

PERSONNEL MANUAL

IMMANUEL BAPTIST CHURCH
Nashville, Tennessee

Adopted at Business Meeting 10.22.14
Amended at Business Meeting 5.27.15

PERSONNEL MANUAL
Immanuel Baptist Church, Nashville, Tennessee

I. General Staff Information

A. Role of the Personnel Committee

1. The personnel committee shall recommend to the church all ministerial (with the exception of the pastor), office, building and food services, part-time salaried, and part-time hourly staff. In seeking ministerial staff, the committee shall be augmented by the addition of three members with specific knowledge of the staff position available. These members shall be nominated by the committee on committees and elected by the church.

2. Policy Making

The personnel committee shall establish, review, and update personnel policies. Major changes related to a basic job description or salary shall be brought to the church.

3. Compensation

For annual budget planning, the personnel committee shall recommend to the budget planning council followed by approval of deacons and the church body matters related to salary and individual benefits for all staff members.

For matters related to salary and individual benefits of current or new employees that occur other than at annual budget time, the Personnel Committee shall present recommendations to the Stewardship Committee for approval followed by presentation to deacons. Following approval by both of these groups, recommendations shall be presented for approval to the church in business meeting.

B. Job Descriptions:

See job descriptions following this section.

II. Employee Attendance

Personnel will seek to establish and maintain regular office hours when the church office is open, 9:00-5:00 Monday through Thursday. Work schedules will be arranged by the pastor. Any work over forty hours by hourly employees will be paid at a rate of time and one-half, but must be approved in advance by the pastor. Part-time employees will subscribe to the hourly conditions as established in their current job description or job agreement.

III. Employee Benefits

A. Vacations:

1. Full-time salaried employees:

6 months - 5 years: 15 days

5-10 years: 17 days

Over 10 years: 20 days

Part-time salaried employees:

6 months - 10 years: 2 Sundays and 2 Wednesday nights

10 years: 3 Sundays and 3 Wednesday nights

Hourly employees:

Over 20 years: the number of days normally worked during two weeks

2. Vacations should normally be scheduled through the pastor at least one month in advance.
3. Ministerial staff should normally take only one Sunday per five days vacation.
4. If a holiday observed by the church occurs during a vacation, the staff member will be given a day off at a date not to conflict with periods of heavy work responsibility, with the approval of the pastor.
5. All staff eligible for vacation time off will receive pay in accordance with their normal salary. Pay in lieu of vacation will only be granted in those cases where time is due on termination, unless approved by the personnel committee.
6. When at least two weeks' notice of termination is given, the employee will receive vacation allowance pay for one-half unused vacation if termination occurs before July 1, and full allowance pay if termination occurs July 1 or later.
7. Vacation days cannot be carried over from one year to another.
8. Exceptions to any part of the above vacation policy will be handled on an individual basis with the pastor and personnel committee.

B. Holidays

The church office is closed on the following holidays:

New Year's Day (2)	Labor Day
Easter (1)	Thanksgiving (2)
Memorial Day	Christmas (2)
Fourth of July	

1. Church staff will use discretion in determining the holiday schedule in light of church activities and workload.
2. A salaried employee who is required to work on a holiday may take another day of vacation.
3. Benefit will only apply to salaried employees.
4. Hourly employees who are required to work on a holiday will receive pay at time and one-half for the hours worked.

C. Sick Leave

Full-time and part-time salaried employees will accumulate one day of sick leave per month, with total accumulation of fifteen days. Pay will not be given for accumulated days not used. Other matters related to sick leave not addressed in this policy will be dealt with on an individual basis by the pastor and personnel committee.

D. Doctor Appointments

All employees will give one week notice of doctor appointments when possible. Other considerations may be applied with the pastor's approval.

