



Policy Number: PER0001	Ministry: Employees
Personnel Policy Handbook	

# **Christian County Baptist Association**

## **Personnel Policy Handbook**

### **Handbook Introduction**

This Handbook applies to all employees and is intended to provide guidance and summary information about the personnel policies, procedures, conduct, and benefits of the employee. This is not a contract.

Each employee is responsible to read, understand, and become familiar with this manual and comply with the standards set forth therein. Also, the employee is asked to sign and date the Receipt of Understanding form at the end of this Handbook.

The Executive Board through the authority of CCBA and in accordance with the Constitution and by-laws, reserves the right to modify, supplement, rescind, revise, and help direct staff in the proper interpretation or help take corrective exceptions to any part of this handbook from time to time as it deems necessary or appropriate. An exception to these policies must be approved by the Administrative Team and the Executive Board.

Our prayer is that Colossians 3:23-24 will be the employee's motivation, passion, and work ethic in serving Jesus Christ:

***“Whatever you do, do your work heartily, as for the Lord rather than for men...It is the Lord Christ whom you serve”***

***Colossians 3:23-24***

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**OUR MISSION**

The **MISSION** of Christian County Baptist Association is to promote cooperative Kingdom work among her churches, and to help resource those churches in their divinely appointed task of fulfilling Christ's Great Commission (Matthew 28:19-20).

**OUR VISION**

The **VISION** for the Christian County Baptist Association is to be a dynamic and healthy network of praying churches, cooperating to fulfill the Great Commission.

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### I. EMPLOYEE CATEGORIES

The personnel categories are classified below. The following is an explanation of this classification. These terms will be used throughout this handbook in relation to certain practices and benefits.

#### 1. Regular Staff

**Full-time:** Positions relating to the primary ministries of the church that include, but are not limited to:

- Director of Missions
- Administrative Assistant
- Other positions as needed

**Part-time:** Persons employed to direct a ministry of the church for a specified number of hours each week that include, but are not limited to:

- Hopkinsville Community College – Baptist Collegiate Ministry Campus Minister (Director)
- Other positions as needed

#### 2. Support Staff

**Full-time:** Positions relating to the support ministries of the church that include, but are not limited to:

- None at this time
- Other positions as needed

**Part-time:** Persons employed to support a ministry of the church for a specified number of hours each week that include, but are not limited to:

- Custodian
- Other positions as needed

**Probation:** a period of 60 days will apply to all categories of staff. Benefits will begin to accrue after probation period has been completed.

**Regular:** Employees who have been with the CCBA more than 60 days and who work at least 30 hours a week.

**Part-Time:** Employees who have been with the CCBA more than 60 days and who regularly work at least 2 hours per week but less than 30 hrs.

**Temporary Part-Time:** Employees who do not normally work on a regular schedule or who may be employed for a relatively short period of time.

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### **II. EMPLOYMENT PROCEDURES**

#### **1. Regular Staff**

- a. Administrative Team to recruit for each vacant position with the exception of the Director of Missions.
- b. Establish, review and/or possibly amend the position description. Recommend any change in position to the CCBA Executive Committee.
- c. Develop a selection criterion based upon the perceived job, experience, and educational requirements of the position. A pay-benefit study may need to be conducted.
- d. Review all applicants against the selection criteria. Additional information may be requested as the review process proceeds.
- e. Recommend to the Director of Missions and the Executive Board a priority listing of applicants based on qualifications. The committee may amend the list.
- f. Interview and/or review, if necessary, the applicants in priority order.
- g. Recommend best qualified to the CCBA Executive Committee.

#### **2. Support Staff**

- a. When a vacancy occurs, the supervisor will review and/or possibly amend the position description.
- b. The supervisor will review all applicants in view of the qualifications needed for the position and select the one who will best suit the job.
- c. Applicants: Applicants for employment will apply in written form and will understand that any given references will be checked.

### **III. EMPLOYEE TERMINATION PROCEDURES**

#### **1. Voluntary Termination**

- a. Two (2) weeks written notification must be given prior to the effective date of the resignation. Failure to make proper notification could result in the loss of any accumulated benefits to include pay.
- b. In the case of Regular Staff, the resignation must be announced at an Executive Board meeting

#### **2. Involuntary Termination**

- a. Any CCBA employee may be terminated involuntarily for unsatisfactory performance, failure to support association programs, failure to adhere to established policies or personnel procedures or behavior unbecoming a Christian (as determined by a vote of the Executive Board).
- b. Support Staff may be terminated by His/Her supervisor with the approval of the Administrative Team.
- c. Regular Staff members may be terminated by the Executive Board. Such action may be initiated by the Director of Missions or the Executive Board.
- d. Regular Staff terminated involuntarily may be given up to three (3) months severance pay and benefits as determined by the Executive Board.

