

NOMINATING COMMITTEE

PURPOSE

The purpose of the Nominating Committee is to recommend and coordinate the staffing of all church organization and committee positions.

MEMBERSHIP

The committee shall consist of 3 members serving three (3) year terms on a rotating basis. A member who has served a three (3) year term will rotate off and will not be eligible to serve on the same committee until after the elapse of one (1) year. The pastor shall appoint 3 members this committee. **If the church is without a Pastor , the Chair of the Deacon body shall perform this duty.**

DUTIES AND RESPONSIBILITIES

1. Maintain a current job description of all leadership positions and committees. This job description will include all items pertaining to purpose, membership, duties and responsibilities and policies and procedures. Nominating committee should have available copies of the job descriptions to share with those being asked to serve.
2. Beginning not later than four (4) months prior to the start of a new church year, This committee shall begin the process of seeking qualified members to serve in vacant positions of leadership for all church offices ministry organizations, program directors committees including chair person and positions except for the Deacons and paid staff members. Members deleted and approved by the committee will be recommended to the church for election.
3. Publish annually a directory for the following committees and organization leadership including program director, officers and teachers of the various ministry organizations , committee members including chair person and length of remaining of all committee members. Note by asterisk the terms of re-election for the person elected to sere the expired term of vacancy.
 - A. Church Staff
 - B. Church Officers
 - C. Deacons
 - D. Ministry Organizations
 - a. Sunday School
 - b. Youth Ministry
 - c. Children Ministry
 - d. Preschool Ministry

- E. Program Directors/Ministry Coordinators
 - a. Audio Sound Systems
 - b. Vacation Bible School
 - c. Ushers
 - d. Greeters

- F. Committees
 - a. Finance
 - b. Kitchen Committee
 - c. Nominating
 - d. Personnel
 - e. Building and Grounds committee

- 4. The Chair of this committee will present a written report to the church at the regular business meeting when recommendations are presented.

POLICIES AND PROCEDURES

1. This committee shall begin its staffing work at least four (4) months prior to the start of the new church year. The new church year begins October 1 for all elected persons except members of the Finance Committee. Finance Committee should be enlisted to serve for calendar year due to schedules in the Budget Development Procedures. When contacting any and all persons to take a position, a copy of the job description for that position will be given or duties and responsibilities explained to the nominees so that the person may know what he/she is being asked to do and be able to make an intelligent decision to serve or not to serve.
2. All church committee members, officers, organization directors, teachers and/or elected workers shall be a member of Bellevue Baptist Church. All nominated members for any position within the purview of this committee shall be elected and confirmed by the church at the regular business meeting.
3. A person shall be asked to serve on only one(1) standing committee at any one time. It will be possible for a person to a Deacon or Officer or Church Council member or Sunday School Teacher or Training facilitator as well as be a member of a standing committee at any one time.
4. Every effort shall be made to see that a balance is maintained in the distribution of church offices and leadership positions. Every effort should be made to have as many age groups represented on a committee or organizational entity where feasible. Care should be given to refrain from nominating too many from any one age group, interest group or family member for any given committee or organizational entity.
5. Vacancies in organization entities that occur prior to the first six months of the serving year should be filled.
6. The following procedure will be followed to bring nominees to the church for election.
 - A. The nominating committee will nominate a director for the various ministries and programs of the Church ,and elected by the church at least (3) months prior to the beginning of the term of service for the position.

- B. The newly elected director of each ministry or program organization shall be responsible for enlisting department directors and workers where applicable, The director of the ministry/program and department directors where applicable shall be responsible for enlisting teachers/workers for each ministry or program.
 - C. Once all directors, officers, teachers and workers have been enlisted, each director shall present all nominees to the nominating committee. The nominating committee after due consideration of qualifications will present the nominees to the church for election at least one (1) month prior the severing term of the position or where applicable the new church year.
7. The following organizations will follow the procedures as outlined in A.B.and C. above.
- A. Sunday School
 - B. Children's Activities
 - C. Sound System
 - D. Ushers
 - E. Greeters
 - F. Vacation Bible School
 - G. Church Hostess /Special Events Coordinator
8. The nominating committee shall nominate and present to the church for election members and Chair Persons for each standing committee at least one (1) month prior to the beginning of the new church year. Positions for the finance committee will be presented one (1) month prior to the calendar year.
9. If a committee member resigns or terminates before his/her tenure is complete a replacement may be elected to serve the remainder of the term of the person who has resigned. He/she may then be eligible to be re-elected in accord with #6 above, provided that he/she has served no more than one (1) year of an unexpired term. If the elected replacement will have served for more than one year to complete the term, he/she would not be eligible for re-election to the same committee until after the elapse of one year. The Nominating Committee will note by asterisk the terms of re-election for the person elected to serve the unexpired term of the vacancy.
10. The Board of Directories will be comprised of the Officers of the Corporation as specified in Article V1, section 1 of the Bellevue Baptist Church bylaws. These officers and five active church members shall be elected in accordance with the policies and procedures of the Church.

10/18/2023

FINANCE MINISTRY TEAM

PURPOSE:

1. Provide oversight of the financial affairs of the church in accordance with the Bylaws of Bellevue Baptist Church and legal regulations.
2. Give advice and counsel to church organizations who request sums of money for projects, programs, equipment, and/or supplies not already provided for and approved in the church budget.
3. Provide a financial statement on a quarterly basis at quarterly business meetings showing the financial position of the church and providing full disclosure and accountability of all church funds.
4. Coordinate and implement the stewardship program of the church.

MEMBERSHIP/ORGANIZATION:

The Finance Ministry Team (FMT) will typically consist of five (5) members. All members and a chair will be appointed by the Nominating Committee. Terms will typically be three (3) years. A member will rotate off the Team at the end of his/her term unless appointed to an additional term by the Nominating Committee. The Chair of the FMT will serve as the Church Treasurer.

DUTIES AND RESPONSIBILITIES:

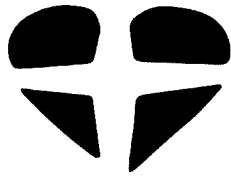
1. Develop an annual budget by December 1 of each year according to the Budget Development Procedures noted in this document.
2. Present the annual budget to the church for approval according to guidance contained in the Budget Development Procedure.
3. Administer the budget as adopted by the church.
4. Consider all matters relating to the amending of the church budget and make appropriate recommendations to the church.
5. The Team will conduct a monthly meeting to review financial reports and evaluate the financial position of the church. Present financial reports to the church at regularly scheduled quarterly business meetings.

6. Make necessary changes to the financial report before presentation to the church. In making this report, the FMT should have all information that would provide full accountability of all funds.
7. The Chair of the FMT shall present the quarterly financial report to the church and make any appropriate recommendations for action.
8. Evaluate and update on an annual basis the duties and responsibilities and the policies and procedures of the FMT. Make recommendations to the church for any changes proposed.