- E. Death in the Family
All employees will receive up to three days off at regular pay at the death of a member of their immediate family (spouse, child, mother, father, brother, sister). Other situations will be dealt with on an individual basis in consultation with the pastor and personnel committee.
- F. Inclement Weather
Employees will be given the day off with pay if the church office is officially closed. If the employee is absent due to weather when the church office is open, salaried employees may take a day of vacation. Employees will not be paid for contract or overtime work if services are cancelled on Sunday or Wednesday evening.
- G. Jury Duty
Employees are encouraged to cooperate in citizenship responsibilities when possible. Any full time employee who serves on jury duty will receive full pay in addition to the jury fee. Part time employees will receive pay for the hours they would have worked.
- H. Convention, Conferences, and Revivals
Two weeks (10 days and 2 Sundays) will be allowed for ministerial staff to provide leadership in conferences and/or revivals for which they may receive remuneration.
- I. Study Leave
The church will provide one week of study leave each year for each staff minister. An additional extended study leave will be available every five years. This leave may consist of an absence of up to two calendar months. Further time for study in any particular year may be negotiated as needed. Leave would be granted upon negotiation with the pastor and the personnel committee, and when the staff minister's regular duties permit. The personnel committee will supervise study leave and other time away to avoid excessive absence from staff duties.
The staff minister would be accountable to the pastor and the personnel committee in planning and informing about the extended study leave, goals of the study, and progress toward those goals. Full salary and benefits will be provided during the time of study leave. Study expenses will be covered to the extent allowed by the budget. Development opportunities also will be available to other staff personnel as agreed upon with the pastor.
- J. Health Insurance
Major medical health insurance is provided for the pastor.
- K. Life Insurance
Group life insurance is provided for the pastor.
- L. Disability Insurance
Group disability insurance is provided for the pastor.
- M. Retirement
A retirement plan is provided for the pastor.
The church will pay 10% of pastor's base salary into the retirement plan. Base salary for the pastor will include salary and housing allowance.

- N. Social Security
All employees will participate in the Social Security program in accord with present standards. Ordained ministers will be reimbursed the amount the church would pay if they were treated as other employees, and this amount will be identified as salary.
 - O. Benefits for Fulltime Employee Reduced to Part-time
In the event that a full-time employee who is already in the benefit program changes to part-time status, the church may elect to continue the benefits, provided the employee qualifies by the standards of the plan provider.
- IV. Salary Administration
- A. Pay Periods:
All employees will be paid on the 10th and/or 25th of the month. Changes to the structure may be made to meet an individual need in extreme cases.
 - B. Pay Raises:
All pay raises will be in accordance with the adopted or revised budget and administered through the personnel committee and pastor.
- V. Employee Appraisals
Each staff member will be appraised individually by the pastor and the personnel committee no less than annually.
- VI. Employee Grievances
Staff members with grievances will first attempt to resolve their grievances with the pastor. If there is no resolution, the staff member will then submit the grievance to the personnel committee. The chairperson will respond in writing no less than ten days later to the staff member regarding the action or direction that will be taken.
- VII. Employee Termination [Not applicable to PDO]
All terminations shall be under the supervision of the personnel committee for matters related to employees: Employees will be given two weeks' notice, and benefits as specified in stated policies. Employee will be required to sign a release stating the nature and agreements of the termination as well as a release of the church or any of its employees of any further responsibilities or liabilities. A recommendation for termination will be brought before the church for all positions other than hourly employees.
- VIII. Parents' Day Out (PDO)
- A. The director of PDO must be a member of the church. The director of PDO is to be considered a member of the church staff answering to the Personnel Committee and supervised by the pastor.
 - B. All other PDO staff members are to be considered "contract employees" of the church and are to be supervised directly by the PDO director. Decisions about hiring and dismissing PDO staff will be determined by the Personnel Committee with input from the PDO director and pastor.

- C. PDO's budget, including tuition and PDO staff compensation, is to be determined by the Personnel Committee with input from the PDO director and pastor.

JOB DESCRIPTION
Pastor
Immanuel Baptist Church
Nashville, Tennessee

Principal Function

The pastor is responsible to the congregation for the pastoral ministry of the church including the following tasks: (1) proclaim the gospel to believers and unbelievers, (2) lead the church in the achievement of its mission, and (3) care for the church's members and other persons in the community. In order to accomplish these tasks the pastor must be a person who (1) seeks God's leadership through careful attention to scripture, (2) engages continually in prayer, and (3) provides spiritual guidance to individual believers and the congregation as a whole. The pastor serves with other staff members as a part of the ministry team in accordance with the call of God, gifts of ministry, and the needs of the people.

