

Piney Grove Baptist Church

Employee and Volunteer

Policy and Procedure Manual



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INTRODUCTION

Welcome to Piney Grove Baptist Church! We are delighted that God has called you to serve Him together with us. Piney Grove strives to glorify God and be a congregation of disciples in the community by **“Loving People Sharing God’s Message”**.

In keeping with Biblical principles and to ensure that things may be “done decently and in order”, we have designed the Policy Manual to acquaint you with Piney Grove Baptist Church and provide you with information about working conditions, employee benefits (where applicable), and some of the policies affecting your service. The Piney Grove Baptist Church ministry team is comprised of both paid and unpaid Volunteer and Staff. Whether a Volunteer / Staff member is paid, full or part time, or unpaid it is absolutely essential that each member commit to providing an environment that is pleasing to Lord and that is conducive to spiritual, personal, and professional growth. This Policy is authorized by a vote of the church to be in existence and to outline the specifics of how employees, volunteers, and staff are to conduct themselves and aid in the day to day operations of the church.

The information contained in this manual applies to all employees and volunteers of Piney Grove Baptist Church. Following the policies described in this manual is considered a condition of continued employment or volunteer service. However, nothing in this manual alters an employee’s status. The contents of this manual shall not constitute nor be construed as a promise of employment or as a contract between the church and any of its employees. The Personnel Policy Manual is a summary of church policies, which are presented here only as a matter of information. This manual is not intended to provide absolutes for every situation. However, where there is clear guidance and direction it should be followed. Where there are gray areas or no direction, your responsibility as an employee is to consult with the personnel committee or pastor for clarification.

Every employee and volunteer is responsible for reading, understanding, and complying with the provisions of this manual.

CHANGES IN POLICY

This document is intended to be a living document and will from time to time require additions or deletions.

This manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this policy manual.

However, the Personnel Committee reserves the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. All employees will be notified of any changes. Changes will be

effective on the dates determined by the church, and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. If an employee is uncertain about any policy or procedure, he/she should speak with his/her direct supervisor or the personnel committee.

PERSONNEL COMMITTEE RESPONSIBILITY

PURPOSE: The purpose of the Personnel Committee will be to assist the church in matters related to the administration of employed personnel. Recommendations concerning job descriptions, vacations, and benefits of staff and employees are the responsibility of this committee.

MEMBERSHIP: The Personnel Committee would consist of three members all recommended by the deacons and the pastor.

1. The committee would be made up of one deacon, one member of the finance committee, and one member selected by the deacons and the pastor. In addition, the members would only serve a 2 year term with one member rotating off after the first year and two rotating off the second year and so forth.
2. This committee should, if possible include some church member(s) who have experience in personnel matters in their secular work.
3. Any member of the Personnel Committee who has a member of their immediate family (spouse, child, brother, sister, or anyone living in their home) that is employed by the church in any capacity, shall abstain from discussion and or voting on any issues related to their employment. Members of the Personnel should notify the committee immediately if any applicant is related so that no conflict of interest will take place in the discussion regarding hiring, dismissal, or benefits for that individual.

ADDITIONAL DUTIES:

The Personnel Committee shall have authority and be able to **employ** on behalf of the church any personnel required for **non-ministerial** paid positions that have been funded in the budget. A minister of the church will interview final candidates for any staff position, whether it be ministerial or non-ministerial.

For **ministerial staff** (See Definitions), a search committee as appointed by the church will perform the search and interview process. The Personnel Committee will assist with hiring details such as (background checks, legal employment documents, salary, benefits, employee guidelines, keys, computers, etc.) once a candidate is selected.

For **non-ministerial staff** (See Definitions), the Personnel Committee will work alongside the supervisor (if a supervisor exists) of said position to hire a replacement for a vacant position. The Personnel Committee or a designated hiring committee will conduct interviews and make recommendations to the supervisor. The supervisor will also have an opportunity to interview candidates. A ministerial position will have the final word on the hiring choice.

For **new staff positions**, a minister, supervisor, or the Personnel Committee shall present a written justification and job description to the Pastor for approval. After approval by the Pastor, the justification and job description will be reviewed by the Personnel Committee to confirm the need or, after study, recommend internal job realignments to accommodate the desired functions of the proposed position(s). If the need is confirmed, and funding is approved, the position shall be filled in keeping with the hiring process of either ministerial or non-ministerial staff.

1. Prepare and update job descriptions for employed church staff members.
2. Review resumes, interview and recommend qualified candidates, under church approval and supervision, any prospective employee for church approved positions.
3. Develop, review, update, and work with the Finance committee to recommend salaries and benefits for all staff members.
4. Work closely with the Pastor to determine staff needs, personnel services, and staff discipline.
5. Formally evaluate annually the job performance of all staff members with quarterly meetings for the purpose of setting goals, providing feedback, and discussing ongoing work.
6. Inform staff members and the church body of any applicable legal and governmental requirements.
7. Serve as a liaison committee between any employee and the church.
8. Recommend additional church staff positions as needed by the church.
9. Work with staff members and provide mechanisms to track work hours, vacation hours, and sick-leave as needed.
10. Performance evaluations will be done to improve communication and evaluate the performance of the employee with specific attention to:
 - a) Attitude
 - b) Accomplishments
 - c) Strengths
 - d) Areas needing improvement
 - e) Setting goals and objectives

11. Conduct a job performance review with all employees once a year.

12. Establish and maintain policies to assist the church to make ministry and the work of the church staff and employees effective and meaningful. All policy manual updates will be approved by a church vote. Policies should include, but are not limited to the following:

- a) Employee Benefits
- b) Employment Process
- c) Work Place Guidelines
- d) Compensation
- e) Performance Standards
- f) Reimbursement Policies
- g) Internet Use
- h) Child Protection

13. This committee shall provide to the congregation information and updates regarding personnel issues only as essential for the church to make a final decision regarding the hiring or dismissal of personnel. Confidentiality should be maintained at all times through this process.

14. The committee will develop a performance evaluation process to be approved by the church and used annually. This committee will work with each employee to set up a time for performance evaluations.

15. Assist with new employee orientation and provide guidance as needed. Provide copies of the Personnel Policy Handbook and assist with them with any questions. Work with new employees on any documentation, contracts, or other paperwork that needs review and signatures.

DEFINITIONS

Child / Children - Includes all persons under the age of fourteen (14) years.

Employee - Employee is defined as anyone that receives regular pay and has been formally elected by the church as a hired employee. "Employees" may include exempt, non-exempt, regular full-time, regular part-time, temporary persons, and others employed by the church who are subject to the control and direction of Piney Grove Baptist Church in the performance of their duties.

Independent Contractor -- An independent contractor is an individual who is retained to perform a service for the church and is generally paid a specific amount for such service. An independent contractor is not an employee of the church, and therefore, is not eligible for employee benefits. An independent contractor is responsible for all necessary federal and state tax compliance. All independent contractors shall provide a current certificate of worker's compensation insurance.

Ministerial Staff- Ministerial staff shall be defined as an employee or staff having direct input into the spiritual development and growth of individuals within the church.

Non-Ministerial Staff – All other employees or staff that do NOT have direct input into the spiritual development and growth of individuals within the church.

Policy - A statement of how the church will handle situations and circumstances, to provide a direction for the church to take.

Primary Volunteer -A volunteer worker that is 18 years of age or older. Includes all paid staff members plus those volunteers in roles with greater responsibility or risk are classified as primary workers and should meet the primary screening standards.

Procedure - An outline of the method by which the church will carry out its functions, a method by which to achieve the desired result.

Secondary Volunteer - Persons who **occasionally** interact with children and/or do so in less risky circumstances. i.e.: Sunday school teachers and volunteers who see children only in a group setting, on church premises, or who interact with children in the presence of an approved primary worker are classified as secondary workers. Secondary volunteers may be adults who are given less responsibility as well as individuals who are age 14 or over and under the age of eighteen (18). All secondary volunteers must be supervised by primary volunteers at all times.