POLICIES AND PROCEDURES:

1. All funds in the approved budget must be spent as itemized on the budget request forms given to the FMT when the budget was developed and approved by the church. Requests to transfer funds itemized for one purpose to some other use must first be approved by the FMT if under \$1,000. If the amount requested to be transferred to another line item is more than \$1,000, the FMT must refer the request to the church for approval.
2. The FMT is responsible for developing recommendations to handle unbudgeted expenditures. Unbudgeted expenditures are those expenditures and/or commitments for which no budget was approved by the church members and/or which could impact a future budget period. Any single unbudgeted expenditure that would cause the total unbudgeted expenditures for the fiscal year to exceed \$1,000 will require approval of the FMT. Any expenditure that would cause unbudgeted expenditures to exceed \$5,000 will require approval of the church.
3. The FMT will evaluate, approve, and manage all special monetary gifts that do not relate to a budget line item or may not be consistent with the mission and objectives of the church as set forth in Article 12 of the BBC Bylaws or which may appear to be in violation of governmental laws and regulations.
4. The FMT will evaluate and recommend to the church, and manage any fund-raising events except those approved annual campaign events which are: Tennessee Mission Board, Nashville Baptist Association, Annie Armstrong Easter Offering (North American Missions), Lottie Moon Christmas Offering (International Missions), I Love BBC Offering (church debt), 5th Sunday Offerings (various projects), and Staff Appreciation Offering. Campaigns or events for fund-raisers not already authorized by the church must be submitted far enough in advance and in writing to the FMT for evaluation and action. No fund-raising effort should be initiated before FMT approval. Church-wide fund-raising campaigns such as those for capital improvements will be studied and evaluated by the FMT. If approved by the FMT, the recommendation will be referred to the Board of Directors for approval.
5. Designated gifts will be accepted for causes, programs, or material goods approved by the church with the donor informed that the church reserves the right to change the designated gift if the original designated fund is no longer considered needed for the church.

6. The church may assist an individual in planning for the disposal of property or an estate which the church is a beneficiary. The church will accept gifts, donations, or grants through a last will and testament provided the negotiations are initiated by the donor, heirs, or as approved and designated by the Board of Directors.
7. Any gift, donation, or grant that involves any conditions or responsibilities for the church that are not clearly covered by the above statements shall be referred for evaluation and consideration by the FMT.
8. Designated gifts for a particular cause or item with an accrued balance shall be evaluated annually to determine if such balances should be rolled over into the General Fund. The roll over of such funds must be approved by the church.
9. Funds in designated account may be used by the church for other purposes to aid in cash flow needs with the understanding that the funds will always be made available for the designated cause on a timely basis.
10. The church cannot legally apply contributions to any organization, person, or purpose other than approved ministries of Bellevue Baptist Church. For example, anyone desiring to contribute to the Salvation Army or other benevolent organization should make their contribution directly to the entity intended since the contribution cannot be legally posted as a receipt of Bellevue Baptist Church.



Bellevue

BAPTIST CHURCH

Procedure to Account for Tithes and Offerings – UNRESTRICTED AND RESTRICTED	October 2023
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Note: Income received from tithes, offerings, and donations to BBC that are unrestricted (without designation from the donor) or restricted (designated for a specific purpose) are deposited into the church’s bank account.

Donations to a restricted (designated) fund are limited to funds such as: I Love BBC, Annie Armstrong, Lottie Moon, Children’s Ministry, Youth Ministry, Adult Ministry, Benevolence, or other approved designated funds. Based on tax laws, donors may not stipulate a certain person or use of the donation.

No third-party checks should be processed for deposit.

COUNTING PROCEDURE:

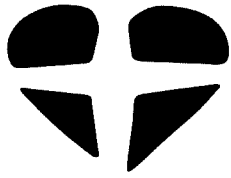
1. A minimum of 2 volunteer counters meet each week at the church office for the purpose of counting the tithes and offerings and any designated receipts received by the church.
2. The counting team obtains the key for the safe located at the Welcome Center and retrieves all donations and any other items from the safe. (Return the key to its proper storage place and return to the church office for actual counting of the receipts.)
3. Items not related to the offerings are distributed to the appropriate person/place.
4. The counting team also checks the safe located in the counting office for any receipts stored there during the week.
5. The contents of the money bag is sorted into envelopes, loose cash, and loose checks.
6. One of the counters begins the opening of the envelopes. If the envelope contains a check, care is given to make sure information on the envelope matches the check and the check number is recorded on the envelope. If cash is in the envelope, the word “Cash” is recorded on the envelope instead of a check number.

7. As envelopes are opened, budget offering envelopes are separated from any which contain designated offerings.
8. The second counter prepares an offering envelope for each loose check. If the name of the donor is unfamiliar, an entry of the name and address should be listed as well as the amount.
9. Any unnumbered envelope containing cash, but without a name, is added to the loose cash.
10. When all envelopes have been opened, the budget offerings are added and the total amount is entered on the first line of the Weekly Income Summary form.
11. The loose cash is totaled and the amount is entered on the second line of the Weekly Income Summary form.
12. Total the sums from line 1 and line 2 and enter the amount on the "Total Tithes and Offerings" line of the Weekly Income Summary.
13. Designated offerings are entered on the Weekly Income Summary according to the name of the designated fund the offering is intended. If multiple envelopes are received for the same designated fund, the amounts are totaled and the total is entered on the Weekly Income Summary form for the particular fund. Example:
 - I Love BBC 2 Campaign
 - Annie Armstrong
 - Lottie Moon
14. There must be an envelope or "Non-Gift Credit" (green) form for all designated gifts. The green form is used when cash is given for an offering for which the donor does not receive taxable credit, but the donation is for a designated fund.
 - Example: The special offering given on Lord's Supper Sunday is usually cash. Occasionally there are checks in that offering and envelopes must be made for the check offerings. The total for that special offering (loose cash total from the green form and checks total) is listed on the Weekly Income Summary sheet
15. When all designated funds have been listed, the entries are totaled and the amount is entered as the "Sub Total Designated Offerings."
16. Add the "Total Tithes and Offerings" and the "Sub Total Designated Offerings" to obtain the "TOTAL RECEIPTS" amount.

DEPOSIT PREPARATION:

1. Run two tapes for the checks. The tape totals must match. If not, reconcile the amount.
2. Enter the total of all checks on the Weekly Income Summary Sheet on the lower portion of the sheet.