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### IV. EMPLOYEE ABSENCE

1. Bereavement Leave. Three (3) days bereavement leave may be granted in the death of an immediate family member: spouse, children, parents (Loco Parentis applies) and siblings. Additional time may be granted by the Director of Missions or Executive Board. However, if additional absence is not approved the employee will be considered as time off without pay unless the employee desires to take a vacation or sick day.

2. Personal Illness. The CCBA Sick Leave Plan is determined by the Administrative Team and provides that, without cost to the employee one day of sick leave will accrue for each calendar month of employment (not to exceed two weeks). If during the month more than five days are missed due to illness or non-occupational injury, such month shall not be considered a full month for the purpose of accruing sick leave. The accrual will provide two work weeks sick leave coverage annually. In cases of illness for a period beyond accumulated sick leave, a special consideration will be given with respect to compensation and vacation time allowance. In the event illness prevents the performance of duties by an employee for any regularly scheduled work day, such employee shall, to the extent of his accumulated sick leave, receive one day's pay for each such day's illness, provided all the following conditions are met: That pay from the association shall not be in addition to any compensation provided for by the association in the form of Workman's Compensation. The association will, in those situations covered by insurance or Workman's Compensation, pay the difference between such compensation and the amount required to assure the employee full pay of salary for the period involved under sick leave earnings.

#### CONDITIONS:

(a) Must, upon request, present evidence satisfactory to the association of inability to work because of illness.

(b) Must adopt remedial measures as may be commensurate with his or her illness.

(c) Must report by telephone, to their supervisor before office hours begin, the cause of absence the first day of each period of absence due to illness and, if requested, must present a physician's certificate setting forth the illness and incapacity which entitles him or her to sick leave pay.

Sick leave credit cannot be used for any other purpose than specified in the Sick Leave plan and is not payable in cash or in any other form should the employee leave the association. If an employee becomes ill or injured while on vacation, the employee shall be paid only for the vacation. If illness continues after vacation or holiday period, benefits under the Sick Leave Plan would commence upon completion of the scheduled vacation or holiday.

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3. Medical and Dental Appointments. Sick leave or vacation will be used for time away from work for medical or dental appointments. Sick days will be used in increments of no less than one-half (1/2) days
4. Personal reasons. Absences for personal reasons are discouraged but in emergencies can and must be approved by the immediate supervisor. Personal absences will be without pay.
5. Jury duty. Employees are encouraged to cooperate in citizen responsibilities. The worker on jury duty will receive full pay in addition to his jury fees.
6. Unexpected emergencies. In the event of an unexpected emergency such as a household fire or any similar emergency the situation will then be handled on a case-by-case basis.
7. Maternity Leave. A leave of absence not to exceed twelve (12) weeks may be taken. The CCBA shall continue only insurance benefits (if applicable) during such leave. No salary will be paid during the leave of absence except for remaining sick leave and vacation time. Additional time with or without pay may be granted by the Executive Board.
8. Leave of Absence. A leave of absence may be granted upon the approval of the Administrative Team and the Executive Board. A leave of absence may not be granted for more than 45 days.
9. Study Leave. Upon completion of each ten years of service, the Director of Missions and other full time Regular Staff become eligible for a study leave. The Director of Missions may be granted up to twelve (12) weeks leave in addition to other time off with full pay to engage in study. Other full time Regular Staff members may be granted up to nine (9) weeks in addition to other time off. The Administrative Team will approve and recommend to the Executive Board for affirmation. Additionally, if necessary, the Administrative Team may secure an interim supply for the staff member on leave. A written report will be provided to the Executive Board upon completion of the study leave by the individual who participated.

## V. EMPLOYEE BENEFITS

1. Auto/mileage expense. Shall be determined for each Regular Full-Time employee for each year by the Administrative Team and recommended to the CCBA for approval under the new fiscal year budget.
2. Employee training program. The CCBA staff members are encouraged to increase their knowledge and skills. Employees who enroll in night or weekend classes, that are job related courses, shall receive a refund of \$100.00 per course or a maximum of

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\$200.00 a year (two courses); upon evidence of satisfactory completion of course work. All courses must be pre-approved by the Administrative Team.

3. Holidays. The following holidays shall be included: New Years, Martin Luther King Jr., Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving (two days), Christmas Eve (one day) and Christmas Day (one day). All holidays are paid. A holiday that falls on Sunday shall be observed on the following Monday. Holidays that fall on Saturday shall be observed on the previous Friday. However, the Director of Missions may alter dates and stagger work schedules in order to maintain operational requirements.