Team - A permanent or temporary unit established by the church to carry out a particular function that is vital to the operation of the church.

Temporary (Full-Time or Part-Time) – Those whose performance is being evaluated to determine whether further employment in a specific position or with the church is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change in writing by the Personnel Committee. They are not eligible for any of the church's benefit programs while working in Temporary status.

Volunteer – A volunteer is a church member or regular church attendee who assists and gives of their time to provide a service to the church without payment.

SECTION 1

EMPLOYEE BENEFITS

BRIEF ABSENCES

All of the following absence benefits pertain only to the pastor and full-time employees. Any part-time staff needs regarding absences will be handled on a case-by-case basis.

a. Absences from the office: The church office or supervisor should be notified of your intended absence within 30 minutes of your normal start time and no later than 9:00 a.m. This includes full time and part-time employees.

b. Bereavement Leave: All full-time employees per church policy are allocated three (3) days with pay for a death in the employee or spouse's immediate family. Immediate family includes spouse and children, parents, siblings, and grandparents. Arrangements should be made with the pastor. Extended periods of time are made on a case-by-case basis and require joint approval of the pastor and the personnel committee.

c. Jury or Court Duty: Piney Grove Baptist Church encourages employees to fulfill their civic responsibilities by voting and by serving jury duty or testifying as a witness when required. Generally, employees are able to find time to vote either before or after their regular work schedule, or on their lunch break. When working hours coincide with voting hours, flexible scheduling or time off for voting may be authorized by the immediate supervisor.

Jury duty leave, with pay shall be granted to you when you are summoned for jury duty. This enables you to fill a civic responsibility without suffering a loss of income. When you are on jury duty, you shall be paid for an 8 hour work day for full time employees and part time employees will receive their average hours per day at your current rate of pay. You should provide your manager with a document from the courts as evidence of having served. Your jury duty pay cannot be processed without this information. You should request this document daily from the court clerk and forward it to the church office. It is your responsibility to provide this information timely for timely payroll processing.

Subpoenaed witness in a trial not involving you and jury duty days do not count against your attendance record.

Employees testifying in all other matters in which the employee is not a party will be granted a maximum of 8 hours of paid leave to appear in court as a witness. Employees will be paid at their base rate and are free to use any remaining paid leave benefits (such as vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid. You should provide your manager with a document from the courts as evidence of having served as a witness. Your pay cannot be processed without this information. You should request this document daily from the court clerk and forward

it to the church office. It is your responsibility to provide this information timely for timely payroll processing.

Other kinds of court actions you are required to attend (i.e. Divorce, lawsuit, criminal hearings and trials, traffic court, civil matters, etc.) are your own personal responsibilities.

d. Personal Business: It is occasionally necessary for an employee to be absent briefly (one hour or less) from work for personal reasons. Such absences should be arranged in advance with the pastor.

LEAVES OF ABSENCE

Leave of absence during employment may be granted as follows:

a. College or Seminary Study: Personnel Committee will give separate consideration to each case.

b. Military Service: Piney Grove Baptist Church will grant a formal leave of absence to any employee inducted into the United States military service for more than a week. This applies to draft actions and National Guard and Reserve activation, or any other situation covered by the Uniformed Services Employment and Reemployment Rights Act of 1994. The employee must submit a properly executed Leave of Absence Request Form with attached military documentation in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994. Within 30 days after returning from military duty an individual must provide honorable discharge papers in order for employment to resume.

c. Temporary Disability: We define this as being unable to fulfill the job duties for a period beyond the regular sick leave and may be extended up to 90 days by the personnel committee, Pastor or Deacons. Documentation must be provided by a physician. After 90 calendar days, additional time can be approved by the Personnel Committee, deacons and the pastor.

d. Personal Leave: Any other reasons for requests for leave will be considered on an individual basis through the Personnel Committee and the pastor. (i.e. maternity, paternity, prolonged illness)

VACATION POLICY

Because Piney Grove Baptist Church recognizes the importance of vacation time in providing the opportunity for rest, relaxation and general well-being, we have developed the following vacation program for our employees.

Vacation requests should be made thirty (30) days in advance of the scheduled absence if at all possible. Unused vacation time will not be carried over to the following year.

The pastor shall be entitled to a paid vacation of three (3) weeks (120 Hours) per year. No more than (4) Sundays may be used for vacation time without prior approval from the Personnel Committee or deacons. Vacation days will not be approved during any two week period prior to and including major events such as VBS, Easter and Christmas programs unless approved by the personnel committee.

The part time music director will be provided with six (6) services consisting of two (2) Sunday mornings, two (2) Sunday evenings and two (2) Wednesday nights paid vacation leave days per year after completing one year of service. Vacation days will not be approved during any two week period prior to and including major events such as Easter and Christmas programs unless approved by the personnel committee. Unused vacation time will not be carried over to the following year.

All other full-time employees shall be eligible for one week (40 hours) of vacation, compensated at regular pay rate, additionally they shall receive two weeks (80 hours) of vacation hours after completing one year of employment.

All vacation requests must be made in writing and approved by the pastor or Personnel Committee. The pastor's vacation must be approved by the Personnel Committee and the Deacons. Any unused vacation time will be remunerated upon termination of employment.

SICK LEAVE

Piney Grove Baptist Church recognizes that inability to work because of illness or injury may cause economic hardship. Piney Grove Baptist Church also recognizes that you may need time off to obtain necessary medical treatment. For these reasons, Piney Grove Baptist Church provides paid sick leave benefits to all full time employees who have completed one year of consecutive service.

Sick leave may be used whenever the employee or an immediate family member is sick, has medical or dental appointments, or is hospitalized. Immediate family is defined as: spouse, child, grandchildren, mother, father, and legal dependent. The pastor shall be granted six (6) service days paid sick leave per year. A "service day" is considered to be either Sundays or Wednesdays, the days on which services are held at the church and normally officiated by the pastor. All other full-time (weekday employees), non-ministerial employees will be provided four (4) paid sick leave days per year after they have completed one year of service.

The part-time music director will be granted three (3) “service days” paid sick leave days per year.

Sick leave may not be accrued from one year to the next. If an employee is unable to report to work on a scheduled work day, the employee must notify the Pastor as soon as possible at the beginning of the scheduled workday. The Pastor is to notify the deacon(s) if he is unable to report for a service or perform his duties due to sickness.

For any situations where long term sick leave may be required, the Personnel Committee will address these issues on a case by case basis.

REVIVALS, CONVENTIONS, CONFERENCES, MISSION TRIPS

The pastor may from time to time have opportunity to lead revivals, mission trips, and attend conferences and conventions. The policy of Piney Grove Baptist Church is to allow no more than three (3) mission trips per year for the pastor. This should include only two (2) Sundays or two (2) Wednesday absences if it is at all possible. This applies only to the pastor. Time off for revivals and conferences should be pre-arranged in advance with the deacons in order to ensure that the pulpit is covered. The church may elect to help with expenses for conferences or revivals.

PASTORAL SUPPLY

In the absence of the pastor because of vacation, sickness, or attendance at conventions or mission trips, the pulpit is temporarily supplied by a qualified church member, or a visiting minister. Pastoral supply will be invited by the pastor in cooperation with the Board of Deacons. Remuneration and expenses are paid by the church, as necessary. Any excessive absences by the pastor will be addressed as needed by the Personnel Committee and the deacons.

LEAVE RECORDS

All employee leave records shall be maintained under the supervision of the pastor and the Personnel Committee. Accurate documentation of all employees’ leave records shall be kept on file for review by the Personnel Committee.

a. Reporting Time Worked and Leave Taken

Employees are required to maintain an accurate record of time worked and leave taken. Employees will use the Vacation / Leave Request Form to request time off. The Personnel Committee and pastor should review and approve all Vacation / Leave Requests forms.

Attendance records will be kept by the personnel committee and may be reviewed at any time by the pastor and all employees. Failure to request leave time for approval; excessive tardiness; absenteeism, or failure to report for work may subject an employee to disciplinary action up to and including termination of employment. The pastor should review his own attendance records with the Personnel Committee and/or deacons.