3. Endorse all checks on the back side with the church's stamp.
4. Cash from envelopes and any green form is totaled and added to the total of non-envelope cash. Note: All cash must be counted by both counters. The total amount of currency and coins is entered on the lower portion of the Weekly Income Summary.
5. Total the amounts listed for checks, currency, and coins. The total is listed as "Total Receipts" on the lower portion of the Weekly Income Summary form.
6. The total receipts amount and the total deposit amount must match/balance. If they are not in balance, the error must be reconciled/corrected prior to the deposit being made.
7. Prepare a bank deposit slip to include the checks, currency, and coins. This total must equal the entry for "Total Receipts" on the Weekly Income Summary sheet.
8. The Weekly Income Summary sheet with accompanying envelopes and tapes (budget offering tape and checks tape) is placed in the church office for the Church Secretary to post individual donor records.
9. After the deposit is delivered to the bank and verified by the teller as correct, the deposit slip is returned to the Church Office to be attached to the Weekly Income Summary for the particular date.
10. The Church Secretary is responsible for entering the deposit amount in the general ledger. (Debit to 410000—Tithes & Offerings and other appropriate designated account numbers/
Credit to Operating Income)



Bellevue

BAPTIST CHURCH

Procedure for Reconciling Bank Statements to General Ledger	October 2023
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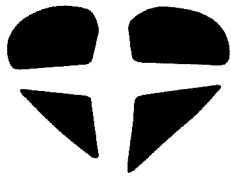
Note: All deposits, checks, and miscellaneous charges must be reconciled and any needed journal entries made to correct the general ledger each month.

Church Secretary:

1. Receive the bank statement and verify that all deposits are included on the bank statement.
2. Compare the check register disbursements to assure checks have cleared the bank account.
3. Note outstanding checks and deduct from the bank statement to obtain the actual bank account balance.

Belay Accountant:

4. If there are on-line deposits not already recorded in the general ledger, make a journal entry to record the income amount to the cash account.
5. If there are banking fees charged, make the appropriate journal entry in the general ledger.
6. The general ledger account and the reconciled bank account should be in agreement.



Bellevue

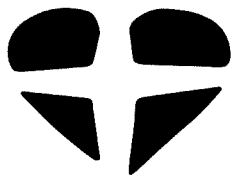
BAPTIST CHURCH

Budget Development Procedure for	October 2023
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Purpose: To provide guidelines for the Finance Ministry Team (FMT) in their duty of developing an annual church budget.

1. The FMT will provide a line item Budget Request Form to all approved committees and ministries of the church.
 - Determine if any line item needs to be added or eliminated due to church action.
 - The Budget Request Form should contain the following: Account numbers, line item description, budget for the current year, estimated actual expenditures for the current year, budget request for the coming year, and the percentage of increase or decrease from the previous year. The requestor shall provide an explanation as to how the money will be spent and a justification for any significant increase or decrease on the request form.
2. Distribute the Budget Request Form no later than the last week of September to staff members, ministry directors/coordinators, and chairs of all standing committees.
3. Requests for money to fund any ministry must be returned to the FMT on the Budget Request Form no later than the third week of October. All line item requests should be broken down to sub lines itemizing the different needs intended for the total request.
4. The FMT will determine the expected income budget for the coming year no later than the last week of October.
 - Analyze the current giving patterns by studying the monthly income for the current year.

- Analyze the current growth in membership.
 - Analyze projected economic patterns.
 - Determine anticipated giving for the coming year in the various revenue categories.
 - Project the total income for the coming year that comes from regular tithes and offerings.
5. Analyze and evaluate all line item requests from the various ministries and make adjustments if and where needed. Make every effort to get clarification from ministry leaders who request significant increases. Negotiate with ministry leaders when necessary to get agreement on the final amount if at all possible.
 6. Total all line item request to determine the total expenses for the coming year.
 7. Balance the projected expense requests with the projected income. Income projections and expense projections must balance before the budget is presented to the Board of Directors and then to the church membership. Either may request an adjustment.
 8. Enter data from all the Budget Request Forms into a final recommended budget spreadsheet that will be presented to the Board of Directors for their review.
 9. The FMT will develop a schedule for presentation to the proposed budget to the church for a date in December with a vote scheduled no later than the third Sunday of December.
- Copies of the proposed budget should be distributed to the congregation no later than the last Sunday in November.
 - Discussion of the budget may be at a called Town Hall meeting.
 - The Board of Directors in conjunction with the FMT will consider all recommendations for change, make any needed changes, and present the final proposed budget to the church.
 - A final vote on the budget will be made, without further discussion, at a called business meeting no later than the third Sunday of December.



Bellevue

BAPTIST CHURCH

Procedure for Purchasing Goods and Services for Bellevue Baptist Church	March 2023
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Note: Only goods and services that have been authorized in a budget line item or by church action may be purchased.

Funds authorized for one budget line item cannot be used for other purposes without authorization from the Finance Ministry Team or by church action.

The following may be authorized to make purchases for the church: church staff members/employees of the church; Deacon Chairman, Directors and Coordinators of church authorized ministries; Property Management Team and volunteers involved in property management; or volunteers/others who have been authorized to make purchases by one of the above responsible persons.

The credit card is kept in the church office and must be obtained from the Church Secretary.

1. Credit Card Purchases from a Supplier:

- (a) Obtain credit card and tax exempt card or tax exempt certificate from the Church Secretary prior to making the purchase.
- (b) When the item(s) have been selected for purchase, go to the cashier and tell him/her it is for Bellevue Baptist Church and is tax exempt. They may already have a tax exempt certificate for the church on file or they may ask for your proof of tax exemption. Present the tax exempt certificate.
- (c) When the purchase is complete, make sure you have received a receipt or invoice from the supplier plus the credit card invoice or combination receipt/invoice.
- (d) Immediately and prior to leaving the premises, check for accuracy on the receipt. If tax was charged, return the receipt to the cashier/customer service personnel for correction prior to leaving the store.

- (e) Return the credit card and receipt/invoice to the Church Secretary on the same day as purchase is made or at latest, the following work day.
- (f) Secure a Charge Notification Form from the church office, complete all areas on the form including the line item in the budget for which the item is to be charged, and attach the receipt/invoice.
- (g) Authorized persons may purchase items from LifeWay Christian Resources without a credit card. If possible, obtain our account number from the Church Secretary. LifeWay usually requires the church's telephone number in order to accurately record the sale. Purchaser must get a receipt or invoice and turn it into the church office. Then complete a Charge Notification Form completely and attach the receipt/invoice.

2. Purchases Made Personally with Cash:

- (a) Cash purchases should be a last resort in making purchases. Most suppliers will not exempt the tax without some proof the purchase is for the church and a tax exempt certificate is provided. If a purchase is made that is or should be tax exempt and taxes were paid, the tax amount will be deducted from your reimbursement.
- (b) Any purchase made personally with cash must be an authorized expense or reimbursement will not be made.
- (c) Purchaser must obtain a detailed receipt and complete a Reimbursement Request Form (available from the Church Secretary).
- (d) Complete the all sections of the form and attach receipt or invoice to the form and return to the Church Secretary so that reimbursement can be processed.

3. Items Purchased for Ongoing Ministries:

- (a) Literature used for curriculum and purchased on a monthly, quarterly, or annual basis may be purchased by completing the authorized order forms and providing the information to the Church Secretary.
- (b) If the curriculum is non-SBC authorized literature, approval/permission must be secured from the appropriate person representing the particular ministry.