4. Social Security. All non-ordained employees shall participate in social security contributions upon employment. Ordained and licensed employees shall participate in social security contributions upon employment, unless they have opted out of social security (previously filed form 4361 with the IRS).

5. Vacation. Annual vacation with pay is provided for Full-Time as follows: The CCBA plan provides that one day (not to exceed two weeks) of vacation will accrue for each calendar month of employment, thereby providing two weeks' vacation annually. Maximum accrual allowed shall be based upon years of service as described below. Vacations exceeding two work weeks shall not be taken except by special arrangement and with proper accrual. Vacations may be taken in conjunction with holidays and when a situation arises such as a holiday falling during a vacation period, the employee is entitled to use the scheduled holiday in lieu of a vacation day.

Each employee that has completed more than ten years of ministry service will be entitled to three weeks' vacation with regular pay. Employees with fifteen years of service may elect to receive a week's pay in lieu of the third week of vacation. While employees with twenty years or more of service with the CCBA will be entitled to four weeks of vacation with the ability to elect two weeks' pay in lieu of the additional two weeks' vacation. Request for pay in lieu of vacation must be made in writing to the Administrative Team for their approval 90 days in advance.

Annual vacation with pay is provided for Part-Time employees, working more than 25 hours per week, as follows: Two work weeks per year (14 Days) with no accrual. Vacations exceeding two work weeks shall not be taken except by special arrangement. Vacations may be taken in conjunction with holidays and when a situation arises such as a holiday falling during a vacation period, the employee is entitled to use the scheduled holiday in lieu of a vacation day.

As early in the year as possible the vacation schedule will be determined so the vacations may be arranged in a manner to interfere the least with association operations. Employees shall be given their choice of periods whenever possible, and in case of conflicts, the employee who has been with the association the longest period of time shall have the choice periods.



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7. Revivals and Educational Meetings. The Director of Missions is entitled to four weeks per year for revivals, assisting other churches or leading conferences and an additional two weeks for self-improvement related conferences, this is in addition to their regular vacation. Any additional time should be requested through the Administrative Team and approval will be determined in consultation with the Executive Board during a regularly scheduled meeting.

The above employee benefits are designed to help and protect the employees, but they also exist to help and protect the association; therefore, these benefits are always over and above the base salary and can never be considered a part of the cash remuneration paid by the association. Unlike vacation, an employee may not take the cash equivalent in the place of any benefit.

### **VI. SALARY ADMINISTRATION**

1. Regular Staff and Support Staff will be paid weekly, bimonthly or once a month. Pay periods will end on the 15<sup>th</sup> and 30<sup>th</sup> for regular staff and each Friday for support staff.
2. Initial employment pay-benefits will be recommended by the Administrative Team. The Executive Board will approve and or amend the pay benefits, based upon the financial resources of the CCBA, and include these with the position description for final approval.
3. Salary Review for Part-Time employees will be recommended to the Administrative Team by the Director of Missions on an annual basis for merit increase consideration. Merit increases can be earned with performance that meets or exceeds the requirements for the job. An average performance is not grounds for a merit increase and salary may be decreased if anything less than 100% of the positions job description is being completed. Increase in pay recommendations for the Director of Missions and the CCBA Ministry Assistant will be made by the Administrative Team in consultation with the Executive Board. Merit increase (raises/benefits) will as a minimum be reviewed yearly through a performance evaluation given by the Administrative Team and in time to be included in the annual budget. Upon termination an employee shall receive pay for unused earned vacation time if applicable.
4. The CCBA encourages the practice of increasing salaries annually by an amount equal to or greater than the cost of living increase for the year ending December 31, when able.

### **VII. MISCELLANEOUS**

1. Garnishments. The CCBA office will receive and process garnishments according to legal requirements. The Director of Missions should give guidance to the employee involved. Garnishment is discouraged.

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2. Personnel records. The Administrative Assistant will be responsible for setting up and maintaining personnel file on every regular and part-time employee. The file is to include a brief biographical sketch, salary record and any other needed documents.
3. Work-day schedule. The regular daily work hours are from 8:30a.m. to 4:00p.m. Monday through Friday including a 45-60 minute lunch time. A fifteen (15) minute break may be taken in the morning and one in the afternoon. Working hours may not be adjusted for shorter breaks or lunch time adjusted to leave work early. Part-time employee's, working through the lunch hour are expected to take at least a 30-minute meal break. Overtime is considered an exceptional working condition and must be approved by the supervisor if compensatory time or pay is to be granted. Staggered work schedules are sometimes needed; however, secretarial personnel should maintain regular work hours unless otherwise authorized.
4. Work Relationships. The Director of Missions will supervise all employees unless otherwise specified by the Executive Board.