HOLIDAYS

All full-time employees other than the pastor will receive pay for the holidays listed upon employment. Piney Grove Baptist Church will observe the following holidays:

New Year's Day
Independence Day
Thanksgiving
Christmas

Should any holiday fall on Sunday, eligible employees will receive holiday pay of eight (8) regular hours. The Monday after the holiday is a regular workday and to receive the holiday pay benefit, you must be present at work on the Friday preceding the holiday and on the Monday after the holiday. If Piney Grove Baptist Church is closed or an authorized vacation day has been approved on the days prior to and following the holiday, eligibility for holiday pay will be determined by the personnel committee.

You are not eligible to receive holiday pay while you are on an unpaid leave of absence.

RETIREMENT BENEFITS

Retirement benefits should be arranged through the Finance Committee, Personnel Committee and the pastor at the time of employment. The church encourages annuity program participation.

INSURANCE BENEFITS

The pastor and any other full-time staff will negotiate a total salary package at the time of hire. The pastor and all other full-time staff will be responsible for their own insurance. However, it is mandatory that the pastor maintain a health insurance policy at all times with a deductible not to exceed \$10,000.

WORKMAN'S COMPENSATION

Piney Grove Baptist Church will pay workman's compensation on the pastor and all other full-time employees.

SECTION 2

EMPLOYMENT AND VOLUNTEERS

HIRING / SCREENING

Piney Grove Baptist Church relies upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

To ensure that all individuals are well-qualified, it is the policy of Piney Grove Baptist Church to check the employment references of all applicants.

In addition, Piney Grove Baptist Church takes very seriously the qualifications of not only employees but all volunteers that work within our church.

Employee Reference Checks

1. Each employee shall be subject to a pre-employment reference and background check, verifying the accuracy of the information provided on the application form, verifying the citizenship or immigration status, and verifying a clear employee background history. **(See Appendix D for Background Form)**
2. The church shall receive authorization from the employee for background checks. These pre-employment checks may include, but not be limited to, a criminal records check, a driver's license check, a medical exam, and a credit check.
3. The church shall require that any person who would be employed by the church shall exhibit Christian conduct and standards, which would be a positive witness to Christ and to the church. All ministerial staff positions must be an active member of Piney Grove Baptist Church. Other non-ministerial positions do not have to be active members of Piney Grove Baptist Church.

Equal Employment Opportunity

Piney Grove Baptist Church is committed to employment opportunities for qualified employees and fair treatment of all employees and prospective employees without regard to race, color, age, national origin, sex, citizenship, veteran status, or disability. The church does reserve its rights, as a religious organization under Federal law, to make employment decisions based on religion. Piney Grove reserves the right to employ persons who, in the opinion of the church, have a work history and life style which is

consistent with the admonition of Scripture to walk in a manner worthy of the calling of our Lord.

Americans with Disabilities Act (ADA)

Piney Grove Baptist Church is committed to complying fully with the ADA and related Federal and State laws and regulations as it applies to churches.

Immigration Reform and Control

Piney Grove Baptist Church is committed to full compliance with the Immigration Reform and Control Act of 1986 and is committed to employing only United States citizens and will not knowingly employ anyone not having a legal right to work in the United States. By law, we must verify the identity and employment eligibility of new employees and file a Federal government Form I-9 (Employment Eligibility Verification) for each employee. New employees must submit a completed, verified Form I-9 within three working days of their starting date, or they cannot continue to work at Piney Grove Baptist Church.

PROBATIONARY EMPLOYMENT

This probationary period will be applicable to a new employee whose performance is being evaluated to determine whether further employment in a specific position or with Piney Grove Baptist Church is appropriate. This does not include the calling of the pastor of Piney Grove Baptist Church. When an employee completes the probationary period, the employee will be notified of his/her new status with Piney Grove Baptist Church.

Potential employees will be evaluated at 30, 60, and 90 day intervals or for even longer periods of time depending on the position. New employees are hired contingent upon successful completion of the full probationary period. At the end of the period, the pastor in consultation with the Personnel Committee and/or Deacons, shall evaluate the performance of the new employee and may recommend: 1) Transition to regular employment status upon satisfactory performance evaluation. -or- 2) Denial of transition to regular employment and termination of employment upon unsatisfactory performance evaluation. –or- 3) Denial of transition to regular employment due to unsuitability.

This probationary period allows employees to have the opportunity to evaluate our church as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and the church have the right to terminate employment without advance notice.

LINES OF AUTHORITY

Ultimate responsibility for the operation of the church shall be administered by the pastor in coordination with the deacons and/or the Personnel Committee. When Piney Grove Baptist Church has a practical number of employees an organization chart describing supervisors and reporting methods will be established.

NEW EMPLOYEE ORIENTATION

Orientation is an informal welcoming process that is designed to make the new employee feel comfortable, informed about the church, and prepared for his/her position. New employee orientation is conducted by the new employee's supervisor and/or the personnel committee, and includes an overview of the church history, an explanation of the church core values, vision, and mission; and church goals and objectives. In addition, the new employee will be given an overview of benefits, tax, and legal issues, and complete any necessary paperwork.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The new employee's supervisor then introduces the new hire to staff throughout the church, reviews his/her job description and scope of position, explains the church's evaluation procedures, and helps the new employee get started on specific functions. (See Appendix E for New Hire Checklist)

COMPENSATION

Salaries

Salaries are established by the pastor and Board of Deacons. They have the responsibility to establish the salary structure, individual salaries, and review of all salaries. This policy applies to salaries of all full-time, part-time, and temporary employees. Salary compensation levels shall be made (though not exclusively) using the following criteria:

- a. Current financial condition of the church;
- b. Performance of the employee;
- c. Current pay in other churches for similar work;
- d. Job responsibility;
- e. Previous experience, training and education
- f. Cost of Living, and
- g. Years of Service.

Pay Procedures

Employees will be paid monthly or bi-weekly. All church employees are paid by check. All required deductions, such as federal taxes, FICA, etc. will be deducted from the employee's paycheck. Employees are to review their pay slips for errors. If a mistake is detected, please notify the Church Treasurer immediately. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the last business day before the holiday. If a regular payday falls during an employee's vacation, the employee's paycheck will be available prior to his/her vacation day(s).

Piney Grove Baptist Church will not advance pay or provide check cashing services to any staff member. In addition, Piney Grove Baptist Church will not loan money to any staff member. Payroll for staff does not include expense reimbursements. (See Accountable Reimbursement Plan)

Bonuses

The amount of any awarded bonuses for full-time staff positions is based on the recommendation of the Personnel Committee, Finance Committee, and the Deacons, and they are approved by the church. The bonuses are not to exceed \$10,000 per year for any full-time employee including the pastor. Factors relating to the award of said bonuses include, but are not limited to, exceptional job performance, a healthy financial church position, and compensation for other circumstances or events. (i.e. length of service, key anniversaries, expressing appreciation, farewells, retirements, etc.)

Bonuses may be given to part-time employees at the discretion and will of the church. However, they are not to exceed \$5,000 per year.

VOLUNTEER / STAFF CONDUCT

Piney Grove Baptist Church expects all staff personnel either paid or unpaid to conduct their personal and professional lives in accordance to the standards set forth in the Bible. The pastor of the church is recognized as the constitution leader and Shepherd of the church body; including all staff members. In that regard all staff members are expected to conduct their activities in living at all times in accordance with God's word. As recognized leaders by the church body, a staff member is to walk accordingly as a leader in the church; but equally importantly as a steward of God's in service for the church.

Any conduct that is not becoming of a Christian (as a Piney Grove Baptist Church staff member) is subject to reprimand and possible termination.

Employees have an obligation to conduct their personal affairs in a manner that precludes actual or potential conflicts of interest and to follow rules of conduct that will protect the interests and safety of all employees and the church. The church recognizes and respects employee's right to engage in activities outside his or her employ which in no way conflicts with or reflects poorly on the church. The church reserves the right to determine when an employee's activities represent a conflict with the church's interest and to take whatever action is necessary to resolve the situation.