4. Goods and Services Not Approved in the Budget But Being Paid for by Individuals or Groups:

- (a) If goods and services are to be paid for by individuals or a group, the money must be collected in advance of payment.
- (b) The Church will not pay for goods and services to be paid in full personally, by individuals, or groups until all funds are collected and

turned in to the Church Secretary/Counting Committee for deposit into the church bank account.

POLICIES AND PROCEDURES GOVERNING ALL PERSONNEL EMPLOYED BY BELLEVUE BAPTIST CHURCH

GENERAL PROVISIONS

This Personnel Administration Manual (PAM) contains the basic personnel policies, practices, and procedures for Bellevue Baptist Church. It is not, however, intended to alter the employment-at-will relationship in any way.

Specific policies and procedures other than hiring procedures described in the Preschool and Children's Policies supersede any policies described in the PAM.

As used in this manual:

- A. The words "shall" or "will" are understood to be mandatory in nature, and the word "may" as permissive in nature.
- B. The masculine gender includes the feminine gender.
- C. "Supervisor" means an individual with the authority to assign, direct, and review the work of one or more subordinates.
- D. "Immediate family" means the employee's spouse, brother, sister, parent, child, stepchild, father-in-law, mother-in-law, sister-in-law, daughter-in-law, and any other member of the employee's household.

Personnel Administration

The Pastor and the Staff Resource Team (SRT) of Bellevue Baptist Church will share responsibility for fair and consistent enforcement of Bellevue Baptist Church's personnel policies. The Pastor will provide administrative staff assistance to supervisors, department heads, and the SRT in carrying out Bellevue Baptist Church's personnel policies. The Pastor or his designee may serve as staff liaison to the SRT on all matters concerning human resource management.

Personnel Records

Bellevue Baptist Church maintains personnel records for applicants, employees, and past employees in order to document employment related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements. Bellevue Baptist Church strives to balance its need to obtain, use, and retain employment information with each individual's right to privacy. To this end, it attempts to restrict the personnel information maintained to that which is necessary for the conduct of its ministry operations or which is required by federal, state, or local law.

Employees have a responsibility to make sure their personnel records are up to date and should notify the SRT in writing of any changes in at least the following:

- A. Name
- B. Address
- C. Telephone number
- D. Marital status (for benefits and tax withholding only)
- E. Number of dependents

- F. Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only).
- G. Beneficiary designations for any of Bellevue Baptist Church's insurance, disability, and annuity.
- H. Persons to be notified in case of emergency.

In addition, employees who have a change in number of dependents or marital status must complete a new IRS form W-4 for income tax withholding purposes within ten (10) days of the change.

Employees may inspect their own personnel records in the presence of the SRT Chair and may copy, but not remove, documents in the file. Such an inspection must be requested in writing to the SRT and will be scheduled at a mutually convenient time during regular office hours.

Employees who feel that any file material is incomplete, inaccurate, or irrelevant may submit a written request to the SRT that the files be revised accordingly. The SRT Chair may seek counsel and advice from the SRT if needed in deciding on the request. If such a request is not granted, the employee may place a written statement of disagreement in the file and pursue the matter further using the regular grievance procedure as outlined further in this document.

Goals and Expectations

It is Bellevue Baptist Church's policy to implement fair and effective personnel policies and to require all employees to serve Bellevue Baptist Church's best interest.

Bellevue Baptist Church expects all employees:

- A. To support and further the mission of Bellevue Baptist Church as stated in its Statement of Objective and Purpose (Article II, Bylaws of Bellevue Baptist Church of Nashville, Inc.)
- B. To interact with church members, attendees, and suppliers in a professional manner.
- C. To perform assigned tasks in an efficient manner.
- D. To be punctual
- E. To demonstrate a considerate, friendly, and constructive attitude toward fellow employees.
- F. To adhere to policies adopted by Bellevue Baptist Church.

Bellevue Baptist Church retains the sole right to exercise all managerial functions including, but not limited to, the rights:

- A. To dismiss, assign, supervise, and correct employees.
- B. To determine and change starting times, quitting times, and shifts.
- C. To transfer employees with departments or into other departments and other classifications.
- D. To determine and change the size and qualifications of the work force.

- E. To determine and change methods by which its operations are to be carried out.
- F. To determine and change the nature, location, services rendered, quantity, and continued operation of Bellevue Baptist Church.
- G. To assign duties to employees in accordance with Bellevue Baptist Church's needs and requirements.

Employment-at-Will Relationship

All employees who do not have a written employment contract with Bellevue Baptist Church for a specific, fixed term of employment are employed at the will of Bellevue Baptist Church for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

Any statements contained in this manual or any other employee handbooks, employment applications, Bellevue Baptist Church materials, Bellevue Baptist Church memoranda, or other materials provided to applicants and employees in connection with their employment, will not modify this policy. None of these documents, whether singly or combined, are to create an expressed or implied contract concerning any terms or conditions of employment. Similarly, Bellevue Baptist Church policies and practices with respect to any matter are not to be considered as creating any contractual obligation on Bellevue Baptist Church's part or as stating in any way that termination will occur only for just cause. Statements of specific grounds for termination set forth in this manual or in any other Bellevue Baptist Church documents are examples only, not all-inclusive lists, and are not intended to restrict Bellevue Baptist Church's right to terminate at will.

Completion of an introductory period or conferral of regular status does not change an employee's status as an employee-at-will or in any way restrict Bellevue Baptist Church's right to terminate such an employee or change the terms or conditions of employment.

Notification of Policy Changes

As with any policy manual, as circumstances change, there will arise a need to modify the policies as outlined in this manual. When the SRT and/or Church make such adjustments, the SRT will notify all current staff members by email or in writing. Additionally, the master copy of this document will be revised and a revision date will be inserted.

EMPLOYMENT

Bellevue Baptist Church is an alcohol, drug, and tobacco free environment.

Principles of Employment

Bellevue Baptist Church is not an "Equal Opportunity Employer". Functioning as a church (not-for-profit Christian ministry: as an integral part of the church), we are allowed by law to discriminate on the basis of religion. It is the intention of Bellevue Baptist Church to employ people without regard to their sex, age, race, color, national origin, or disability and in the application of any policy, practice, rule, or regulation.

Hiring Process

All hiring must be done in accordance with Bellevue Baptist Church hiring process and in accordance with all applicable local, state, and federal laws. The process is:

1. Completion of the Bellevue Baptist Church Employment Application.
2. Current resume.
3. Screening to include:
 - a. Reference checks;
 - b. Skill ability (depending on position);
 - c. Background checks;
4. Interviews (Candidates for employment will participate through interviews which may include an initial phone interview, personal interview with committee members, direct supervisors, SRT and other members of the church).
5. If you are being considered for hire for a position to lead an approved Church ministry, other than Senior Pastor, approval for hire must also be obtained from members during a Bellevue Baptist Church Meeting. Prior to this meeting, you will be asked to present your testimony to the church congregation at the minimum of two (2) Sunday services.
6. Hiring of the Senior Pastor will occur in accordance with Bellevue Baptist Church of Nashville By-laws Article 9 Sections 1-4.
7. Hiring of Preschool and Children's Ministers will be subject to the Preschool and Children's Policies contained in the Preschool and Children's Policies section of this Manual to be added when applicable.
8. The SRT is authorized by Bellevue Baptist Church to hire and employ hourly paid nursery workers according to the Preschool and Children's Policies (See #7 above). The SRT will report to the church any hiring authorized.

