

PERSONNEL POLICY MANUAL

PARKWAY BAPTIST CHURCH Natchez, Mississippi

(Proposed – Last Revised May 31, 2009)

FORWARD

The purpose of this manual, which was adopted by Parkway Baptist Church, Natchez, Mississippi on March 26, 1997, is to ensure the fair and equitable treatment of all employees. This manual applies to both pastoral staff and support staff, by delineating the personnel policies of this church.

The Personnel Committee, having authority over all personnel matters: They may formulate new or amended existing written policies (as approved by the Deacon Body) as necessary for the continued best interest of the church. Exceptions to these policies shall be reported to the Deacon Body for their information.

Note: Since there is no singular pronoun that refers to both male and female, it should be understood that the use of masculine pronouns refers to position only.

SECTION I.	EMPLOYMENT POLICIES AND PROCEDURES	3
A.	SUPPORT STAFF.....	3
1.	Authority	3
B.	APPROVAL FOR STAFF EXPANSION	3
C.	DETERMINATION OF CANDIDATES FOR JOB VACANCIES	3
1.	Advertising for Applicants.....	4
2.	Selection of Employees	4
3.	Approvals Required Before Initial Employment.....	4
4.	Notifying the Applicant	4
5.	Child Protection Policy	4
D.	VACANCIES CREATED BY EMPLOYEE TERMINATION	4
1.	Notification of Vacancy	4
2.	Determination of Candidates for Job Vacancies.....	4
3.	Selection of Employees	5
4.	Approvals Required Before Employment.....	5
5.	Special Provision	5
E.	PROBATIONARY PERIOD OF EMPLOYMENT	5
F.	TEMPORARY EMPLOYEES.....	5
G.	PASTORAL STAFF	6
1.	Authority.....	6
2.	Pastoral Staff Search Committee	6
3.	Vacancies Created by Staff Expansion	9
4.	Vacancies Created by Staff Termination	9
H.	INTERIM STAFF	9
I.	SUPPLY STAFF	9
SECTION II.	GENERAL POLICIES.....	10
A.	ATTENDANCE	10
B.	GARNISHMENTS	10
C.	GRIEVANCES.....	10
D.	JOB DESCRIPTIONS	10
E.	LOANS AND /OR ENDORSEMENTS	10
F.	NIGHT USE OF CHURCH BUILDINGS	10
G.	NON-DISCRIMINATION	11
H.	RELEASE OF INFORMATION	
1.	Information on Former Employees	11
2.	Information on Present Employees.....	11
I.	REPORTING CHANGES IN PERSONAL STATUS	11
J.	SAFETY AND HEALTH	11
K.	STAFF MEETINGS	12
L.	SUPERVISORY RESPONSIBILITIES.....	12
M.	USE OF TOBACCO, DRUGS, AND ALCOHOL	12
N.	WORK HOURS.....	12
1.	Support Staff.....	12
2.	Pastoral Staff	12
O.	DEFINITION OF A FULL-TIME EMPLOYEE	12

SECTION III.	SALARY ADMINISTRATION AND REVIEW POLICIES	13
A.	PERSONNEL FILE.....	13
B.	PAY PLAN.....	13
C.	ADVANCE PAY.....	13
SECTION IV.	BENEFIT ADMINISTRATION	14
A.	STAFF ANNIVERSARIES.....	14
B.	HEALTH INSURANCE	14
C.	TERM LIFE INSURANCE	14
D.	LONG TERM DISABILITY	14
E.	EDUCATION BENEFITS.....	15
F.	RETIREMENT (ANNUITY) BENEFITS.....	15
G.	DEPARTURE GIFTS	15
H.	TAXABLE GIFTS	15
I.	NON-TAXABLE GIFTS.....	15
J.	CELL PHONE REIMBURSEMENT	15
K.	REIMBURSEMENT OF MINISTRY EXPENSES.....	16
SECTION V.	LEAVE POLICIES.....	16
A.	PAID TIME OFF	16
1.	Purpose	16
2.	Support Staff.....	16
3.	Pastoral Staff	16
4.	Part-time Employees	17
B.	JURY DUTY	17
C.	HOLIDAYS	17
D.	EXTENDED LEAVE	18
E.	REVIVALS.....	18
F.	CONFERENCES & CONVENTIONS	18
1.	Support Staff.....	18
2.	Pastoral Staff	18
G.	EDUCATION LEAVE	18
H.	MILITARY LEAVE	18
SECTION VI.	REVIEW POLICY.....	19
SECTION VII.	DISCIPLINARY ACTION POLICIES	19
A.	SUPPORT STAFF.....	19
B.	PASTORAL STAFF.....	19
C.	DOCUMENTATION	19
SECTION VIII	TERMINATION OF EMPLOYMENT POLICIES.....	20
A.	DISMISSAL	20
1.	Support Staff.....	20
2.	Pastoral Staff	20
B.	RESIGNATION.....	20

SECTION I. EMPLOYMENT POLICIES AND PROCEDURES

A. SUPPORT STAFF

1. Authority: All employment procedures for Support Staff positions at Parkway Baptist Church of Natchez, MS are the responsibility of the Personnel Committee. In general, however, the screening of applicants will be handled by the appropriate Pastoral Staff member with the approval of the Personnel Committee.