Employees may be disciplined, up to and including possible termination, for poor job performance, as determined by the pastor, Personnel Committee and the Board of Deacons. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- a) Theft or inappropriate removal or possession of property.
- b) Falsification of timekeeping records.
- c) Divulging confidential church information to unauthorized persons.
- d) Working under the influence of alcohol or illegal drugs.
- e) Fighting or threatening violence in the workplace.
- f) Boisterous or disruptive activity in the workplace.
- g) Insubordination or other disrespectful conduct.
- h) Violation of safety or health rules.
- i) Sexual or other unlawful harassment.
- j) Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- k) Inappropriate work attire.
- l) Excessive absenteeism or any absence without notice.
- m) Excessive tardiness or leaving work earlier than your scheduled end of day without approval.
- n) Violation of personnel policies or failure to follow instructions and procedures.
- o) Unsatisfactory or below average performance in quality, quantity, or conduct.

Employment by Piney Grove Baptist Church carries with it a responsibility to be constantly aware of the importance of good ethical conduct. Employees must refrain from taking part or exercising influence in any transaction in which their own interest may conflict with the best interest of the church.

DISCIPLINARY ACTION

The disciplinary procedure below is suggested for continued offenses by personnel. It is understood that these actions will be taken for situations that hinder productivity or quality of work. The actions are based on offenses within one (1) year of the previous offense(s).

First Offense: Verbal warning by the pastor or Personnel Committee. Every effort will be made find ways of correcting the situation and circumstances that caused the problem. Both the pastor and the employee will strive for a positive attitude.

Second Offense: Verbal warning and written confirmation of the warning by the Personnel Committee. The written confirmation should include the offense, the action taken and any suggestions as to how the offense can be corrected. Every effort should be made by all parties to make this step positive and motivational to the employee so that he/she will improve the situation in a positive manner.

Third Offense: The employment and dismissal of staff personnel shall be the responsibility of the Personnel Committee coordinating with the pastor and subject to the approval of the church.

These steps may be followed in order, but the Personnel Committee and Deacons may bypass one or more steps depending on the severity of the offense. Serious or grievous offenses may be cause for immediate termination upon the agreement of the pastor, Personnel Committee, and Deacons.

NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential business and personal information is vital to the interests and success of Piney Grove Baptist Church. Such confidential information includes, but is not limited to, the following examples:

- Financial information,
- Personnel/Payroll records, and
- Conversations between any persons associated with the church.

Employees who improperly use or disclose confidential information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Employees either full-time or part-time will be prohibited from participation in the collection of love offerings or church tithes.

Upon the termination of a staff member any information belonging to the church (i.e. files, databases, personal information) that a staff member has, or has access to, must be returned to the church, all computer accounts and E-mail addresses are to be disabled. In addition, any other church property or information must be relinquished to the church upon the conclusion of employment.

DRESS CODE

The overall appearance of a volunteer or staff person is important to Piney Grove Baptist Church. Appropriate attire speaks not only to the individual's ability to properly dress, but upon the church body as a whole. Proper attire is expected from all leadership personnel at all times on church grounds and at any church sponsored function regardless of location that is representative of Piney Grove Baptist Church and more importantly our Lord Jesus Christ.

- Ladies minimum dress code: In general during office hours, business casual with the following guidelines, in mind, approximately knee length or longer dresses, skirts and shorts. For services, Sunday dress for morning services and minimum of office dress for evening and weekday services.
- Men's minimum dress code: In general during office hours, business casual keeping the following guidelines in mind: nice khaki or dress slacks with collared shirts. For services, Sunday dress for morning services and minimum of office dress for evening and weekday services. Hospital, funeral and other ministering visits gentlemen should have on tie or jacket. For visitations follow minimum of office dress.

PERSONNEL FILES

Employee personnel files include, but are not limited to, the following: job application, job description, résumé, records of participation in training events, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of Piney Grove Baptist Church, and access to the information is restricted. Management personnel of Piney Grove Baptist Church who have a legitimate reason to review the file are allowed to do so.

Any employee who wishes to review his/her own file should contact his/her supervisor or the personnel committee. With reasonable advance notice, the employee may review his/her personnel file in church's office and in the presence of his/her supervisor.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify his/her supervisor of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

An employee's personnel data should be accurate and current at all times.

PERFORMANCE EVALUATION

To assist employees in performing their work to the best of their ability, it is important that they be recognized for good performance and that they receive appropriate suggestions for improvements. Consistent with this goal, their performance will be evaluated on an ongoing basis. Such evaluations will normally occur after they have been employed for 90 days, and then annually thereafter. All written performance reviews will be based on their overall performance in relation to their job responsibilities. Of course, special performance evaluations may be conducted at any time to advise them of the existence of performance or disciplinary problems.

Each employee including the pastor will be given a performance evaluation on an annual basis with quarterly meetings for the purpose of setting goals, providing feedback, and discussing ongoing work. (See Appendix F for Performance Evaluation) The guidelines governing the performance evaluations are as follows:

- Their purpose is to help the employee evaluate his/her strengths and weaknesses and develop plans to strengthen weak areas.
- The evaluation will be given annually by the Personnel Committee. However, the employee may request an evaluation, to which the Personnel Committee must respond within thirty (30) days.
- The employee will receive a copy of the evaluation.

A performance evaluation does not determine whether an employee will receive a pay increase. Pay increases will stand on their own merit and will NOT be given automatically with the performance evaluation.

RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with Piney Grove Baptist Church. Two weeks prior written notice is required for resignation of each employee. Resignation must be presented to the pastor with a copy to the Board of Deacons. Only in such cases when notice is given will the matter of vacation allowance be considered. Employees who resign under these conditions will be paid for any unused vacation leave.

Unless specifically stated, employment by the church is not a contract. When it is considered in the best interest of the church, employment and compensation can be terminated with or without notice at any time by the employee or the personnel committee. Release must be in compliance with church Personnel Policies and procedures.

Resignation is effective at the close of the last day worked. Employees are responsible for returning all property, materials, or written information issued to them or in their possession or control, on or before their last day of work.

EMPLOYMENT AT WILL

All employment relationships are by the mutual consent of the employee and the church, and therefore, both the church and the employee have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment-at-will agreement constitutes the entire agreement between the church and its employees, and supersedes all prior agreements. Although other church policies and procedures may change, the employment-at-will relationship will remain in effect unless specifically modified by written agreement signed by the employee and the Personnel Committee.

SEVERANCE PAY

The church at the discretion of the pastor with counsel from the Personnel Committee and the Finance Committee may wish to provide a severance package to a terminated employee.

- a. When termination becomes necessary, except in instances of gross misconduct, the church may compensate a terminated employee with a severance package. The amount will be determined by the church, Finance Committee, and Personnel Committee.
- b. An employee who voluntarily resigns employment is not eligible for a severance package.
- c. Any severance arrangement must be documented in a severance agreement and shall include the employee's agreement to waive all potential legal actions in exchange for this payment. The terminated employee shall be given a reasonable period of time to decide whether to accept the severance offer and sign the severance agreement.

SECTION 3

HOURS

CHURCH HOURS

Not applicable at this time.

LUNCH PERIODS

Not applicable at this time.

INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt church operations. The decision to close the office and or cancel church services will be made jointly by the pastor and the deacons. As a general rule, closures during inclement weather follow the Cobb County Schools.

When the decision is made to close the office / church, employees will receive official notification from their supervisors.

SECTION 4

OFFICE POLICY AND PRACTICE

OFFICE PRACTICE OVERVIEW

This section contains general statements of policies and practices for the employees to provide specific rules of conduct and procedures not addressed elsewhere that must be followed by all employees. The goals are to encourage initiative, efficiency and quality job performance, to maintain good employee relations, and promote professionalism.