## **VIII. COMMUNICATION**

1. General Information. Open communication between the Director of Missions and all employees is a prerequisite for the effective operations of the CCBA. Meetings, memorandums, emails, etc., are important tools to effectively inform all employees of items of general interest as well as specific items pertaining to their job.
2. Open Door Policy. Christian County Baptist Association has an open-door policy for association churches (pastors and members), guests, and all employees. Our commitment to biblical values is to encourage employees to seek a resolution to any problem or concern about their job.
3. Conflict Resolution. If a problem appears to be irresolvable or reaches an impasse over a job-related issue, the guidelines found in Matthew 18 will be utilized for conflict resolution. It is our prayer that we can work together and communicate honestly with each other and maintain a mutual respect that will allow all of us to be good examples of integrity to those we lead or supervise.
4. Sexual Harassment/Hostile Work Environment. The CCBA is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. The CCBA will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint. See the CCBA Sexual Harassment Policy for complaint procedures.

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5. Weapons in the Workplace. Employees may, at any time while on any property owned, leased or controlled by the CCBA, possess a firearm under the following conditions: Providing the employee possesses a concealed weapons permit (CCW) or carries openly in accordance with Kentucky statutes.

Knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person is prohibited on CCBA owned, leased or controlled property.

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination. The employment termination would be characterized as termination for cause.

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**HOUSING ALLOWANCE POLICY FOR ORDAINED MINISTERS**

Employees of the Christian County Baptist Association who are ordained (as defined by the United States Internal Revenue Service) will be allowed a house allowance, reflecting actual housing costs for ministers as defined by the United States Revenue Department. The total of these statements is to equal the total of the salary and housing allowance by the church and be included in the association's annual budget.

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Chair, Administrative Team

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### SALARY REDUCTION AGREEMENT

DATE: \_\_\_\_\_

Christian County Baptist Association is an organization exempt from tax under Internal Revenue Code section 501(c)(3) (hereinafter referred to as the “Employer”) and \_\_\_\_\_ a common law employee (hereinafter referred to as “Employee”) desire to enter into a legally binding salary reduction agreement with respect to amounts earned after the above effective date as permitted by Code section 403(b) and the regulations thereunder so that the Employee may exclude from his gross income his Employer’s contribution pursuant to this agreement toward the plan named below.

The Employee and Employer understand that the fund originate, and the tax preference applies to amounts derived through a reduction of the Employee’s salary or through the Employee foregoing a salary increase, and the Employer acts as a conduit for funds. Under Income Tax Regulations section 1403(b).1(b)(3) the Employee is not permitted to make more than one agreement with the same Employer during any tax year of such Employee and this agreement is irrevocable with respect to amounts earned while the agreement is in effect. However, the Employee may be permitted to terminate the entire agreement with respect to amounts not yet earned.

If the contributions under this agreement are based on a prescribed percentage of salary rather than a fixed dollar amount, the mere change in the amount of Employer’s contribution because of an increase or decrease in salary during the year will not constitute a new agreement. Therefore, effective as of the date above, the Employer and the Employee hereby agree that the annual compensation of the Employee shall be reduced by the following percentage or amount \_\_\_\_\_, and the Employer will make contributions to the Annuity Board of the Southern Baptist Convention to purchase for the benefits of the Employee a tax sheltered annuity contract which is fully vested, nonforfeitable and nontransferable under the following plan \_\_\_\_\_. The amount of the Employer’s contributions pursuant to this salary reduction agreement shall be the amount by which the Employee’s annual compensation is reduced under this agreement.

This agreement will remain in full force and effect during the continued employment of the Employee until it is terminated either by the execution of a new salary reduction agreement or by any other written agreement signed by the parties to terminate this agreement.

\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
by Title

\_\_\_\_\_  
Signature of Employee

**Notes:**

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EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of the CCBA Personnel Policy Handbook. I understand that it provides guidelines and summary information about the CCBA's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand the Christian County Baptist Association reserves the right to modify, supplement, rescind, or revise any provisions, benefits, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both the CCBA and I have the right to terminate the employment relationship at any time, with or without cause or advance notice, and that this employment-at-will relationship will remain in effect throughout my employment with Christian County Baptist Association unless it is specifically modified by an express written agreement signed by me and the Administrative Team of the association.

I further acknowledge that this employment-at-will relationship may not be modified by oral or implied agreement.