B. APPROVAL FOR STAFF EXPANSION

1. If a new staff position is needed, the steps listed below will be followed:

(a) The appropriate Pastoral Staff member will bring a recommendation to the Personnel Committee. The recommendation should contain justification for the position, a proposed job description, and proposed salary.

(b) The Personnel Committee will review the proposal for staff expansion and determine its feasibility. If the job is deemed necessary and feasible (based on work to be done and other appropriate factors), the Committee will formulate a complete job description and determine the appropriate salary for the new job.

(c) The Chairman of the Personnel Committee will present the recommendation for a new staff position to the Budget/Finance Committee at its next meeting. The presentation should contain the job description for the new position, a proposed salary and a brief justification for the staff expansion.

(d) If the Budget/Finance Committee approves the request, the recommendation is brought before the church in conference. If church approval is secured, employment procedures may begin immediately.

C. DETERMINATION OF CANDIDATES FOR JOB VACANCIES.

The formulation of a list of candidates for a vacancy is primarily the responsibility of the appropriate Pastoral Staff member. The Pastoral Staff member may seek applications from qualified persons of whom he has personal knowledge and he should advertise for qualified applicants.

1. Advertising for Applicants

Initial notices of job vacancies should be placed in the church publications to afford church members the opportunity to apply.

2. Selection of Employees

After the Pastoral Staff member has formulated a list of candidates and qualifications of each candidate, he should appear before the Personnel Committee for the selection procedure. The selection of the new employee will be made jointly by the Pastoral Staff member and the Personnel Committee. Interviews of potential candidates will be made by the Pastoral Staff member and the personnel committee. The Pastoral Staff member's opinion, however, shall be most influential in the candidate selection since he will have the ultimate supervisory responsibility over the employee.

3. Approvals Required Before Initial Employment

The candidate must be approved by formal motion and vote of the Committee and will be announced as a matter of information.

4. Notifying the Applicant

The Pastoral Staff member shall notify the applicant of his selection for employment at which time the reporting date, hours of work, starting salary, etc. should be confirmed.

5. Child Protection Policy

Applicant must meet the requirements of the child protection policies of Parkway Baptist Church.

D. VACANCIES CREATED BY EMPLOYEE TERMINATION

1. Notification of Vacancy.

As soon as possible after an employee is dismissed, resigns, or retires, the affected Pastoral Staff member shall notify the Chairman of the Personnel Committee of a job vacancy in his ministry. The matter will be brought before the full committee at the next scheduled meeting or at a special called meeting.

2. Determination of Candidates for Job Vacancies.

The formulation of a list of candidates for a staff vacancy is primarily the responsibility of the appropriate Pastoral Staff member. The Pastoral Staff member may seek applications from qualified persons of whom he has personal knowledge and he should advertise for qualified applicants.

3. Selection of Employees.

After the Pastoral Staff member has formulated a list of candidates and qualifications of each candidate, he should appear before the Personnel Committee for the selection procedure. The selection of the new employee will be made jointly by the Pastoral Staff member and the Personnel Committee.

Interviews of potential candidates will be made by the Pastoral Staff member. The Pastoral Staff member's opinions, however, shall be most influential in the candidate selection since he will have the ultimate supervisory responsibility over the employee. The approval of the candidate by the Personnel Committee is required.

4. Approvals Required Before Employment

The candidate must be approved by formal motion and vote of the Personnel Committee. While church approval is not required, it is appropriate to announce the hiring of a new employee as a matter of information at the next scheduled church conference.

5. Special Provision

If an unexpected vacancy occurs, which causes a serious staff shortage that cannot be effectively covered by other staff members during the interim while a new employee is selected, the affected Pastoral Staff member is authorized to hire a temporary employee to fill the vacancy. The Chairman of the Personnel Committee is to be notified of this action immediately and the continuance of the temporary employee is subject to the official approval of the Personnel Committee.