QUALITY OF WORK, ATTITUDE AND JOB PERFORMANCE

A proper attitude is essential to achieve satisfactory job performance. Every employee is expected to show initiative and diligence in performing assigned job duties and to be conscious of the responsibilities of other employees. In order to maintain a safe and efficient working environment, employees shall disclose to the pastor, in confidence, any pharmaceutical use that may negatively impact their ability to perform their duties.

CONFIDENTIALITY

Employees of the church may be privileged to confidential and sensitive information, and should not discuss such information with anyone outside of the church offices and only within the church offices on a “need-to-know” basis. Violation of this policy is not in keeping with church philosophy and may result in disciplinary action.

PROHIBITED HARASSMENT

Purpose: All employees of Piney Grove Baptist Church have the right to work in an environment free from all forms of illegal discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. The position of the Piney Grove Baptist Church is that sexual and other unlawful harassment is a form of misconduct that undermines the integrity of the employment relationship.

Responsibility: It is the responsibility of the Personnel Committee and each employee to ensure full compliance with this policy.

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment.

- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Policy

1. No employee, whether male or female, shall be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.
2. Sexual harassment shall not include occasional and appropriate compliments of a socially acceptable nature.
3. Sexual harassment does refer to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.
4. Such behavior may result in disciplinary action up to and including dismissal.

Complaints Procedure

1. Complaints of sexual or other unlawful harassment should be brought to the attention of one or more members of the Personnel Committee.
2. The employee is also free to make the complaint directly to any supervisory personnel.
3. Supervisory personnel receiving a complaint of sexual or other unlawful harassment shall immediately contact the Personnel Committee.
4. After notification of the employee's complaint, a confidential investigation will be initiated immediately by the Personnel Committee.
5. After the investigation has been completed, a determination will be made regarding the resolution of the complaint by the Personnel Committee.
6. The church will cooperate fully with law enforcement officials in the event of a criminal investigation.

Non-Retaliation

This policy prohibits retaliation against employees who bring, in good faith, charges of sexual or other unlawful harassment or assist in the investigation of such charges. Any such employee shall not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of such activity.

Non-Employees

In addition to the above, any complaints of unlawful harassment by an employee against vendors or other non-employees who do business with Piney Grove Baptist Church or any complaints by a vendor or other non-employee against an employee of the Piney Grove Baptist Church shall be reported and investigated in the same manner as stated in this anti- harassment policy.

SUBSTANCE ABUSE

The church absolutely prohibits the use, consumption, sale, purchase, distribution, dispensing, manufacture, possession, or being under the influence of any illegal drug by any employee during working hours, while representing the church, while on the premises of the church, or elsewhere on church business.

Off-the job illegal drug use or illegal alcohol use (driving while impaired by having an alcohol concentration of 0.08 or more) which could adversely affect an employee's job performance, jeopardize the safety of others, or adversely reflect upon the church may subject the employee to disciplinary action up to, and including, termination of employment.

"Illegal drugs" are defined for the purposes of this policy as any drug that is not obtained legally. The terms include prescribed drugs not legally obtained, prescribed drugs being used by a person other than the prescription holder, and drugs such as marijuana, cocaine, LSD, etc.

"Alcohol is defined for the purposes of this policy as any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including unfortified wine, fortified wine, spirituous liquor, mixed beverages, and malt beverages (beer, lager, malt liquor, ale, etc.).

RELOCATION OF FURNITURE AND EQUIPMENT

Furniture and equipment allocated to the church must be accounted for upon visual inventories. Any relocation of equipment must be reported to the Buildings and Ground Committee, and relocated only with the permission of the Buildings and Ground Committee, or Personnel Committee or the pastor.

DAMAGE OR THEFT

No employee shall take or intentionally damage any property owned by the church. No employee shall take or intentionally damage any personal property belonging to a co-worker or any other person in the facility.

REMOVAL/DESTRUCTION OF FILES, RECORDS AND DOCUMENTS

No employee may remove or assist in the removal of any files, records or documents from the church Office without the express permission of the Church Clerk, deacons, or Treasurer. No employee shall destroy or alter any files, records or documents of the church without written authorization of the Church Clerk.

OFFICE MACHINES

Office machines are to be used for church business purposes only.

SUPPLIES/ EXPENDITURES

Only authorized persons may purchase supplies in the name of Piney Grove Baptist Church. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Piney Grove Baptist Church or bind Piney Grove Baptist Church by any promise or representation without written approval.

EXPENSE REIMBURSHMENT

Expenses incurred by an employee must have prior approval by a supervisor or the church treasurer. Reimbursements will be paid by check. All completed reimbursement request forms should be turned in to the Church Treasurer or a member of the Finance Committee.

The church will reimburse the pastor for reasonable church-related business expenses subject to budget limitations. A detailed expense report must be submitted monthly for reimbursement. Documentation will include the amount, date, place and business purpose of each expense. Receipts will be included with the report.

The following **Accountable Reimbursement Plan (ARP)** details allowable expenses:

Automobile use

Business miles driven for church purposes. The IRS standard mileage rate will be used.

Overnight travel

Reasonable transportation, lodging, meals and other costs associated with overnight church-related travel.

Conferences and continuing education

Church-related conferences, conventions, seminars and other workshop fees or costs.

Office equipment and supplies *

Equipment used for church-related business. Items over \$100 must be approved by the finance committee.

Books, CDs, DVDs and subscriptions *

Church-related educational materials and resources.

Cell Phone

Charges including service plans, fees and usage, not to exceed \$115 per month. church will only reimburse for business related usage. Purchase of a cell phone or equipment must be approved by the finance committee.

Hospitality and entertainment

Cost of meals when meeting with members or others for a church-related purpose.

*items purchased under the ARP are considered the property of the church unless there is some other agreement.

INTERNET USE

Piney Grove Baptist Church employees are allowed use of the Internet and e-mail when necessary to conduct business related to the church.

Employees may use the Internet when appropriate to access information needed to conduct business of the church. Employees may use e-mail when appropriate for church business correspondence.

Use of the Internet must not disrupt operation of the church computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. Piney Grove Baptist Church reserves the right to access and monitor all files and messages on its systems.

Piney Grove Baptist Church will maintain a website for the church for the purposes of communicating upcoming events and distributing church wide information.

Every employee is required to read, sign, and comply with the "Acceptable Use of Technology" agreement, Appendix A.

WEBSITE PRIVACY

The privacy of the users of www.pineygrove.net is of the highest priority. This privacy policy explains what information we collect from you and how we may use it.

Information Collection and Use

If you contact www.pineygrove.net through our online contact forms, we request that you provide certain personal identifying information (such as name, address, e-mail, etc.). We ask for and store this information only to help us respond to your request. We take precautions to keep this information secure. We do not disclose this information to third parties or other entities.

Links to Other Web Sites

This privacy policy applies only to www.pineygrove.net. Links on www.pineygrove.net may direct you to other Web sites that we do not control. PINEY GROVE BAPTIST CHURCH is not responsible for the privacy practices, policies, actions, Web content, services or products of non-PINEY GROVE BAPTIST CHURCH sites to which we link. These links are not intended to, nor do they constitute, an endorsement by PINEY GROVE BAPTIST CHURCH of the linked materials.

Use of Cookies

This Web site uses cookies to collect certain information. Cookies are small pieces of data that are sent by our Web site to your Web browser. They are stored on your computer and used to help us understand general traffic patterns on www.pineygrove.net and improve our Web site. We may also use cookies to pre-fill forms so that you do not need to re-enter data. Accepting a cookie does not give us access to your computer or any personal information about you.

WebMaster

The www.pineygrove.net website will be administered at all times by two non-employees (volunteers) of Piney Grove Baptist Church. Employees will not be given super user permissions on the website. However, they may be granted website access and privileges by the administrators to edit or change sections of the website. Upon termination of employment access will be disabled.

CHILD PROTECTION POLICY

It is the purpose and intent of Piney Grove Baptist Church to provide a safe, secure environment with which to teach and care for the children and students of our faith family.