If approved for employment, the first day on the job is to be coordinated with Bellevue Baptist Church's Pastor and secretary to ensure collection of all required forms and information and to complete the New Employee Orientation Process.

Hiring Qualifications

Bellevue Baptist Church hires individuals on the basis of their qualification and ability to do the job to be filled. Unless otherwise provided in writing, employment with Bellevue Baptist Church is considered to be at-will, so that either party may terminate the relationship at any time.

A member of an employee's immediate family may be considered for employment by Bellevue Baptist Church provided the applicant possesses all the qualifications for employment. If an immediate family member is considered for employment, the SRT will ensure that it does not create a direct or indirect supervisor/subordinate relationship with the family member or create an actual or appearance of a conflict of interest.

Hiring of Employees under the Age of 18

When Bellevue Baptist Church hires employees under age 18 who are not emancipated nor have a high school equivalency degree (“minor employees”), Bellevue Baptist Church and the minor employee must comply with all necessary laws pertaining to the employment of minors. All minor employees must obtain a proper work permit and Bellevue Baptist Church will keep records of this compliance. All minor employees may work only during non-school hours.

Immigration Law Compliance

Bellevue Baptist Church complies with the Immigration Reform and Control Act of 1986 and is committed to employing only United States citizens and those aliens who are authorized to work in the United States. The Church Office will maintain completed I-9 forms in a file separate from the Personnel file.

Job Descriptions

Job descriptions will be developed for all Bellevue Baptist Church positions.

Job descriptions:

- A. Indicate the general nature of duties, responsibilities, and specifications.
- B. May be changed to meet the needs of Bellevue Baptist Church at any time; and
- C. Will be reviewed on an annual basis by the employee and the direct supervisor. Any changes to be made to the job description will require approval from the SRT.

Employment Agreements

Bellevue Baptist Church may provide or require, at the sole discretion, written employment agreements with certain employees (interns or short-term employees hired to meet specific needs of the church). Such written agreements must have the approval of the SRT and the Pastor. Those written agreements may provide for a specific term of employment, but, otherwise, all employees are considered to be “at-will”.

Work for Hire

In the absence of a signed written agreement between Bellevue Baptist Church and an employee stating otherwise, all creative work and any resulting products or results done by Bellevue Baptist Church employees is work for hire and, as such, all rights therein including, without limitation, copyright, belong to and shall be the exclusive property of Bellevue Baptist Church.

Transfer

Bellevue Baptist Church may, at its discretion, initiate or approve employee job transfers from one job to another or from one location to another. Transferred employees will retain their existing job seniority (tenure or years of service) until satisfactorily completing their introductory period on the new job. That seniority will be transferred to the employee’s new job at the successful completion of the introductory period. Pay for transferred employees will be handled as follows:

- A. Employees transferred to a job within the same salary range will continue to receive their existing rate of pay; and
- B. Employees transferred to a job in a higher salary range will be paid at the higher rate.

Promotion

Bellevue Baptist Church hirers employees for entry level positions, provides training and development for employees when deemed necessary, and offers employees promotions to higher level positions when deemed appropriate. The immediate supervisor makes recommendations for promotion to the SRT for consideration.

Promoted employees will be subject to the provisions of the Introductory Period policy for a period of at least three months. Seniority and pay for promoted employees will be handled as outlined in the Transfer policy.

Hours of Work

Bellevue Baptist Church establishes the time and duration of working hours as required by the workload and production flow, ministry needs, and efficient management of resources.

All employees will be notified in writing at the time of hire as to whether their employment status is as an exempt or non-exempt employee.

Exempt Employees

Exempt employees include part time and full time employees. Exempt employees may also function as supervisors to other employees. An exempt employee is not eligible to receive overtime pay.

For exempt employees, the normal work week is a minimum of forty (40) hours. For exempt part-time employees, the normal work week will be established to meet the needs of the position and agreed upon hours. The SRT and Pastor will approve this agreement.

Since these positions may require attendance at committee meetings and church business meetings, which usually occur outside the regular business day, the employee may be allowed to adjust their schedule for time worked in order for the employee to balance their work week. Agreement for such time swaps will be approved by the Pastor and become a part of the job description if a permanent assignment. Exempt employees are not required to complete a daily/weekly time report but must account for daily attendance. Time off for leave should be documented on the appropriate form in order to provide documentation for the payroll/leave record.

Non-Exempt Employees

Non-exempt employees include both full and part time employees. A part time employee is hired for an indefinite period, but who works less than 30 hours per work week of 1580 hours per year.

Non-exempt employees are eligible to receive overtime for hours worked over 40 hours. All overtime must be pre-approved by the employee's supervisor. Failure to obtain pre-approval for overtime could cause the employee to be subject to corrective action up to and including termination. As required by the Tennessee Department of Labor, non-exempt employees are

required to take a 15-minute paid rest break at approximately the middle of every four hours of work not broken by a meal period. Non-exempt employees are required to take at least a thirty (30) minute but no more than sixty (60) minute unpaid meal break in the middle of the workday. The employee may not take their meal break at the end of the workday on a regular basis. The employee's supervisor may allow occasional exceptions.

All non-exempt employees are required to complete an individual time record showing the daily hours worked. It is the intent of Bellevue Baptist Church that non-exempt employees not work beyond their required hours. Time records cover one work week and are to be completed throughout each workday. Because time records are legal documents, their falsification can result in corrective action up to and including termination.

The following points should be considered in filling out time records:

- A. Employees are to record their starting time, time out for lunch, time in from lunch, quitting time, and total hours worked for each workday.
- B. Employees are not permitted to sign in or commence work before their normal starting time or to sign out or stop work after their normal quitting time without the prior approval of their supervisor.
- C. Employees are required to take meal and/or rest breaks when appropriate.
- D. Time off for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time) should be recorded on the time record.
- E. Employee attendance at lectures, meetings, and training programs will be considered hours of work if it is requested and approved by the supervisor and allowed for in the program budget.
- F. Employees are required to sign each timesheet certifying that it is complete and includes all time worked for Bellevue Baptist Church.
- G. Employee time records are to be checked and signed by the supervisor.
- H. The supervisor should identify authorized overtime on the employee's time record.

Church Membership

Permanent employees who lead ministries are required to become a church member of Bellevue Baptist Church. Joining should occur within the first month of employment and follow the procedures for membership outlined in the Bellevue Baptist Church of Nashville bylaws.