E. PROBATIONARY PERIOD OF EMPLOYMENT.

All new employees are subject to a three (3) month probationary period. This period is a trial period for both the employee and the church to determine the suitability of continued employment. The three month probationary period may be extended by the employee's supervisor. An employee may be dismissed by his supervisor at any time during the probationary period. An evaluation by the Pastoral Staff member after this period should be completed and reviewed with the Personnel Committee Chairman.

F. TEMPORARY EMPLOYEES

From time to time a supervisor may hire a temporary employee for the purpose of completing a specific task. In this instance, the supervisor has the authority to hire the said employee at his discretion provided that

funding is available in his budget. This position will not last longer than three (3) months and will not include any benefits. Once this position has been filled, the supervisor shall notify the personnel committee for informational purposes.

G. PASTORAL STAFF

1 Authority.

All employment procedures for Pastoral Staff positions are the responsibility of the appropriate Search Committee (See Senior Staff Search Committee Policy Below). Before the Search Committee presents a compensation package to a prospective Pastoral Staff member, consultation with the Pastor (or the most senior pastoral staff member if the church is without a Pastor) and the Personnel Committee concerning the employment of a Pastoral Staff member is required.

2. Pastoral Staff Search Committee.

(a) eligibility: A committee member must be at least twenty one years old and a member of Parkway Baptist Church for at least one year.

(b) election:

(i). The election of a search committee will be by vote of the church members, in business session, during a scheduled worship service.

(ii). The church body will be advised of the election two weeks before the election for a search committee is held.

(iii). The committee will be composed of five (seven for pastor search committee) members elected as follows:

(a) At the end of the designated worship service, a ballot containing blanks for writing the names of five men (seven for pastor) and five women (seven for pastor), will be distributed to every church member in attendance. (See sample ballot below)

(b) Prior to leaving, each member will record on the ballot, their choices to serve on the committee.

(c) The ballots will be collected and given to the Chairman of Deacons or his designate. The deacons will, as soon as possible, tabulate the votes.

(d) If two members from an immediate family are nominated, the one with the higher number of votes will be elected.

(e) Two men (three for pastor search) and two women (three for pastor search) with the highest number of votes and who are willing to serve will be elected. The final member will be the person with the highest number of votes not yet elected to the committee and who is willing to serve.

(i) The staff committee will, therefore, be composed of either (2) men- (3) women or (3) men- (2) women.

(ii) The pastor search committee will be composed of (3) men- (4) women or (4) men- (3) women.

(f). In the event that a member cannot serve, he/she will be replaced by the person with the next highest number of votes so that the make-up of the committee (i.e. two men-three women or three men-two women, etc.) is not changed.

(c) . Responsibilities

(i) The Pastor shall serve as an active ex-officio member of the committee. If the vacancy to be filled is for a pastor, then the Chairman of Deacons shall and the most senior pastoral staff member shall assume the ex-officio duties.

(ii) The first meeting, for the election of committee officers, will be called by the ex-officio member.

(iii) Obtain resumes of prospective staff members who are interested in the vacant position.

(iv) From the list of resumes, select the individuals to be interviewed.

(a) The search committee may feel free to consult with various other church committees on matters regarding personnel policies, salaries, employee benefits, etc.

(v) Submit to the deacon body the name of an individual to fill the vacancy who has been approved by both the Pastor and the search committee.

(a) The deacon body may endorse the recommendation from the search committee.

(b) Upon endorsement, a recommendation is in order from the deacons to the church body that the search committee's recommendation be accepted.

(vi) The search committee will present its recommendation to the church body for a vote during a business session in a regularly scheduled worship service.

(a) The vote will be by show of hands with a simple majority constituting approval.

(b) If the recommendation by the committee is not approved the committee will continue the election process as listed above.

(vii) The Deacon Body's Personnel Committee shall fill the vacancy for an interim minister (i.e. Pastor, Music) if one is required.

(viii) The search committee's responsibility ends and the committee will be disbanded after the staff member accepts the call to Parkway Baptist Church.

3. Vacancies Created by Staff Expansion.

Recommendation should be brought to the church by the Personnel Committee, giving full justification for the new position. A job description as outlined by the Church By-Laws should be submitted to the church, the appropriate Search Committee will keep the Deacons and the church informed as to its progress in finding a person to fill the newly created position. All recommendations for Pastoral Staff positions should be in writing.

4. Vacancies Created by Staff Termination.

Notification should be given by the Personnel Committee to the Pastor, if available, as soon as there is a vacancy. The Chairman of the Deacons will notify the Deacon body. The church will elect an appropriate Search Committee to find a replacement and to keep the church informed of its progress.