Our goal is to protect children from sexual abuse, child molestation, or any type of inappropriate sexual behavior by employees or volunteers in this church and to protect employees and volunteers from false accusations.

Every employee or volunteer staff is required to read, sign, and comply with the Child Abuse Prevention Policy, Appendix B.

SECTION 5

JOB DESCRIPTIONS

Each Full-Time and Part-Time position in the church will have an up-to-date job description. Job descriptions are clearly written statements of relationships, responsibilities, and authority for each specific position. Job descriptions will be reviewed and updated periodically by the employee and the Personnel Committee. The updated job descriptions will then be reviewed by the pastor, Board of Deacons and submitted to the church for approval. All job descriptions will be on file with the Personnel Committee and may be reviewed upon request. Upon acceptance of employment, employees will sign a copy of the job description to be kept on file in the personnel records.

APPENDIX A

Acceptable Use of Technology Policy

The purpose of this policy is to insure that Piney Grove Baptist Church's information resources are used for appropriate purposes and to assist users in the lawful performance of their duties. All users of information technology systems belonging to Piney Grove Baptist Church should be aware that unacceptable use of these systems is a violation of local policy and may be a violation of state and/or federal laws.

Use of all information technology is a privilege extended to Piney Grove Baptist Church staff, and unacceptable use may result in disciplinary action up to and including termination of employment. Members of the staff who are granted use of information technology systems must remember that they represent Piney Grove Baptist Church and its Christian values and, as such, must respect the rights and privacy of others, protect the integrity of the information technology system and the church itself, and observe all relevant laws, regulations, and contracts.

Piney Grove Baptist Church reserves the right to review, monitor, and restrict information stored on or transmitted via Piney Grove Baptist Church's owned or leased equipment and to investigate suspected unacceptable use of these resources.

ACCEPTABLE USES

Each user shall be responsible for proper use of the equipment at all times. Members of the staff are expected to follow generally accepted rules of network etiquette.

UNACCEPTABLE USES include, but are not limited to:

1. Commercial uses for the purpose of selling products or services;
2. Accessing or transmitting material that is pornographic, obscene, or sexually explicit;
3. Accessing or transmitting material that is disparaging of others such that it may create a hostile work environment should that material be based upon race, gender, national origin, sexual orientation, age, disability, religion, or political belief;
4. Accessing improper confidential information;
5. Any unlawful or unethical purpose;
6. Transmitting copyrighted material without the express written authorization of the copyright holder;
7. Maliciously altering, deleting, damaging, or destroying any computer system, data network, computer program, or data;
8. Willfully changing or deleting another user's account or password;

9. Using an unauthorized account;
10. Installing any unlicensed software;
11. Gambling websites
12. Any other website involving illegal transactions or activities

Security on any computer and/or network system is a high priority. If a user creates a security problem by failing to effectively safeguard their passwords, such user may be denied access to the computer and network. If a user violates this policy, access to the user's account may be restricted or denied, disciplinary action taken or termination of employment. Members of the staff shall honor any security systems such as virus protection and desktop locking programs that are in operation to protect both the computer and the user.

PRIVACY

Members of the staff have no expectation of privacy with respect to computers, mail system, or Internet access. Although it does not regularly do so, the governing body of Piney Grove Baptist Church reserves the right, on a regular or random basis, to access and monitor all equipment, files, Internet access, and e-mail use. Employees should not assume that any e-mail or other message sent, composed or received on church property is confidential, even if sent or received from a web-based e-mail account.

Piney Grove Baptist Church will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any unacceptable activities conducted through the system's technology resources. Anyone committing unacceptable acts will face disciplinary action by Piney Grove Baptist Church as well as any legal action deemed necessary by law enforcement officials.

CELL PHONE, CAMERA, AND TEXTING POLICY

The use of a cell phone to transmit or receive inappropriate communication is strictly prohibited. Inappropriate communication includes, but is not limited to, discriminatory, sexual, harassing, abusive, annoying, illegal or otherwise unsuitable language and content, including inappropriate text messages, photographs and videos. For cell phones that operate as smart phones, the proper use of the Internet also must be considered. The use of cell phones is subject to the church's current electronic communications policy, the policy against harassment and inappropriate behavior, and other applicable policies.

USE OF CELL PHONES AND TEXTING WHILE DRIVING

Piney Grove Baptist Church is committed to promoting highway safety and employee safety by requiring the safe use of cell phones by its employees while they are on business. While Piney Grove Baptist Church recognizes that from time to time there may be a need to use cell phones, safety must be the first priority.

First, texting or Internet use on a cell phone while driving is absolutely prohibited. Many state laws make texting while driving and other similar practices illegal. Other states require that cell phone use be done through hands-free devices. If an employee needs to make a call while driving, the employee should find a proper parking place first. Stopping on the side of the road is not acceptable unless it is a genuine emergency, such as a car accident or a car breakdown.

An employee may make brief telephone calls while driving **ONLY** if the employee is using a hands-free device and **ONLY** if the call is time-sensitive or an emergency and it will be short. If a call is going to be long, intense or involved, or if traffic or weather conditions are not good, employees **MUST** park their vehicles before using cell phones.

PRIVACY CONSIDERATIONS

Please be aware of your surroundings when using a cell phone while conducting church business. Like talking in a crowded elevator, you do not know who is around you and interested in your telephone call. If you are in a public place, move away from others while talking and talk in a quiet voice or tell the party to whom you are speaking that you will call him or her back later. Where possible, keep your business call to a minimum until you are able to find a private, more secure place to conduct your business. This is especially important if you are discussing confidential business, confidential personal matters, medical data, HR-related information regarding employees or other church information.

CAMERA PHONES

Please be aware that the use of the camera portion of a cell phone while on church property or while on church business is prohibited except in social or group activity situations. You may not take pictures of Piney Grove Baptist Church documents, church equipment, church employees or other church members without express permission. You also should not, except in social situations, take photos or videos of co-workers, managers, or church members, and you cannot post church-related photos or videos on

sites such as Facebook and YouTube without specific permission by both the involved parties and Personnel Committee.

DISCIPLINE FOR VIOLATIONS

Any employee who violates this policy or who uses a cell phone in an unsafe manner may be subject to discipline in accordance with the best interests of Piney Grove Baptist Church. Generally, the type of disciplinary or corrective actions taken by Piney Grove Baptist Church will be determined on an individual basis and will be in proportion to the nature of and circumstances surrounding the violation. Corrective actions may include oral warnings, written warnings, withdrawal of a church-issued cell phone, and employee termination.

SOCIAL NETWORKING

Piney Grove Baptist Church recognizes that employees may engage in “social networking” while off duty. “Social networking” for purposes of this policy includes all types of postings on the Internet, including, but not limited to, social networking sites, (such as Facebook®, MySpace® or LinkedIn®); blogs and other on-line journals and diaries; bulletin boards and chat rooms; microblogging, such as Twitter®; and the posting of video on YouTube® and similar media. Social networking also includes permitting or not removing postings by others where an employee can control the content of postings, such as on a personal profile or blog. This policy applies regardless of whether you are social networking while on or off duty.

Employees who engage in social networking should be mindful that their postings, even if done off premises and while off duty, could have an adverse effect on Piney Grove Baptist Church and its members. For example, the information posted could include confidential business information or could defame Piney Grove Baptist Church or create an untrue rumor about the nature of the church and its people, worship services, or activities. In addition, some readers may view you as a de facto spokesperson for Piney Grove Baptist Church. To reduce the likelihood that your personal social networking will have an adverse effect on Piney Grove Baptist Church, we ask that you observe the following guidelines when social networking:

- Do not engage in social networking using any of Piney Grove Baptist Church’s electronic resources.

