

## **PERSONNEL TEAM POLICIES AND PROCEDURES**

### **Mission:**

The Personnel Team (the “Team”) is responsible for all personnel matters in accordance with its policies and procedures, except as otherwise provided in the Church Bylaws.

### **Duties and Responsibilities:**

In addition to the duties and responsibilities given to the Team under the Church Bylaws, the Team, in concert with the Senior Pastor, shall:

1. Develop annually the manning schedule as called for in the annual ministry plan depicting the staffing level necessary to fulfill the mission of the Church. Job descriptions for new and existing positions should be developed in the manning process.
2. Prepare and submit the resulting recommended annual personnel budget to the Finance Team for inclusion in the overall Church budget, including the type and level of benefits to be provided to employees.
3. Review annually the Church’s Employee Handbook and Administrative Policy Manual and revise as appropriate.
4. Ensure that each member of the staff is evaluated at least annually in writing by the Senior Pastor or a supervisor of such staff person. A quarterly review may be done with the written annual evaluation comments as a benchmark for improvement. Salary adjustments will not be made without an annual written evaluation. Bonuses, except for the Senior Pastor, shall be determined jointly by the Senior Pastor and the Team and do not require a written annual evaluation beyond the annual written evaluation required for salary adjustments.
5. Review employment and termination decisions of all staff for compliance with applicable laws and approved policies of the Church.
6. Administer a wage & salary administration program including the maintenance of job descriptions for each position, and the establishment of wage and salary ranges for each position except that such ranges for the Senior Pastor shall be advisory to the Trustees.
7. Approve compensation for each position, other than the Senior Pastor.
8. Review these Personnel Policies and Procedures, as needed, but not less than once a year, and recommend additions and changes, if applicable.

9. Maintain a current Organization Chart illustrating the reporting responsibilities of each employee as determined in consultation with the Senior Pastor.
10. To provide administrative assistance to the Trustees in their conduct of performance reviews of the Senior Pastor as required by Article VII Subsection 1(f) of the Bylaws.

### **Team Meetings:**

1. Frequency:

The Team shall meet at least one time per month. Notices of regular Team meetings shall be placed on the master church calendar by the Church Business Administrator at least 5 days prior to the meetings. A special meeting of the Team may also be called at any time by the Team Chair, Senior Pastor or any other two Team members on at least 5 days notice, with communication to the Pastor's office and posting on the website. Special emergency Team meetings may be called on matters with high time sensitivity and confidentiality by the Team Chair, Senior Pastor or any other two Team members without notification to the Church. However, the person(s) calling the meeting shall notify the Chair of the Trustees that such an emergency meeting will convene.

2. Agenda:

The agenda for each meeting will be set 5 days in advance of the meeting, with the exception of a special emergency team meeting, by the Personnel Team Chair or other persons calling the meeting with input from the Church Business Administrator and posted on the Church website. In the absence of the Chair, the Chair may delegate this duty to another team member. The agenda shall include items at the beginning of the meeting that are acceptable to discuss in an open meeting, with confidential agenda items to follow.

3. Quorum:

A majority of the members of the Team shall constitute a quorum for the transaction of Team business.

4. Open Meetings:

All Team meetings shall be open to Church members and guests invited by the Team. Participation in Team deliberations, however, shall only be by invitation of the Team.

5. Executive Sessions:

Executive sessions, as defined in Article 4 Section 3 of the Bylaws, may be invoked by the Team Chair when necessary to allow discussions on matters of a confidential nature.

6. Minutes:

Written minutes for each personnel team meeting shall be prepared by a designated team member and maintained by the staff liaison or designee. Notes from Executive Session shall be kept confidential by the staff liaison or designee and will not be available to the Church membership. Such Executive Session minutes are available to the Trustees upon request of the Trustee Chair after consultation and agreement with the Team Chair.

7. Records Retention:

The workbooks of the Team shall be returned at the end of each meeting to the Church Business Administrator to be retained in accordance with the retention policies established by the Church. The Team Chair may authorize the creation and distribution of reports or position papers as necessary.

**Team Liaison:**

Even though the Senior Pastor is the principal liaison between the Team and the Staff., the Senior Pastor may assign a staff liaison, typically the Church Business Administrator, to coordinate personnel matters between the Team and the Senior Pastor. Neither the Senior Pastor nor the assigned liaison shall be a voting member of the Team .

**Hiring:**

1. Senior Pastor:

The Senior Pastor shall be hired pursuant to the Pastor Search Team process as outlined in the Bylaws.