H. INTERIM STAFF

The Personnel Committee is responsible for securing all Interim positions. The Interim position will be in existence until the appropriate Search Committee presents and the church elects a full-time replacement for the position. This is assuming that the Personnel Committee is on a rotating basis and not selected from year to year. Example: There is no Personnel Committee. Deacon Officers will have the responsibility to fill pulpit (Pastor, Music) until the Personnel Committee is established.

I. SUPPLY STAFF

It shall be the responsibility of the Pastor and each Staff member to secure supply staff for authorized leave from a worship service, with pay coming from the appropriate budget line item. The Personnel Committee shall be consulted by an Interim Staff member before securing a Supply.

SECTION II. GENERAL POLICIES

A. ATTENDANCE

1. Regular attendance during all scheduled hours, reporting on time, and continuing to work to the end of the work period are responsibilities expected of all Employees.
2. If, for any reason, an employee cannot report for work on time, he must contact his supervisor as far in advance as possible so a record can be kept.
3. Unsatisfactory attendance, including reporting late or stopping work early on a habitual basis is cause for disciplinary action.
4. An employee who is absent without cause satisfactory to his supervisor, will have his pay reduced by the amount of time included in the absence, so a record can be kept.
5. Absences for personal business must be approved by the employee's supervisor.

B. GARNISHMENTS

Garnishments are usually an indication of financial mismanagement and are a reflection on the employee. Supervisors are urged to counsel with the affected employee in an effort to assist him in correcting such financial disorder.

C. GRIEVANCES

Questions an employee might have about his job, wages, hours, or anything connected with his work can be frankly discussed with his supervisor. If the supervisor is unable to satisfactorily answer the employee's question, the employee should be encouraged to meet with the Pastor or the Chairman of the Personnel Committee. If the grievance is still unresolved, the matter should be brought before the full Personnel Committee for disposition.

D. JOB DESCRIPTIONS

A complete job description for each type job authorized by the church shall be kept on file in the church office. A copy of any job description on file may be requested by a church member at any time.

E. LOANS AND/OR ENDORSEMENTS

Staff members are asked, as a matter of policy, not to make loans or endorse security for loans for other staff members.

F. NIGHT USE OF CHURCH BUILDINGS

Employees are encouraged not to work alone in a church building at night. If such working alone cannot be avoided; great care should be taken to lock all entrances upon entering and leaving the building(s).

G. NON-DISCRIMINATION

1. The church will give equal treatment to all applicants seeking employment and to all employees, however Parkway Baptist Church has the right to discriminate based on religious grounds if its basic principles of faith are undermined. Parkway Baptist Church may also give preferential treatment to an individual of a specific religious background.
2. The decisions for hiring an applicant, rates of pay, work assignments, promotion, the lay-off and/or recall of an employee will be based on his skill, physical fitness, and length of service, attendance, productivity, and quality of work.

H. RELEASE OF INFORMATION

1. **Information on Former Employees.**
Only the Pastor or a Staff person designated by the Personnel Committee may give information and/or answer requests for information on all former employees. No other personnel shall give information unless authorized in writing by one of the above named persons. Only dates of employment and verification of salary should be given in any event.
2. **Information on Present Employees.**
All inquiries and/or concerning present employees should be referred to the Pastor or a Staff person designated by the Personnel Committee for disposition. In any event, only dates of employment, verification of salary, and documented information of the employee's work will be given. The intent of the church is to comply with Federal, State and local laws regarding privacy information on employees.

I. REPORTING CHANGES IN PERSONAL STATUS

An employee must notify his Supervisor whenever there is a change in his personal status, including the following: address, telephone number, marital status, name change through marriage or otherwise, number of dependents to be claimed for payroll tax withholding purposes, insurance beneficiary and military obligation.

J. SAFETY AND HEALTH

1. Employees are expected to keep their work place clean and neat for the safety and health of all.
2. Kitchen employees will wear clean clothes, aprons, and hair nets (or caps) while preparing and/or serving food and will adhere to all of the health regulations established by the State Department of Health with regard to food service.

3. Job related accidents are covered by Workmen's Compensation Insurance and, therefore, must be reported to the church office regardless of severity.

K. STAFF MEETINGS

The Pastor may call staff meetings at his discretion and may require Called and/or Support Staff to attend.

L. SUPERVISORY RESPONSIBILITIES

The Pastor, or in his absence a designee of the Personnel Committee, shall supervise Pastoral Staff members. Support Staff members will be supervised by the designated Pastoral Staff member. See the staff organizational chart for Parkway Baptist Church.

M. USE OF TOBACCO, DRUGS, AND ALCOHOL

The use of tobacco products are not be permitted on the church grounds. Use of alcohol and illegal drugs will not be tolerated under any circumstance.