- Your social networking is subject to all of the policies of Piney Grove Baptist Church, including “Non-Harassment”, “Disciplinary Action”, “Workplace Violence”, “Confidentiality”, “Computers, E-mail and Telephones.”
- If your social networking includes any information related to Piney Grove Baptist Church, please do the following:
 - Make it clear to your readers that the views expressed are yours alone and that they do not reflect the views of Piney Grove Baptist Church, by stating, for example, “The views expressed in this post are my own. They have not been reviewed or approved by Piney Grove Baptist Church.”
 - Do not defame or otherwise discredit Piney Grove Baptist or any of its members in any way.
 - Do not use Piney Grove Baptist Church’s logo, trademark or proprietary graphics or photographs of Piney Grove Baptist Church’s premises or products.
 - You also should consider the following if your social networking includes any information related to Piney Grove Baptist Church:

Piney Grove Baptist Church has spent many years and resources building its reputation and good will. These are valuable and important church assets. Before you engage in any social networking that identifies yourself as an employee of Piney Grove Baptist Church, or that identifies Piney Grove Baptist Church, please consider whether you are damaging Piney Grove Baptist Church’s reputation. If you are uncertain, you should consult your manager or the Personnel Committee before posting.

You are more likely to resolve complaints about work by speaking directly with your supervisor or other management-level personnel than by posting complaints on the Internet. If you, nonetheless, decide to post complaints or criticism, avoid doing so in a way that is defamatory or disparaging to Piney Grove Baptist Church, its employees, or its members or be prepared to face possible discipline.

Piney Grove Baptist Church will, in its discretion, review your social networking activities if it has reason to do so. Please note that this policy applies even if your social networking is anonymous or under a pseudonym. If you do engage in such social networking, you should be aware that in appropriate circumstances Piney Grove Baptist Church may take steps to determine your identity.

Piney Grove Baptist Church may request in its sole and absolute discretion that you temporarily confine your social networking to matters unrelated to Piney Grove Baptist

Church if Piney Grove Baptist Church determines this is necessary or advisable to ensure compliance with securities regulations or other laws.

If you need clarification of any aspect of this policy, contact your supervisor or the Personnel Committee. This policy will not be construed or applied in a manner that interferes with employees' rights under the National Labor Relations Act.

Failure to comply with this policy may lead to discipline up to and including termination and if appropriate, Piney Grove Baptist Church will pursue available legal remedies. Piney Grove Baptist Church also may report suspected unlawful conduct to appropriate law enforcement authorities.

I have read the provisions and conditions of the Piney Grove Baptist Church Acceptable Use of Technology Policy. By signing this document, I acknowledge that I understand the provisions of this policy, and I agree to abide by them.

Signature

Supervisor

Date

APPENDIX B

Child Abuse Prevention Policy

PURPOSE: It is the purpose and intent of Piney Grove Baptist Church to provide a safe, secure environment to teach and care for the children and students of our faith family.

GOAL: Our goal is to protect children from sexual abuse, child molestation, or any type of inappropriate sexual behavior by employees or volunteers in this church and to protect employees and volunteers from false accusations.

DEFINITION OF CHILD SEXUAL ABUSE: The National Resource Center on Child Sexual Abuse defines child sexual abuse as "any sexual activity with a child, whether in the home by a caretaker, in a day-care situation, in any organized ministry, whether at the main facility (church) or away, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child. While exact definitions differ from state to state and between military and civilian regulations and laws, most definitions agree on several common elements of an abused or neglected child:

“...a child whose physical or mental health or welfare is harmed or threatened with harm by acts or omissions of his/her parent or other person responsible for his/her welfare.” U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES, Administration on Children, Youth and Families

The policy and procedure set forth below will apply to all people who give supervision or have custody of minors or who have opportunity to have contact with minors in church facilities or church sponsored activities.

1. Any volunteer or paid worker who works with children age 18 or under should be given the legal definition of child abuse in writing, as well as the policy of the church on the reporting of child abuse **as mandated reporters. Child abuse training will be conducted for new workers as well as periodic training updates for all volunteers and all paid workers.** The definition and training should help the workers identify child abuse **and their status as mandated reporters.**
2. **Primary volunteers** must be 18 years of age or older. This includes all paid staff members plus those volunteers in roles with greater responsibility or risk and they should meet the primary screening standards.

3. **Secondary volunteers may be adults or teens** that are given less responsibility when working with children. All secondary volunteers must be supervised by primary volunteers at all times.
4. **Secondary teen volunteer** workers in the preschool and children areas must be at least 14 years of age **and have permission to serve** from their parents, the Student leaders, the Pastor and /or the Associate Pastor and the Children's Coordinator(s). In addition, to the signed permission statement by the parent(s), they must be trained by the Preschool and Children's Coordinators in Childcare Protection.
5. **Secondary teen volunteers age 14 to 18 must be supervised by a Primary worker at all times** and to satisfy the **Two Adult rule**, another adult must be present at all times if a Secondary youth is assisting. Youth secondary workers are not eligible for Bed Babies service and male secondary workers will not be allowed to work with children ages 4 and under.
6. The church has adopted the "two adult" rule which requires a minimum of two adult workers to be present in each situation involving the supervision of the children and youth.
7. Children and youth church leadership should supervise children and youth ministries on an ongoing basis and make unannounced visits into classes or other program sites from time to time.
8. Every paid and volunteer children and youth worker should have an application on file with the church. The application should include relative questions pertaining to working in a children or youth ministry.
9. References should be checked on anyone working with children or youth. The reference checks should be completed on all paid and volunteer workers.
10. A criminal background and registered sex offender check shall be conducted on all employees and volunteers having ministry responsibilities with children 18 years old and under. **Background checks will be repeated as deemed necessary or every 3 years. No one who has been convicted of a crime involving misconduct with children will be allowed to work with children.**
11. Each children and youth worker should be interviewed personally by the supervisor of the respective ministry area. Documentation of the interview like the application or other personnel documents must be kept confidential and in a secure location.

12. The church should comply fully with Georgia's child abuse reporting statute. The church leadership should be informed of any suspicion of child abuse, molestation or other suspected inappropriate relationships or activities with minors.

13. In addition to the above requirements, a volunteer youth or children's worker must have been a member in good standing at Piney Grove Baptist Church for at least six months. Also, a non-member volunteer must have attended Piney Grove Baptist Church regularly for at least one year.

PROTECTION POLICY

Two Adults

Age-group ministers, division directors, hall monitors, greeters and/or program directors will be present, or nearby, and available on each floor and in the hallways where minors are present. Reasonable effort will be made to have two (2) unrelated adult workers present, or nearby, with preschoolers, children, and students during church activities. For the purpose of this policy, husband/wife, parent/child, or siblings working in the same room will typically be considered as one adult. Reasonable effort will be made to assure that one adult is not left alone with one minor.

View Windows/Open Doors

Reasonable effort will be made to place preschoolers, children, and students in rooms with view windows or open doors for all teaching/learning activities.

Over-Night Activities

All Employees and Volunteers will be required to comply with all of the Child Abuse Prevention Policies during Piney Grove Baptist Church sponsored over-night activities.

Within Town Activities

All Employees and Volunteers will be required to comply with all of the Child Abuse Prevention Policies during Piney Grove Baptist Church sponsored within town activities.

Out-of-Town Activities

All participants should have written parental consent and a notarized medical release form. Consent forms may be completed for a one-year period and should be renewed annually. All consent forms will be considered valid until renewed. All Employees and Volunteers shall be required to comply with all of Piney Grove Baptist Church's policies including, but

not limited to, those outlined in Child Abuse Prevention Policy during Piney Grove Baptist Church sponsored out-of-town activities.

Requirements for Church Volunteers

In addition to the above requirements, any volunteer worker in any capacity must have been a member in good standing at Piney Grove Baptist Church for at least six months but preferably one year. Also a non-member volunteer must have attended Piney Grove Baptist Church regularly for at least one year before serving in a volunteer position. All non-members must comply with the same requirements as the members of Piney Grove Baptist Church.

RESPONSES TO ALLEGATIONS

1. All allegations will be taken seriously and church staff will take appropriate action in accordance with the laws of the State of Georgia, insurance policy requirement, and based upon advice of legal counsel.
2. The official spokesperson for the church in any of these matters will be the pastor or his appointee. No other staff members or church members shall speak to the media in an official capacity.
3. The church staff will document (in writing, with date and signature) all efforts in the handling of any incident.
4. The church staff will not deny, minimize, or blame any individual involved in allegations. Piney Grove Baptist Church staff will minister to all involved, as well as cooperate with authorities.