Responsibilities

1. Prepare and deliver sermons for the regular services of the church each week and for special services as necessary.
2. Serve as a teacher to the congregation in the areas of biblical interpretation, theology, and Christian living.
3. Plan and lead worship services and lead in the observance of the ordinances.
4. Visit church members in times of crisis such as serious illness and death in the family.
5. Conduct weddings and funerals.
6. Provide counseling sessions for individuals and families in need.
7. Visit the unsaved and the unchurched to win them to Christ and church membership.
8. Serve as administrator of the church staff and supervise the work of the ministerial staff and any other assigned paid staff workers.
9. Lead in planning, coordinating, and evaluating the total program of the church.
10. Work with deacons, church officers, and committees as they perform their assigned responsibilities.
11. Serve as moderator of church business meetings.
12. Pursue a program of personal and professional growth through individual work and continuing education opportunities.

13. Cooperate with appropriate denominational entities, civic groups, and ecumenical organizations in promoting activities of mutual interest.
14. Accept other responsibilities as assigned by the congregation.

JOB DESCRIPTION
Associate Pastor
Immanuel Baptist Church

Principal Function

The Associate Pastor, with the cooperation of church leaders, is responsible for giving creative and effective leadership to the membership of Immanuel Baptist Church and the community. It is expected that he/she will work closely with other staff in coordinating his/her areas of responsibilities with other church programs. He/she is responsible to the Personnel Committee on behalf of the congregation and reports to the Pastor as his/her supervisor.

Responsibilities

1. Provide leadership for young adults with an emphasis on young families and their children.
2. Provide leadership for the youth and work with youth parents and other leaders in developing the youth ministry program.
3. Work closely with the Missions Committee to create opportunities for intergenerational ministry in the community.
4. Offer spiritual formation in small group settings with an emphasis on teaching the Word of God.
5. Participate in worship leadership and worship planning as requested by the Pastor.
6. Assist with funerals, weddings, baptisms, communion and the like as requested by the Pastor.
7. Provide pastoral care to be coordinated with the Pastor.
8. Undertake other responsibilities as assigned by the Pastor.

This is a full-time position.

JOB DESCRIPTION
Minister of Music
Immanuel Baptist Church
Nashville, Tennessee

Principal Function

The minister of music is responsible to the pastor for the development and promotion of the music ministry of the church and certain other assigned areas described below. This person serves with other staff members as a part of the ministry team in accordance with the call of God, gifts of ministry, and the needs of people.

Responsibilities

1. Coordinate the planning, organizing, conducting, and evaluating of a comprehensive music ministry in consultation with the Associate Minister of Music, worship committee and other workers in the music program.
2. Rehearse and direct the adult choir; lead in worship services.
3. Serve as a member of the church council; coordinate the music program with the organizational calendar and emphases of the church.
4. Assist the pastor in planning all services of worship; provide music for weddings, funerals, and special services upon request.
5. Give direction to a plan of outreach and enlistment of prospects and absentees for the music ministry.
6. Pursue a program of personal and professional growth through individual work and continuing education opportunities.
7. In collaboration with the Associate Minister of Music, prepare an annual music budget for approval; administer the approved budget; maintain music library, materials, supplies, musical instruments and other equipment.
8. Accept other responsibilities as assigned by the pastor.

JOB DESCRIPTION
Associate Minister of Music
Immanuel Baptist Church
Nashville, Tennessee

Principal Function

The Associate Minister of Music is responsible to the Minister of Music for the development and promotion of the music ministry of the church and certain other assigned areas described below. This person serves with other staff members as a part of the ministry team in accordance with the call of God, gifts of ministry, and the needs of people.

Responsibilities

1. Assist the Minister of Music in the planning, organizing, conducting, and evaluating of a comprehensive music ministry in consultation with the worship committee and other workers in the music program.
2. Lead in planning and promoting a graded choir program; enlist and train leaders for the music ministry; direct and coordinate the work of lay choir directors; and, as needed, direct the youth, other choirs, and instrumental ensembles.
3. Serve as a member of the church council; coordinate the music program with the organizational calendar and emphases of the church.
4. Assist the pastor in planning all services of worship; provide music for weddings, funerals, and special services upon request.
5. Give direction to a plan of outreach and enlistment of prospects and absentees for the music ministry.
6. Assist the Minister of Music in preparing an annual music budget for approval; administering the approved budget; maintaining the music library, materials, supplies, musical instruments and other equipment.
7. Maintain music files and prepare adult choir folders weekly as directed by minister of music.
8. Pursue a program of personal and professional growth through individual work and continuing education opportunities.
9. Cooperate with appropriate denominational entities, civic groups, and ecumenical organizations in promoting activities of mutual interest.
10. Accept other responsibilities as assigned by the Minister of Music.