Volunteer Service for Bellevue Baptist Church

Bellevue Baptist Church, a ministry dependent on the volunteer efforts of those who feel led to give of themselves to help accomplish its mission, appreciates the volunteer time that many of its employees give. Because of legal requirements, however, the employee's immediate supervisor must approve any time volunteered by an employee for Bellevue Baptist Church to ensure that it does not parallel the employee's normal job description. Volunteer time requests must be in writing and sent to the Pastor for approval.

Temporary Employees

The Personnel Manual of Bellevue Baptist Church also applies to temporary employees.

Bellevue Baptist Church may supplement the regular work force with temporary or other forms of flexible staffing, when needed because of periods of peak workload, employee absences, or other situations as determined by management. A temporary employee is an individual who is hired either part-time or full-time for a specified, limited period. Other flexible staffing classifications or arrangements may be added as needed.

Medical Examination and Health Procedures

Bellevue Baptist Church reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work. Employees returning from a disability leave or an absence caused by health problems may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves or their fellow employees. In addition, Bellevue Baptist Church reserves the right to require second medical opinion regarding an employee's ability to return to work. Any such second opinion will be paid for by Bellevue Baptist Church, if requested.

Termination

Bellevue Baptist Church or the employee may terminate employment at any time and for any reason. It is recommended that any non-exempt employee who wishes to terminate their employment relationship with Bellevue Baptist Church provide two (2) weeks resignation notice.

Before beginning the termination process, the situation should be reviewed with the SRT and the Senior Pastor. The SRT will conduct an exit interview no later than the employee's last working day. If the employee being terminated is the Senior Pastor, the SRT Chair will conduct the exit interview. The interview should:

- A. Attempt, if the termination is voluntary, to determine the actual reason or reasons why the employee is leaving so that, where appropriate, action can be taken to correct any problems brought to light.
- B. Discuss, if the termination is involuntary, the circumstances and reasons leading to the termination, so that misunderstandings can be minimized. (At least one Bellevue Baptist Church SRT member must be present).
- C. Determine the employee's availability for future employment, if the supervisor's written evaluation recommends such employment, and explain Bellevue Baptist Church's policy on references. (Bellevue Baptist Church will only confirm dates of employment and title or position held to prospective employers unless the former employee has signed permission to release further reference information and a copy is provided to Bellevue Baptist Church). If the employee fails to provide the proper resignation notice, the employee will be ineligible for rehire.
- D. Obtain the employee's correct address for mailing IRS Form W2 and the correct mailing addresses of the employee's spouse or former spouse and any dependents

who are eligible to continue their health care benefits under Bellevue Baptist Church's health insurance plan when provided by the Church. (Refer to Salary and Benefit Administration section for information on COBRA benefits).

- E. Remind the employee to remove any personal belongings.
- F. Discuss the employee's continuing duty not to disclose confidential information. The Pastor will have the final pay (including accrued vacation) for terminating employees available within the regular check cycle. It will be at the discretion of the Senior Pastor if the employee's situation warrants a different payout or final pay.

The Pastor will also be responsible for securing the return of any property (including church keys) of Bellevue Baptist Church in the possession of the terminating employee for which the employee signed an agreement of responsibility. The Pastor shall complete the Employee Exit Interview Form with the employee on the final day of employment.

SALARY AND BENEFIT ADMINISTRATION

Disclosure of Benefits

Bellevue Baptist Church provides its employees with various welfare and annuity benefits. Bellevue Baptist Church reserves the right to modify, amend, or terminate its welfare and annuity benefits as they apply to all current, former, and retired employees.

All benefits provided by Bellevue Baptist Church are described in official documents that are kept on file in the Church Office. These documents are available for examination by any plan participant or beneficiary. In addition they are the only official and binding documents concerning welfare and annuity benefits.

HIPAA

HIPAA, which refers to the Health Insurance and Accountability Act of 1996, only applies to the privacy of medical information (Protected Health Information or PHI) learned about an employee during administration of their health insurance plan. As it applies to Bellevue Baptist Church:

- A. Those administering Bellevue Baptist Church's health insurance plan must treat all information learned about an employee's health through plan administration as confidential.
- B. Employees who share their health information with other Bellevue Baptist Church employees or members of Bellevue Baptist Church's community cannot consider that information as private and protected. For instance, if an employee suffering from an illness shares that illness as a prayer request, it is not protected by HIPAA.

State and Federal Unemployment Insurance Exemption

Because churches are exempt from participation in state and federal unemployment insurance programs, Bellevue Baptist Church does not provide unemployment insurance as an employee benefit.

Employee Benefits:

Medical

Bellevue Baptist Church offers insurance as part of the hiring process on a case-by-case basis.

Social Security

Ordained Ministers are considered self-employed by the Internal Revenue Service (IRS). Bellevue Baptist Church reimburses the Senior Pastor for his and the Church's share of Social Security tax. The SRT will evaluate and make recommendations to the Church regarding other ordained employees.

All other employees shall participate in Social Security contributions upon employment. Bellevue Baptist Church will pay 50% and the employee will pay 50% of the required amount set by the IRS. The employee's portion will be deducted from their paycheck each pay period. Bellevue Baptist Church will administer the fund according to IRS requirements.

Retirement

Currently, Bellevue Baptist Church does not offer retirement benefits.

If eligible according to the criteria of GuideStone Financial Resources, an employee may self-contribute to the retirement program before completing one year of continuous service.

Workers Compensation

Bellevue Baptist Church provides insurance coverage for any employee in case of accident, injury or illness as direct result of his/her job. Any accident, injury or illness resulting from an employee performing his/her duties shall be reported immediately to the appropriate supervisor.

COBRA Exemption

Because churches are exempt from participation in COBRA, Bellevue Baptist Church does not offer COBRA participation as an employee benefit.

Moving Expense

Bellevue Baptist Church will pay the normal costs associated with moving for full-time employees who lead ministries. The total amount allowed for moving costs may be determined by the SRT. The SRT will also determine the minimum distance of the move for which Bellevue Baptist Church will provide reimbursement. The Church Office will contract with a company to move the employee's household.

Anniversary of Employment

*It shall be the responsibility of the SRT to acknowledge and recognize each employee on the anniversary of his/her employment at each five (5) year increment of continuous employment.

*Employment history of all employees will be kept in the Church Office for access by the SRT.

The SRT is responsible to determine, plan and publicize appropriate recognition that reflects appreciation for tenure and service.

Annual Christmas Gift for Employees

To allow the Bellevue Baptist Church congregation to show their appreciation for employees who serve Bellevue Baptist Church, the SRT will conduct an annual free will offering promotion. Proceeds will be distributed to all full-time and part-time employees according to the following formula:

- A. Each current employee who has served at least three (3) months will receive a monetary gift.
- B. The proceeds from the free-will offering will be distributed equally among the staff members that meet the above criteria.