AMENDMENT OF POLICY

The members of Piney Grove Baptist Church may amend these policies upon 30 days' notice to the congregation.

The information contained in this application is correct to the best of my knowledge. Should my application be accepted, I agree to be bound by Piney Grove Baptist Church Child Abuse Prevention Policy, and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I have carefully read Piney Grove Baptist Church Child Abuse Prevention Policy and this application and state that the information I have provided is true and correct and that I accept the above Dispute Resolution Agreement.

Applicant Signature

Date

EFFECTIVE DATE

October 2015

APPENDIX C

Background Check Form

DISCLOSURE AND AUTHORIZATION FOR EMPLOYER TO ACCESS CONSUMER REPORTS

Piney Grove Baptist Church of Cobb County, Inc
1605 Mars Hill Road
Acworth, GA 30101

AUTHORIZATION

I hereby authorize, without reservation, the obtaining of "consumer reports" or "investigative consumer" reports by **Piney Grove Baptist Church** at any time after receipt of this authorization and throughout my employment or volunteer service, if applicable. I further authorize and request, without reservation, any present or former employer, school, police department, state or federal agency, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish SecureSearch or **Piney Grove Baptist Church** with any and all background information in their possession regarding me, so that my employment qualifications may be evaluated and/or reassessed. I also agree that a fax or photocopy of this authorization with my signature should have the same authority as the original.

By signing below, I certify: (1) that I have read and fully understand this disclosure and authorization; (2) that all of the information I am providing is true, complete, correct and accurate; and (3) that I have received the attached Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.).

*The following is information required in order for **Piney Grove Baptist Church** to obtain a complete consumer report:*

FULL LEGAL NAME (First, Full Middle Name, Last Name)	
SOCIAL SECURITY NUMBER	DATE OF BIRTH*
STREET ADDRESS	
CITY, STATE, ZIP CODE	
DRIVER'S LICENSE NUMBER	ISSUING STATE
OTHER OR FORMER NAMES (AKA, Maiden Names, Married Names, Surnames, Etc.)	
_____	_____
CONSUMER'S SIGNATURE	DATE

* This information will be used for background screening purposes only. Please list all Counties and States you have lived in since the age of 18.

County	State	Name Used in County	Date From	Date To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

DISCLOSURE

In connection with your application for employment or volunteer service with: **Piney Grove Baptist Church** (including any independent contract for services) or when deciding whether to modify or continue your ongoing employment or (if hired) or service, **Piney Grove Baptist Church** may obtain a “consumer report” and/or an “investigative consumer report” on you from **SecureSearch**, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law. A consumer report is a communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for employment purposes. An investigative consumer report is a report obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. The consumer reports or investigative consumer reports may contain information regarding your credit history (if applicable to position), criminal records, driving history records, education records, previous employment history, social security traces, military records, professional licensure records, drug testing, government records, and other types of background information. You further understand that these reports may contain information concerning the reasons for termination of past employment. You are hereby notified that you have the right to make a timely request for the nature and scope of any investigative consumer report. You are further notified that, prior to being denied employment based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Inquiries to **SecureSearch** should be directed to **SecureSearch; Consumer Disputes; 558 Castle Pines Pkwy. #B4-137, Castle Rock, CO 80108. 1 (866) 891 – 1954.**

Piney Grove Baptist Church (the “Company”) intends to obtain information about you for employment purposes from an investigative consumer reporting agency or consumer credit reporting agency. Thus, you can expect to be the subject of “investigative consumer reports” and “consumer credit reports” obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency (“ICRA”), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be **SecureSearch; Consumer Disputes; 558 Castle Pines Pkwy. #B4-137, Castle Rock, CO 80108. (866) 891 – 1954.**

The source of any credit report will be **SecureSearch or ClearStar Logistics; Consumer Disputes; 558 Castle Pines Pkwy. #B4-137, Castle Rock, CO 80108. (866) 891 – 1954.**

The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law. Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA’s file on you with proper identification, as follows: In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file. A summary of all information contained in the ICRA’s file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.

By requesting a copy be sent to a specified addressee by certified mail. ICRA’s complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA’s.

“Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person’s presence.

The following are my responses to questions about my criminal record history (if any) with descriptions to any question with a **YES** answer:

Name: _____

1. Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense? (Excluding minor traffic violations) Yes No

If Yes, please explain:

2. Have you ever received deferred adjudication or similar disposition for any federal, state or municipal criminal offense?
Yes No If Yes, please explain:

3. Have you ever received probation or community supervision for any federal, state or municipal criminal offense?
Yes No If Yes, please explain:

4. Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States?
Yes No If Yes, please explain:

5. As of the date of this authorization, do you have any pending criminal charges against you?
Yes No If Yes, please explain:

6. Have you ever served in the US Military? Yes No

7. If you answered YES to the above question, did you receive a DD214?
Yes No If Yes, can you present the document?: Yes No

8. If you answered YES to the above question 6, did you receive an honorable discharge?
Yes No If No, please explain:

Consumer signature

Date

APPENDIX D

New Hire Checklist

- _____ 1. Employee Policy Manual (Handbook)
- _____ 2. Job Description for Hired Position
- _____ 3. Child Abuse Prevention Policy for Piney Grove Baptist Church
- _____ 4. Acceptable Use of Technology Agreement
- _____ 5. Form A-4 (Georgia Employee's Withholding Exemption Certificate)
- _____ 6. Form W-4 (Employee's Withholding Exemption Certificate)
- _____ 7. Form I-9 (Employment Eligibility Verification)
- _____ 8. Background Check Form
- _____ 9. Other (If applicable)

Church key(s) _____
Church Credit Card _____

I certify that I have received and reviewed with employer the items checked in the above list. I understand that any misuse of any of the above items may be cause for immediate termination of employment.

(Signature of New Employee)

(Date)

(Signature of pastor)

(Signature of Personnel Committee)

APPENDIX E

Employee Evaluation Form

Name: _____ Date: _____

Job Title: _____ Length of Service: _____

Rating System:

- 1. Substantially exceeds expectation** – Clearly and consistently exceeds many requirements
- 2. Exceeds expectations** – Clearly exceeded some and met all other requirements.
- 3. Meets expectations** – Clearly meets requirements, or balanced minor needs for improvement in one or more areas with exceptional performance in another.
- 4. Below expectation** – Meets some requirements, but clearly needs to improve in one or more areas to fully meet requirements.
- 5. Does not meet expectations** – Clearly needs significant improvement in one or more area, or has no basis for approval.

Area of Evaluation _____ Rating _____

1. Job Knowledge

Understands job duties and responsibilities	
Possesses sufficient skill and knowledge to perform job efficiently	
Makes an active effort to stay current with new developments	

2. Initiative and Planning

Self-directed, resourceful, creative toward meeting job objectives	
Introduces new concepts and processes using independent and original thought	
Ability to develop and execute a well-defined plan in an organized fashion	

3. Attitude

Demonstrates integrity and ethical behavior	
Displays drive, energy and a positive attitude in completing required tasks	
Builds relationships with all church members	

4. Teamwork

Works effectively with other employees or departments	
Develops positive working relationships	
Encourages and enhances teamwork to accomplish specific tasks	

5. Attendance and Promptness

Punctual and regular in attendance on workdays	
Arrives on time and well-prepared for job duties	

6. Quality of Work (Job Performance)

Attentive to detail and accuracy	
Demonstrates thoroughness, completeness, and follow through on plans, presentation, and appearance of work	

Strengths:

Improvements:

(Pastor)

(Chairman, Personnel Committee)

I have read this employee evaluation and have shared my thoughts and comments with the reviewers. My signature does not constitute agreement, but rather an understanding of the information presented within.

(Employee Signature)

(Date)

Others present for employee evaluation: _____