N. WORK HOURS

1. Support Staff
 - (a) The normal workday is 8:00 A.M. to 5:00 P.M., including one (1) hour unpaid lunch period.
 - (b) The normal office workweek is Monday through Thursday. Any change in this schedule must be approved by the employee's supervisor.
 - (c) The normal custodian workweek is Monday through Friday.
2. Pastoral Staff
 - (a) Ministers have regular eight (8) hour work day. Hours are flexible, and as administrative personnel, they work whenever and however the need arises. Sundays require various hours, and a minister should spend whatever time is required to get his/her job done.
 - (b) It is expected that at least one minister remain in town and on call each week, excluding extraordinary circumstances at which time the chairman of the deacons should be notified. It is expected that ministers takes two days off per week as per schedule approved by the Pastor.

O. DEFINITION OF A FULL-TIME EMPLOYEE

A full time employee is an employee who works 20 hours a week or more.

SECTION III. SALARY ADMINISTRATION AND REVIEW POLICIES

A. PERSONNEL FILE

A Personnel File, containing such information as employment data, call and vote of the church, performance evaluations, etc., shall be currently maintained by the church administrator. The contents of the Personnel File are to be considered confidential and treated accordingly.

B. PAY PLAN

1. The Personnel Committee is responsible for the rate of pay, periodic review, and the administration of the church pay plan for all personnel. Any question that cannot be answered by a Supervisor should be directed to the Pastor or Chairman of the Personnel Committee.
2. Periodically, the Personnel Committee will consider each employee for a pay increase. An employee may be granted an increase in pay, provided he is doing satisfactory work. If, for any reason an increase is denied to an employee, he/she will be told why in an annual written evaluation of his/her performance, which will be on each employee.
3. Payroll checks will be distributed as per arrangements made with the Financial Secretary.
4. Deductions will be made from employee's gross pay or for money owed by the employee to the Federal, State or local governments, or to others for income taxes, Social Security tax (F.I.C.A.), insurance premiums, etc. The church has no choice but to make these deductions and the employee may request a statement of deductions from the church Financial Secretary at any time.
5. Vacation pay checks will be given the Wednesday prior to the employee's vacation period, provided that it is requested. Vacation pay will represent an amount of pay equal to the pay an employee receives for his normally scheduled work week or day.

C. ADVANCE PAY

There will be no advance pay to any employee at any time other than for vacation pay as outlined in Section III.B-5.

SECTION IV. BENEFIT ADMINISTRATION

A. STAFF ANNIVERSARIES

Employees will be recognized for years of service at Parkway Baptist, Natchez, in the following ways:

1. Annual recognition in "The Vision" the week of the anniversary.
2. Any employee working 20 hours a week or more will be given an anniversary check of \$100.00 the week of his anniversary. Any full-time employee will receive a check for \$200.00 every fifth year of his work anniversary.

B. HEALTH INSURANCE

Health insurance will be provided to all full time pastoral staff. Spouses and dependants will be provided at 70% of the cost of coverage. Insurance will be Guidestone Financial Services of the Southern Baptist Convention or a policy equal or lesser in cost. This insurance will be available under a salary reduction agreement with the church; no payment will be made to any employee. Full time ministers will be eligible for coverage on the first day of employment. Non-Ministerial employees may opt for medical insurance through the church provider. Non-Ministerial employees shall be eligible after three months of employment. The total cost of the premiums will be charged to the employee as a salary reduction.

C. TERM LIFE INSURANCE

Term life insurance will be provided to all full time pastoral staff at a rate of not more than eight times their present salary with a \$1,000 annual cap on the premium. Term life insurance will be provided through Guidestone Financial Services of the Southern Baptist Convention or a policy equal or lesser in cost. Full time ministers will be eligible for coverage on the first day of employment. Premiums paid by the employer for term life insurance on the first \$50,000 coverage are not to be included in income according to Section 79 of IRS code. Any coverage for term life insurance over \$50,000 is taxable.

D. LONG TERM DISABILITY

Long term disability will be provided to each full time pastoral staff. If a staff member becomes disabled the church will provide salary until the disability benefits begin. Long term disability will be provided through Guidestone Financial Services of the Southern Baptist Convention.

E. EDUCATION BENEFITS

The church will reimburse the pastoral staff up to \$3,000 annually for work related education expenses for a degree with prior approval of the Personnel committee. Cost above this amount will be the responsibility of the employee. Expenses include tuition, fees, books, and travel related expenses. This benefit becomes in effect after the minister completes his second year of service at Parkway Baptist Church.