The SRT will promote the free will offering in the following manner:

- A. Make an announcement in the morning worship service beginning the last Sunday in November through the second Sunday in December.
- B. Place an announcement about the free will offering in the Sunday bulletin beginning the last Sunday in November through the second Sunday in December.
- C. Present each employee with his/her check by no later than the third Sunday in December.

Vacations

Bellevue Baptist Church grants annual vacations with pay to exempt and non-exempt, regular full-time, regular part-time (part-time employees whose work schedule is a minimum average of 20 hours per week but less than 29.5 hours per week), and select non-regular part-time employees. The vacation year is the calendar year, January 1 through December 31.

Vacation benefits accrue on a monthly basis according to the employee's tenure and status. Employees may not receive vacation pay in lieu of time off.

Vacation time will be granted based on employee request and balanced with the workload requirements of the Church. Because vacations are intended to refresh employees, Bellevue Baptist Church intends for employees to take vacations according to policy set forth in this Personal Administration Manual.

Full-time employees will accrue paid vacation according to the following schedule. (Annual totals are rounded to the nearest whole day).

Years of Service	Vacation Schedule
Calendar year 1 through 5	5/6 (0.83) days per month (10 days max.)
Calendar year 6 through 15	1 1/4 (1.25) days per month (15 days max.)
Calendar year 16 and over	1 2/3 (1.67) days per month (20 days max.)

Paid vacation benefits begin accrual at the beginning date of employment. After six (6) months of employment a full-time employee may take one (1) week of paid vacation time, except for the Senior Pastor.

Senior Pastor

The Senior Pastor shall be entitled to four (4) weeks vacation after conclusion of one (1) full year of continuous service. Two (2) weeks paid vacation may be taken after six (6) months of continuous service.

Other Full-Time Ministerial Employees and Full-Time Administrative Employees

Other full-time employees shall be entitled to two (2) weeks paid vacation after the conclusion of one (1) full year of continuous service. This time may include three (3) weekends. One week of paid vacation may be taken after six (6) months of full time continuous service.

At the conclusion of five (5) full years of continuous service, all other full-time employees may take three (3) full weeks of paid vacation inclusive of four (4) weekends.

At the conclusion of ten (10) full years of continuous service, all other full-time employees who lead ministries or serve in a pastoral role may take four (4) full weeks of paid vacation inclusive of four (4) weekends.

Tenure of full-time employees who are leading an approved Church ministry shall include the accumulation of previous years of similar full-time ministerial service with other congregations in addition to years with Bellevue Baptist Church.

Regular Part-Time Employees

Regular part-time employees working a minimum average of 20 hours per week but less than 29.5 hours per week are entitled to paid vacation on a pro-rata basis that relates the average number of hours per week worked as a percentage of a regular forty-hour week multiplied by the vacation schedule accrual of a full-time employee. For example, a regular part-time employee in the first year of employment who works 20 hours per week will receive 0.83 days per month x 50% = 0.42 days per month for a maximum of 5 days.

Part-time or temporary employees working on average less than 20 hours per week will usually be paid on an hourly basis; therefore, no paid vacations will be granted. Temporary employees do not accrue vacation benefits.

Other Non-Regular Part-Time Employees

In general, non-regular part-time employees are not eligible for paid vacations. Exceptions are listed below. Following six (6) months of continuous service, the below positions are entitled to the following paid vacation.

Paid Vacation Position	<u>Two (2) Wednesdays/Four (4) Sundays</u> Minister of Music Preschool & Children's Ministry Administrator Children's Ministry Coordinator Worship Leader
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Paid Vacation Position	<u>Two (2) Wednesdays/Two (2) Sundays</u> Church Pianist Church Organist
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(Note: This paragraph is required in twenty-two states as of 2006. The State of Tennessee is included in this group of States). Employees whose employment is terminated for any reason, who quit, or who are laid off for more than thirty days will receive vacation pay for any unused vacation accrued at the time of termination or lay off. If an employee dies, pay for accrued and unused vacation will be paid in a lump sum to the employee's estate.

If a paid holiday falls within an employee's vacation period, the holiday will not be charged as a vacation day. No allowance will be made for sickness or other compensation type of absence occurring during a scheduled vacation.

Sabbatical Leave

Sabbatical Leaves are recognized as being beneficial to the furtherance of the mission of Bellevue Baptist Church by providing an opportunity for study, self-renewal, and mental refreshment to employees who lead in that mission including our Senior Pastor and employees in ministry leadership positions. Sabbatical Leaves are not considered an entitlement of employment and, therefore, are not cumulative and have no cash value. It is suggested that no more than 50% of the time be dedicated to rest and relaxation. Vacation time will not be diminished by or because of a Sabbatical Leave. Other study leave may not be taken during the same year as a Sabbatical Leave.

These guidelines shall be followed regarding Sabbatical Leaves:

A. Qualifications

The Pastor shall be entitled to a Sabbatical Leave only after he has served full-time on the staff of Bellevue Baptist Church at least five (5) consecutive years. Maximum time for Sabbatical Leaves shall be as follows:

1. Four weeks for the first leave after five (5) years of consecutive service.

2. Six weeks for the second leave after ten (10) years of consecutive service.
3. Eight weeks for any leave thereafter after fifteen (15) years of consecutive service.

Ministers shall be entitled to a Sabbatical Leave only after serving full-time on the staff of Bellevue Baptist Church at least seven (7) consecutive years. Maximum time for Sabbatical Leaves shall be four (4) weeks.

B. Frequency

Sabbatical Leave shall not be granted more frequently than every five (5) years for the Pastor and every seven (7) years for the ministers. Pastoral Sabbatical Leaves must be taken within twelve (12) months of the qualifying anniversary. Ministerial Sabbatical Leaves must be taken within one (1) year of qualifying for the leave, however, the SRT may take exceptions based on review of the individual circumstances. No more than one Sabbatical Leave may occur within a single church calendar year.

C. Application Process

Application for the Sabbatical Leave shall be made in writing at least six (6) months prior to the anticipated leave or preferably far enough in advance to include funding requests according to budget development procedure of the Church. The request shall include a plan for covering job responsibilities during the absence, what is expected to be accomplished by the leave, and any information pertinent to the request for the leave. Expected expenses to be incurred in connection with the leave shall be reasonably outlined in the application. The SRT shall work with the Finance Committee to obtain reasonable funds to finance the leave. If time permits, the SRT shall make request for funds through the regular church budgeting procedure. The application shall be made to the SRT and shall be approved unless it is determined by the SRT not to be in furtherance of the purposes of the Sabbatical Leave program and the mission of the Church.

Post-Sabbatical Summary

Within a reasonable time after the completion of each individual's sabbatical, the individual must submit the following summaries:

- A. To the Church Office:
An expense statement documented with receipts within sixty (60) days from the date the sabbatical ended.
- B. To the SRT:
 1. A written summary of the sabbatical experience describing the lessons learned and value gained from the sabbatical.
 2. A summary of the above mentioned expense statement without receipts after completion of the sabbatical time.