JOB DESCRIPTION
Financial Secretary
Immanuel Baptist Church
Nashville, Tennessee

Principal Function

The Financial Secretary is responsible to the pastor for overseeing financial records and books; serving as a staff resource person for church officers, church program leaders, deacons and committees; and providing administrative and clerical support to the pastor and other staff.

Responsibilities

1. Provide financial management and reporting for church. Oversee complete bookkeeping system in preparing financial records; provide cost analysis reports; oversee insurance coverage, claims, and worker's compensation; provide billings for building use. Maintain tax-exempt forms. Provide monthly bank reconciliation.
2. Provide data for annual budget planning including projected increases, budget requests from committees, staff, and church program organizations; provide pledging and estimates of giving information; and serve as resource to stewardship committee. Assist Personnel Committee by preparing worksheet with personnel salary, benefit information for budget planning purposes. Provide information to committees and staff as needed for budget planning and budget compliance. Annually set up new electronic budget files for use with financial statements.
3. Maintain records and make necessary reports of payroll, and employee benefits including medical, life and disability insurance and retirement plans for all participating employees. Distribute W-2's and 1099's to employees and contract workers. Maintain records of annual W-2's, W-3's, 1099's and 1096's, and quarterly 941's. Maintain personnel information (W-4, W-9, I-9 forms, timesheets). Prepare invoice to Parents Day Out for payroll matters.
4. Post offerings to individual accounts, file envelopes and maintain record of contributions. Maintain electronic file of membership information as it correlates to electronic contribution files. Provide contribution statements to members annually and as requested and letters acknowledging memorials, special gifts and other non-monetary gifts including stock transfers. Order and prepare church giving envelope sets annually. Enlist and train offering counters.
5. Perform clerical tasks and special projects as requested. Maintain church office financial files.
6. Provide resources and services to church officers, church program organization leaders, committees, deacons, and church council.

7. Assist in coordinating work of building staff and others in preparation for meetings and usage of facility; assist in processing work requests and items requiring repair with building staff including room arrangements and HVAC requirements for meetings and calendar event. Assist in providing for emergency maintenance of equipment, and consult with building committee coordinator and others as needed. Serve on Building Committee.
8. Serve on selected committees per committee manual; serve as secretary to church council and at other meetings including church business meeting in absence of church clerk or treasurer or stewardship committee coordinator. Provide agendas and minutes for stewardship committee and church council.
9. Prepare Annual Church Profile for Nashville Baptist Association, providing highlights at church annual business meeting in October.
10. Prepare annual corporation report to State of TN.
11. Pursue a program of personal and professional growth through individual work and continuing education opportunities.
12. Accept other responsibilities as assigned by the pastor.

JOB DESCRIPTION
Editor/Secretary
Immanuel Baptist Church
Nashville, Tennessee

Principal Function

Editor/Secretary is responsible to the Pastor for preparing church publications, performing bookkeeping duties and general office work.

Responsibilities

1. Publish monthly newsletter and other printed material.
2. Maintain church mailing lists (email and mail); address and mail church publications; assist with other mailings.
3. Publish weekly *Informer* on Wednesday night.
4. Publish weekly order of worship.
5. Publish additional resources for special events or publications for promoting special events.
6. In collaboration with the Associate Pastor, maintain the church website.
7. Provide for mass communication to church members on weekly and special occasions through email. Maintain email system to assure list is current.
8. Write checks, file paid bills, enter weekly financial diary receipts and semi-monthly payroll information on church accounting program (Quickbooks).
9. Assist with routine office duties in absence of other office workers as needed such as:
 - Answer telephone and receive visitors.
 - Sort and route incoming mail.
 - Take reservations for Wednesday night meal and other special meetings, dinners and trips.
 - Collect fees for Wednesday night meal (or supervise volunteer).
10. Pursue a program of personal and professional growth through individual work and continuing education opportunities.
11. Accept other responsibilities as assigned by the Pastor.