F. RETIREMENT (ANNUITY) BENEFITS

The church will provide to both pastoral staff and Non-Pastoral staff an opportunity to participate in a retirement account through the Southern Baptist Convention. The employee would pay monthly with the church matching dollar for dollar up to an amount set by the Personnel Committee from year to year. This will be effective on the first day for pastoral staff and after three months for non-pastoral staff.

G. DEPARTURE GIFTS

When a staff member voluntarily discontinues employment at Parkway Baptist, the Personnel Committee will present him an appropriate memento and will provide an opportunity for the church members to give a Love Offering.

H. TAXABLE GIFTS

All gifts to an employee or family member is considered taxable if the donor or donors have received a deductible contribution for those funds.

I. NON-TAXABLE GIFTS

According to Section 102 of the Internal Revenue Service, gift received directly from relatives and personal friends for personal reasons are not taxable income. When you have not performed a service and someone gives you a gift and it does not come from an employer, the gift can be considered non-taxable.

J. CELL PHONE REIMBURSEMENT

Parkway Baptist Church shall require all vocational ministers to have a personal working cell phone.

Parkway Baptist Church will reimburse the vocational minister for their cell phone bill up to an amount which will be set annually by the Personnel Committee during the budget process. This reimbursement shall be paid out of the utilities line item in the budget.

In order to receive reimbursement, the vocational minister shall submit a copy of their cell phone bill to the financial secretary within 30 days of receiving their bill. The church will not reimburse bills over 30 days old.

The Personnel Committee shall determine if an interim minister shall fall under this policy on a case by case basis. Any changes to this policy shall be made by the personnel committee in writing.

K. Reimbursement of Ministry Expenses

Parkway Baptist Church shall reimburse any pastoral staff member for ministry related expenses that they incur. The minister shall be reimbursed with proper documentation for, but not limited to, automobile mileage, books, fees, etc. All reimbursement items are subject to budgetary constraints and IRS regulations. Reimbursements shall not be paid if submitted more than 30 days after they are incurred.

SECTION V. LEAVE POLICIES

A. Paid Time Off

1. Purpose

Paid time off (PTO) is made available to employees to provide for a period of rest and relaxation. Payment in lieu of PTO is not allowed as this would defeat its purpose. PTO is to be taken in the applicable calendar year and cannot be accrued. If in the event of extraordinary circumstances the personnel committee may extend unused PTO to the following year.

2. Support Staff

Full time hourly employees will be given PTO after one (1) year of employment. Any exceptions can be referred to the Personnel Committee. PTO time must be coordinated through the employee's supervisor. PTO will be given based on the following:

10 days for 1-9 Years of continuous employment at Parkway.
15 days for 10-14 year of continuous employment at Parkway.
20 days for 15-19 years of continuous employment at Parkway.
25 days for 20 + years of continuous employment at Parkway.

3. Pastoral Staff

Pastoral Staff will be given PTO after one (1) year employment. Any exceptions can be referred to the Personnel Committee. PTO time must be coordinated through the Associate Pastor, Minister of Administration and Education. One pastoral staff member must be present each week per Section II-N-2 (b). PTO will be given based on the following:

20 days for 1-9 years of continuous employment at Parkway.
25 days for 10-14 years of continuous employment at Parkway.
30 days for 15-19 years of continuous employment at Parkway.
35 days for 20 + years of continuous employment at Parkway.

4. Part-time Employees
Part-time employees who work less than twenty (20) hours per week are not eligible for PTO.

B. JURY DUTY

Such times will not count as vacation or sick leave. The employee will receive pay for regular salary.

C. HOLIDAYS

1. The following nine (9) days are recognized as holidays and will be observed by the church: New Year's Day,* Good Friday, Memorial Day, Independence Day*, Labor Day, Thanksgiving Day and the Friday following, Christmas Day and a "floating" Christmas holiday. The "floating" Christmas holiday will be determined by when Christmas Day occurs. If Christmas Day occurs on:
Monday – Tuesday will also be taken as a holiday.
Tuesday – Monday (Christmas Eve) will also be taken as a holiday.
Wednesday – Thursday will also be taken as a holiday
Thursday – the Friday after Christmas Day will also be taken as a holiday
Friday – Thursday (Christmas Eve) will also be taken as a holiday
Saturday – Friday (Christmas Eve) and the Monday after Christmas Day will also be taken as holidays
Sunday – Friday (Christmas Eve) and the Monday after Christmas Day will also be taken as holidays

* If this holiday falls on Saturday, it will be observed on Friday. If it falls on Sunday, it will be observed on Monday.