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Employee's Name (*Please Print*)

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Employee's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

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### APPENDIX A



### **Associational Mission Strategist**

### **Job Description**

The Christian County Baptist Association (CCBA) is a medium sized association of Southern Baptist churches in Christian County, Kentucky. The MISSION of Christian County Baptist Association is to promote cooperative Kingdom work among her churches, and to help resource those churches in their divinely appointed task of fulfilling Christ's Great Commission (Matthew 28:19-20). The Associational Mission Strategist (AMS) is the lead strategist of the CCBA.

The AMS shall lead the churches of the CCBA to reach the people of Christian County, KY with the Gospel of Jesus Christ. The AMS should have the ability to cast a vision for cooperative work, to plan and communicate corresponding strategies, and to implement those strategies.

The leading priorities for the AMS include:

1. Evangelism and church planting- lead the CCBA to engage lost people through evangelism and planting new churches.
2. Church revitalization/replanting- lead the CCBA to provide assistance to churches that are struggling.
3. Pastoral support- lead the CCBA to provide support, training, consultation, and encouragement to pastors and church leaders in the association.

As a part of his work, the AMS is responsible to oversee the CCBA office, manage the CCBA budget, supervise Cornerstone Christian Counselling and office personnel, assist the CCBA Administrative Council and Executive Board in the coordination of budget, calendar, and meetings.

The AMS is accountable to the CCBA through the Executive board and shall provide an annual written report. He is supervised by the Administrative Team of the CCBA.



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**Associational Mission Strategist  
Profile**

The following is a profile of preferences for the AMS.

The AMS should be:

- Spiritually mature and growing in Christ
- Educated, with at least a master's degree from a seminary
- Experienced, with at least 11 years of pastoral/ministerial experience
- Called to associational missions & work
- A leader of leaders, even of those older and more experienced
- A strategist
- A member of a CCBA church within a reasonable time (within 18-24 months) of assuming the role of AMS

A supporter of and participant in associational missions The AMS should have the following proficiencies:

- Ability to learn and appreciate the Western Kentucky cultural context
- Listening skills
- Communication skills
- Evangelism & missions
- Technology/computer skills
- Emotional intelligence
- Knowledge of and love for smaller churches and bi-vocational pastors
- Ministering to ministers

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## Associational Mission Strategist

### Administrative Assistant

### Job Description

**HOURS:** Regular office hours Monday – Friday (Salaried)

Weekend hours may also be required depending on CCBA programs and events.

### **QUALIFICATIONS:**

1. Must be a member in good standing of a Southern Baptist Church
2. College graduate or equivalent work-related experience
3. Minimum of two years' experience as an Administrative Assistant
4. Strong computer skills are imperative (MS Windows, Word, Excel, Access, PowerPoint, Outlook)
6. Proficiency in the use of standard office tools (typewriter, copy machine, etc.)
7. Strong organizational skills
8. Have excellent command of English composition and punctuation

### **PURPOSE OF POSITION:**

Primary function is to oversee all activities of the associational office. This person would report directly to the AMS.

### **JOB DUITES INCLUDE, BUT ARE NO T LIMITED TO:**

1. Maintenance and organization of reception area.
2. Ordering and maintenance of office supplies and equipment.
3. Organization and maintenance of associational calendar.
4. Pick up, distribution and dissemination of all mail and correspondence.
5. Screening and routing all incoming calls.
6. Answer mail – correspondence (wring letters), phone calls, etc.
7. Check email and email and respond.
8. Coordinate scheduling for use of McConnel Hall, Wolf Guest Apartment, block party trailer and outdoor theater system.

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9. Type, print, monthly newsletter.
10. Keep accurate applicable records.
11. Prepare Annual Reports.
12. Schedule and attend board meetings and record minutes.
13. Routine filing of paperwork.

The following responsibilities exist in the role of accounting manager/business administrator:

1. Process payroll.
2. Make sure quarterly payroll reports are completed and submitted.
3. Pay all incoming invoices.
4. Some accounting and bookkeeping.
5. Prepare and maintain an Office Procedures and Reference Manual.

### **OTHER GENERAL EXPECTATIONS INCLUDE:**

- Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teaching ability and accountability.
- Should be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Should be willing to work evenings and weekends occasionally.
- Should be willing to travel occasionally as the need arises.
- Should be ever conscious of the need for confidentiality.
- Should always exercise discernment and wise judgment.
- Should be a person who gives extreme attention to details with an eye for excellence.
- Should have a non-lackadaisical attitude with the willingness to seek new information, training, and resources as needed.
- Should be a self-starter, good at multi-tasking and prioritizing projects.
- Should possess strong administrative skills and the ability to work independently without supervision.