JOB DESCRIPTION
Part-time Secretary
Immanuel Baptist Church
Nashville, Tennessee

Principal Function

The Part-time Secretary is responsible to the pastor to serve the church by providing a warm welcome to callers and visitors and providing general clerical assistance to the pastor and other support staff or ministers. This person will be a vital link in assisting in office communications with visitors, members and staff.

Responsibilities

1. Receive incoming calls, answer questions and provide information whenever possible. Take complete and accurate messages and route calls to appropriate staff members. Fill out appropriate requests to Roof-Top for persons calling for assistance and refer individuals to other help agencies when possible. Communicate with building maintenance workers and delivery persons.
2. Greet and offer assistance to members and visitors.
3. Sort and distribute incoming mail.
4. Maintain church family news sheet, keeping appropriate staff members informed in a timely manner.
5. Provide clerical assistance to the pastor and other staff members, committees and volunteers upon request. Proofread written materials as requested, such as newsletter, order of worship, and Wednesday night publication.
6. Ensure that office files are up-to-date and well-organized and that office equipment is clean and well-maintained.
7. Operate the copy machine, computer, and other office equipment.
8. Maintain inventory of supplies; order supplies as requested or pick up supplies when needed as well as run errands for the church office.
9. Order Sunday School, WMU, and missions literature and distribute.
10. Help maintain church calendar.
11. Maintain church clerk records; provide monthly clerk report for church clerk use at deacons' meeting and business meeting; request and transfer church letters.
12. Call repair personnel as requested for office equipment and for building repairs.
13. Assist in coordinating and supervising volunteer work.
14. Prepare outgoing mail and work with staff of bulk mail projects.

15. Assist the pastor and other staff members as requested, learning about equipment and computer programs.
16. Accept other responsibilities as assigned by the Pastor.

JOB DESCRIPTION
Organist
Immanuel Baptist Church
Nashville, Tennessee

Principal Function

The organist is responsible to the minister of music for serving as organist of the church and assisting in the music ministry of the church.

Responsibilities

1. Play for all services of the church, both regular and special, including Wednesday evening activities.
2. Serve as accompanist for the church choir, soloists, and other ensembles as required.
3. Play for weddings and funerals, as requested and serve as resource person in planning such services.
4. Assist in planning worship services, choir rehearsals, and special music events.
5. Maintain a regular schedule of organ practice and professional development.
6. Serve as consultant in matters related to the maintenance and repair of the organ and pianos.
7. Accept other responsibilities as assigned by the Minister of Music.

JOB DESCRIPTION
Parents' Day Out Director
Immanuel Baptist Church
Nashville, Tennessee

Principal Function

The Parents' Day Out Director will report to the Pastor and will work closely with the pastor, other staff, church leaders and committees to coordinate and provide effective leadership for Parents' Day Out.

Responsibilities

1. Hire, train, provide direction, support and training of teachers and assistants. Provide for background checks on all personnel. Provide for substitute teachers and caregivers to ensure continuity of program.
2. Ensure safety and cleanliness of the facility. Notify appropriate personnel of repair/maintenance needs. Schedule annual special cleaning. Ensure sheets, blankets, mats are laundered and toys are clean and safe.
3. Develop and maintain up-to-date file on each child enrolled, including emergency information and record of current immunization status.
4. Respond to inquiries concerning the program. Recruit, advertise, and promote the program in church publications, website and other media.
5. Revise and distribute faculty and parent handbooks to communicate program policies and procedures. Conduct parent orientation meetings annually. Provide timely notification to parents regarding schedule and health concerns.
6. Provide a Christian nurturing and educational environment consistent with effective teaching practices, which enhance each child's creative, emotional, cognitive, motor, and social development. Provide age-appropriate equipment and supplies for each classroom, making purchases within the approved budget.
7. Collect registration fees and monthly tuition. Maintain accurate bookkeeping records. Make deposits. Provide church with monthly finance statements and information about the program.
8. Submit semi-monthly payroll information; distribute checks.
9. Prepare annual budget. Monitor monthly income and expenses.
1. Develop and maintain program and facilities calendar in coordination with the overall church calendar.

2. Encourage teamwork and mutual support by coordinating activities, policies and procedures with the Associate Pastor, Childcare Coordinator, and Preschool/Children's Committee to assure positive relationships are maintained between the Parents' Day Out and church programs.
3. Perform other duties as needed.