2. If a holiday to which an employee would normally be entitled falls during the employee's vacation, the vacation time may be extended to allow for the holiday.
3. An employee who is required to work on a holiday will be given another day off at a later date, as scheduled with his Supervisor.
4. Salaried employees will receive their regular salary for any week in which there is a holiday. Full-time hourly employees and part-time employees will

receive an amount equal to their normal workday schedule. Part-time employees who are scheduled to work less than twenty (20) hours per week are not entitled to holiday pay, but if the holiday falls on a day the employee is normally scheduled to work, he will be entitled to reschedule the workday so that he will not receive a loss of income.

D. EXTENDED LEAVE

In the event an employee needs extended leave due to serious illness, pregnancy, etc, such leave may be granted, without pay, upon the recommendation of his supervisor and the approval of the Personnel Committee.

E. REVIVALS

Pastoral Staff members may take revival leave with pay, as agreed upon by the Call of the church. Two revivals per year (2) will be allowed – if any more they should be approved by Personnel Committee).

F. CONFERENCES & CONVENTIONS

1. Support Staff

Upon the recommendation of their supervisor and the approval of the Personnel Committee, employees may be permitted to attend conferences related to their work.

2. Pastoral Staff

A Pastoral Staff member may attend or lead 2 conferences a year. Anything beyond this policy must be approved by the Personnel Committee.

G. EDUCATION LEAVE

Pastoral Staff members who wish to further their education preparation are encouraged to do so. Requests for Education Leave must be recommended by the Pastor and approved by the Personnel Committee. If necessary, salary adjustments will be made. The Personnel Committee will inform the church of such leave and resulting salary adjustments.

H. MILITARY LEAVE

Any full-time employee who is required to serve on active duty for military service through a reserve or National Guard component shall be reimbursed the difference between his regular salary and his military pay, not to exceed fifteen (15) days during military service. In the event the employee's military pay exceeds his regular salary, reimbursements by the church will not be made. A copy of the orders for service must be submitted to the employee's supervisor prior to the service period. A copy of the military pay voucher must be submitted to the financial Secretary upon completion of the service period.

SECTION VI. REVIEW POLICY

A. SUPPORT STAFF

The person responsible for the employment and supervision of the employee shall have the responsibility of meeting quarterly with the employee for performance and development review. These meetings shall be documented and these documents shall be reviewed as necessary by the personnel committee.

B. PASTORAL STAFF

The Pastor and the appropriate supervisor shall have the responsibility of meeting quarterly with the employee under his direct supervision for performance and development review. These meetings shall be documented and these documents shall be reviewed as necessary by the personnel committee.

SECTION VII. DISCIPLINARY ACTION POLICIES

A. SUPPORT STAFF

The person responsible for the employment and supervision of an employee, shall have the responsibility of counseling, warning, and/or suspending (with or without pay) the employee. Further disciplinary action will be ruled upon by the personnel committee.

B. PASTORAL STAFF

The Pastor shall have the responsibility of counseling and/or warning a Pastoral Staff member when necessary. The Personnel Committee shall be consulted before suspending a Staff member. The Personnel Committee shall have the responsibility of counseling and/or warning the Pastor.

C. DOCUMENTATION

Complete and proper documentation of disciplinary action shall become a part of the employee's personnel file. All records shall be kept in a secure location. All employees will have access to their own records. However, these records are the property of the church and shall not be removed.

