crouch at each door and touch the door, the door knob, and the space between the door and the frame with the back of your hand. If any of these are hot, use a different escape route.

Evacuation Plan

See the Facility Manager or Director of Administrative Services for details on the evacuation plan for your area. Below are the general guidelines for a quick and safe escape.

- Sound the alarm
- Call the Fire Department no matter how small the fire seems to be.
- Leave the area quickly, closing doors as you leave. (This helps contain the fire.)
- Go to the nearest exit that is not blocked by fire.

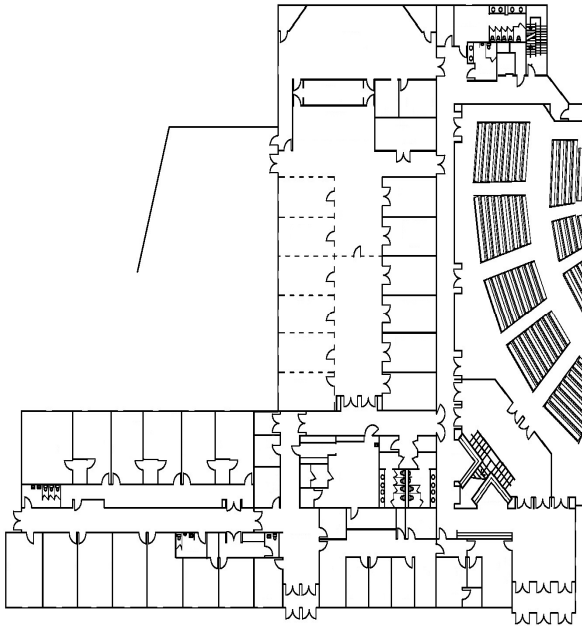
Safe Place

Once you are outside, move away from the building to your "safe place." The safe place is a designated meeting place on the grounds. See the Director of Administrative Services for your department's safe place. You cannot return inside the building until an official has given you permission.

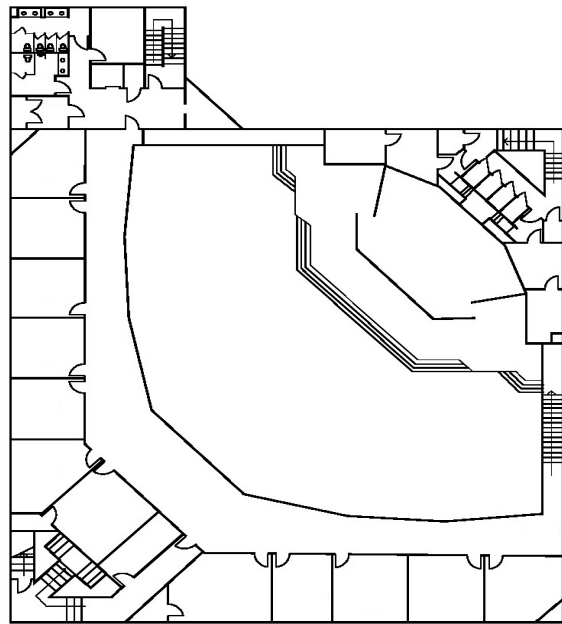
Tour of Facilities

We are located off I-75, Exit 87 at 425 Eastern ByPass at Leighway Drive (Bypass Stoplight #3). During your orientation the Director of Administrative Services/designee provides you with a complete tour of our campus. Below is a schematic of the building.

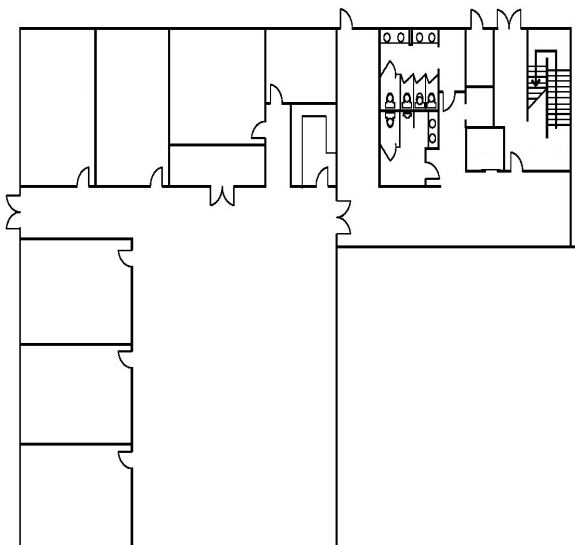
First Floor



Balcony



Lower Level



Maintenance Building/Garage (schematic unavailable)