2. Executive Staff (Other than Senior Pastor)

Executive staff positions (other than the Senior Pastor) shall be hired pursuant to a search team. The search team shall be appointed by the Ministry Matching Team as outlined in the Bylaws and its policies and procedures. The search team will work closely in all their activities with the Senior Pastor or his designated representative throughout the search and

hiring process in accordance with the Search Team Guidelines included as part of the MMT policies and procedures.

Executive staff members shall report to, and be supervised by the Senior Pastor, or staff designees of the Senior Pastor. Any substantial reassignment of Executive staff by the Senior Pastor shall be done only with the approval of both the Personnel Team and the Trustees. Executive Staff includes all ordained ministers and other persons specifically agreed upon between the Team and the Senior Pastor.

### 3. Administrative and Support Staff

Administrative and Support Staff report to their immediate supervisor and/or to the Business Administrator. Hiring of Administrative and Support Staff, will be done in accordance with Team approved position descriptions developed under the direction of the Senior Pastor and must have identified funding in the approved Church budget or other identified source. The Senior Pastor or his designee, normally the Business Administrator, will consult with the Team before hiring, terminating or substantially reassigning duties of Administrative and Support staff. Administrative and Support Staff include all positions other than the Senior Pastor and the Executive Staff.

### **Terminating:**

#### 1. Senior Pastor:

To remove the Senior Pastor, the Team and the Trustees must jointly recommend such removal to the Church and the Church may act upon such recommendation by majority vote. Decisions regarding a negotiated resignation of the Senior Pastor must be carefully considered and approved by the Team and the Trustees. Any substantial reassignment of duties of the Senior Pastor shall likewise be approved by the Team and the Trustees. All information relevant and useful to an informed decision shall be provided to the Team and the Trustees.

#### 2. Executive Staff (Other than Senior Pastor)

Decisions involving termination or negotiated resignations of Executive staff, except for the Senior Pastor, shall require the joint decision of the Team, the Senior Pastor and the Trustees. All information relevant and useful to an informed decision shall be provided to the Team, the Senior Pastor and the Trustees.

#### 3. Administrative and Support Staff

Decisions involving termination of Administrative and Support staff shall be at the discretion of the Senior Pastor or staff designee after consultation with the Team to

ensure compliance with relevant laws, regulations and accepted Church policies and procedures.

### **Confidentiality Statement:**

It is of the utmost importance to keep certain discussions and proceedings of the Personnel Team strictly confidential among Team members and those the Team determines have a need to know or as required by the Church Governance Documents. To that end, each member of the Team will be asked to sign a Personnel Team Confidentiality Policy Statement to be adopted as part of these policies and procedures and will be expected to adhere to the provisions and covenants provided therein. The Personnel Team will report to the Deacon Council, Trustees and to the Church on an as needed basis, as determined by the Team, Senior Pastor or upon request of the Trustees. However, even in those instances, Team members should be mindful of the importance of maintaining appropriate levels of confidentiality based on the facts and circumstances while being careful not to withhold information necessary to informed decision making by other groups.

### **Conflict Resolution:**

Any person who feels he/she has a complaint relative to his/her employment (other than complaints against his/her supervisor) is expected to present the matter to his/her supervisor for resolution. If the matter is not satisfactorily resolved by the supervisor, the supervisor and/or the individual employee may bring the matter, in writing, to the attention the Senior Pastor or his designee for resolution. In the event an employee has a complaint against his/her immediate supervisor, the employee may bring the matter, in writing, to the Business Administrator or directly to the Senior Pastor for resolution.

In the event resolution pursuant to the above procedure is not attained, the matter may be presented, in writing, to the Team. Such a referral shall be forwarded by the Senior Pastor, unless the complaint concerns the Senior Pastor, in which case the complaint shall be sent directly to the Team and the Trustees by the Business Administrator or other Executive Staff member.

### **Equal Opportunity Employer:**

It is the policy of Trinity Baptist Church to grant equal employment opportunities to all qualified persons without regard to race, sex, age, national origin, physical or mental handicap, veteran's status, or marital status. To deny a qualified person the chance to contribute to our ministry because he or she is a member of a minority group is unfair to everyone and is not consistent with Scriptural principles. It is our intent and desire to provide equal opportunities in employment, promotion, wages, benefits and all the privileges and terms and conditions of employment. The Church does, however, reserve the right to employ persons who have a Baptist background and philosophy of ministry and who, in the opinion of the church have a work history and life style which is consistent with the Scriptural principles of the Church. All employment decisions will be made in compliance with the applicable employment laws.

**Duration:**

The Team shall continue in existence indefinitely or until terminated by amendment of the bylaws.

**Effective Date:**

This Charter and Policy and Procedures was approved by the Church to be effective May 8, 2013, and shall govern the operation of the Team hereafter.