SECTION VIII TERMINATION OF EMPLOYMENT POLICIES

A. DISMISSAL

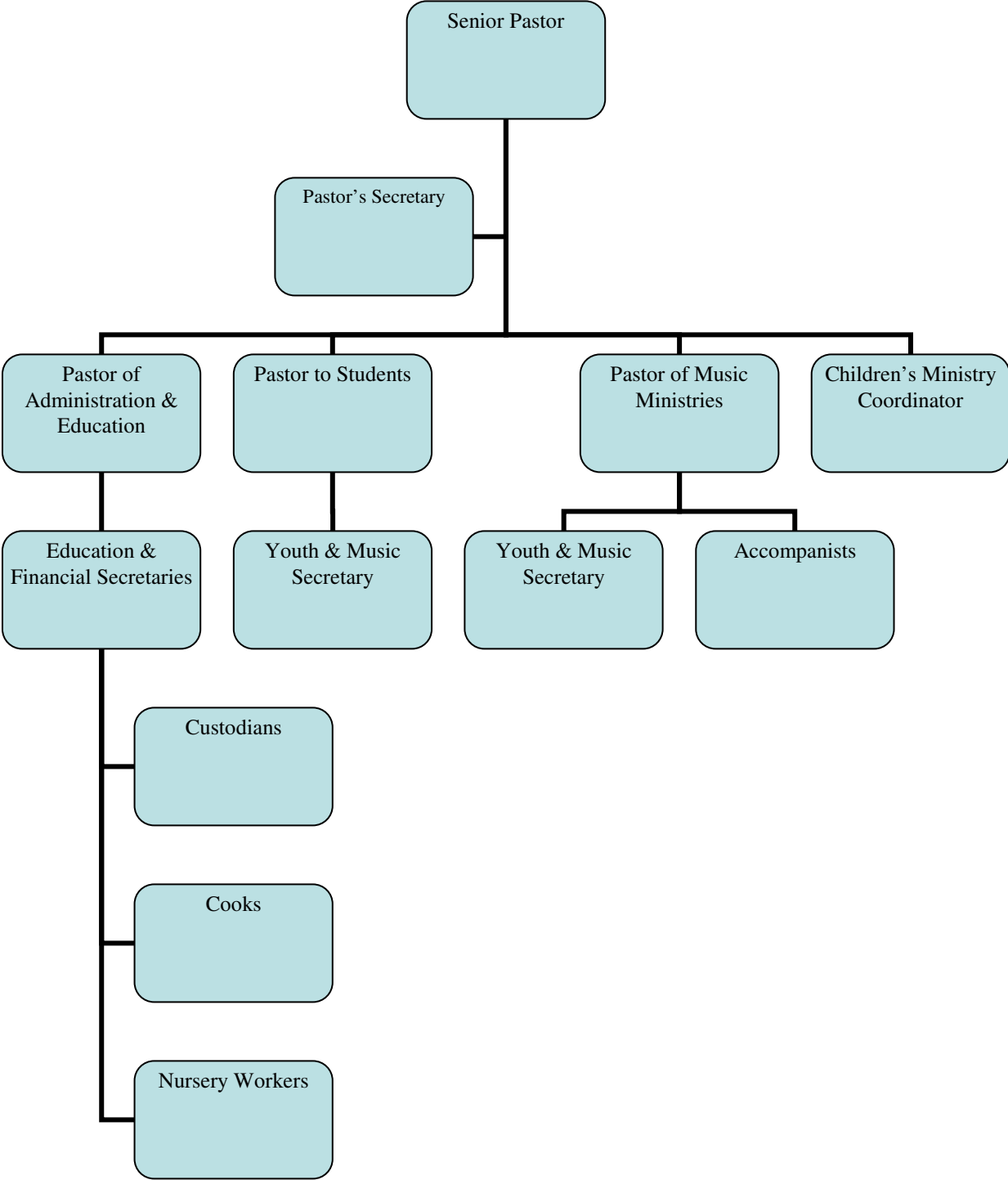
1. Support Staff
The Personnel Committee should be called into a meeting to decide on dismissal. A report is to be brought to the Personnel Committee by the supervisor and the conditions of dismissal made a part of the record. The Personnel Committee has the authority to dismiss Support Staff and shall make a report to the Deacon Body following a dismissal.

2. Pastoral Staff
The Personnel Committee is responsible for suspending a Pastoral Staff member pending a recommendation of dismissal of said Pastoral Staff member with the support of the deacon officers. The Personnel Committee, along with the Pastor (or in his absence the most senior pastoral staff member) and the Deacon Chairman should make every effort to reconcile the situation. However, should reconciliation not be possible the Personnel Committee along with the deacon officers will be responsible for the dismissal of the pastoral staff member. The Personnel Committee and Deacon Officers shall report all suspensions, reprimands, and removals to the Deacon Body. Any reports to the church shall be at the discretion of the Deacon Body.

B. RESIGNATION

It is customary for an employee to give a minimum of two (2) weeks' notice before voluntarily resigning his position. The Personnel Committee may conduct an exit interview with the resigning employee. The Personnel Committee reserves the option to waive the 2 week notice. All church property (credit cards, keys, etc.) will be returned to the church on the date the resignation takes effect.

Parkway Baptist Church Organizational Chart



**Acknowledgement of Receiving the Personnel Manual For
Parkway Baptist Church, Natchez, MS**

This is to acknowledge that I have received a copy of the Personnel Manual for Parkway Baptist Church, Natchez, Ms. I understand that I am expected to read this Manual and if I have questions I should address these to my supervisor.

Printed Name:

Signature:

Date:

Participation in
Parkway Baptist Church's
Retirement Program

_____ I **DO** hereby choose to participate in Parkway Baptist Church's
Retirement Program.

_____ I **DO NOT** choose to participate in Parkway Baptist Church's
Retirement Program.

Signature

Date