Monies advanced for the sabbatical leave but not spent for that purpose will be returned to Bellevue Baptist Church upon completion of sabbatical leave.
Only one employee may take sabbatical leave within a single church calendar year.

Vacation will not be diminished by or because of sabbatical leave.

Due to the fact that a portion of the Sabbatical Leave is intended to provide a period of mental and physical rest and this segment of the benefit is considered to be taxable income, a taxable benefit offset will be provided to the employee at a factor of 20% of the taxable benefit not to exceed \$500.00. The employee will provide the SRT with a complete breakdown of the expenses to document which portion of the Sabbatical Leave was dedicated to professional development and which part was related to rest and relaxation.

Holidays

Bellevue Baptist Church observes certain designated days each year as holidays. Eligible employees will be given a day off with pay for each holiday observed. The following schedule of holidays is observed each calendar year:

- | | |
|---------------------|---------------------------|
| 1. New Years Day | 6. Thanksgiving Day |
| 2. Good Friday | 7. Day after Thanksgiving |
| 3. Memorial Day | 8. Christmas Eve |
| 4. Independence Day | 9. Christmas Day |
| 5. Labor Day | 10. Day after Christmas |

Part-time employees working less than 20 hours weekly or temporary employees are not eligible to receive holiday pay. Part-time employees working 20 hours or more weekly are eligible to receive holiday pay only for holidays on which they would normally be scheduled to work and only for their regularly scheduled number of hours.

A holiday that occurs on a Saturday or Sunday may be observed on either the preceding Friday or following Monday.

If a holiday occurs during an employee's vacation period, the holiday will not be charged as a vacation day.

Educational Assistance

Bellevue Baptist Church may provide educational assistance to regular full-time employees with at least one year of service. Eligible employees may be reimbursed only for courses of study which the SRT determines are directly related to the employee's present job or which will enhance the employee's potential for advancement to a position within Bellevue Baptist Church and to which the individual has a reasonable expectation of advancing. In addition, to be eligible for reimbursement, accredited institutions of learning must provide the courses or programs. Both the Finance and SRT must grant prior approval before reimbursement is given.

Employees who want education assistance must have the prior approval of their Supervisor and the SRT before enrollment. Employee reimbursement for eligible educational assistance will normally be based on successful and satisfactory completion.

Employees seeking reimbursement for educational expenses must submit to the SRT:

1. Certification that course of study was successfully and satisfactorily completed.
2. Receipts for expense incurred.

The SRT will then approve the amount to be reimbursed. The Church Office will reimburse the employee according to the SRT's approval.

Salary Administration

All wage and salary policy decisions must take into consideration Bellevue Baptist Church's overall economic condition and ministry mission.

The SRT will evaluate each employee's salary, wages and benefits annually in accord with the annual budget preparation procedures. Any salary, wages and benefit adjustments will then be referred to the Finance Committee for inclusion in the Bellevue Baptist Church annual budget.

Bellevue Baptist Church withholds payroll deductions for Federal and State income tax and Federal insurance contributions (FICA) as required by law. Bellevue Baptist Church also complies with all garnishment orders served upon it and will not retaliate against the employee for any garnishment.

Performance Appraisal

The job performance of each employee will be evaluated annually. The performance appraisal will include a review of job duties and goals and evaluation of the performance of the duties and goals in the past year. It will also include a development plan (goals) for the coming year. The Supervisor is responsible for conducting the appraisal and producing a written appraisal. The Supervisor will meet with the employee to discuss and review the content of the written evaluation and write a response to the SRT about any aspect of it. The Supervisor will submit the written appraisal to the SRT by the date set by the SRT.

The SRT will review and evaluate all performance appraisals. Employees may request a meeting with the SRT if they feel more than the written comments or written appraisals are needed.

A good performance appraisal is not a promise of continued employment. A good performance appraisal is to commend an employee for good performance and help the employee improve where a deficiency in performance of work is apparent.

The SRT will act as evaluator of the Pastor. The SRT may make suggestions to the Pastor on matters they feel will make the Pastor more effective.

Bellevue Baptist Church pays salary and wages that are non-discriminatory and as competitive as possible with rates being paid for jobs by other employees in the religious community.

Severance Pay

Severance pay may be granted to terminated employees at the discretion of Bellevue Baptist Church. The SRT and the Finance Committee must approve any severance pay in advance.

Pay Procedures

Bellevue Baptist Church pays employees by direct deposit on a regular basis and in a manner so that the amount, method and timing of such payments comply with any applicable laws and regulations.

Employees are normally paid on the fifteenth and thirtieth day of each month. If the regular payday occurs on Saturday, Sunday or holiday, employees will be paid on the last working day prior to the regular payday.

AUTHORIZED ABSENCE FROM WORK

Attendance and Punctuality

Employees are to report to work punctually as scheduled, to work all scheduled hours, and any required overtime. Excessive tardiness and poor attendance disrupt workflow and service to members and attendees and will not be tolerated.

Unauthorized or excessive absences or tardiness will result in corrective action, up to and including termination. Absences in excess of those allowed in the short-term leave of absence policy and tardiness or early leaving (for instance, beyond five minutes of starting or quitting time) more than three (3) times in a three-month period are grounds for corrective action.

Employees who are delayed in reporting for work more than thirty minutes and who have not called their supervisor within five minutes of the beginning of their work schedule may lose their right to work the balance of the workday. In addition, employees who report for work without proper equipment or in improper attire may not be permitted to work. Employees, who report for work in a condition deemed not fit for work, whether for illness or any other reason, will not be allowed to work.

Employees will not be required nor permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost because of tardiness, unauthorized absence, authorized absence, or any other reason if the result will be that the employee works more than forty hours the work week or more than eight hours during the workday.

Employees who are absent from work for three (3) consecutive days without giving proper notice to Bellevue Baptist Church will be considered as having voluntarily quit. At that time the Pastor/SRT will formally note the termination and advise the employee of the action by certified mail.

Short-Term Leaves of Absence

Bellevue Baptist Church permits employees to be absent from work on a short-term basis under certain circumstances, including sickness or injury. A short-term absence is any absence continuing two weeks or less. An authorized short-term absence may include any of the following:

- A. Sickness or injury resulting in temporary disability of the employee or a member of his/her immediate family.
- B. Death, funeral, or estate settlement in the employee's immediate family.
- C. Birth of a child to or adoption by the employee and/or the employee's spouse.
- D. Personal business that cannot be conducted outside of normal working hours.
- E. For employees with children in school, up to four hours per school child per year for school visits.

- F. Emergency closing of Bellevue Baptist Church premises.
- G. Approved voluntary participation in community projects.

Full-time employees are eligible to be compensated for regular base wages lost during periods of authorized absence to the extent they have accumulated days of paid absence. However, no compensation will be paid for absences covered by Workers' Compensation.

Days of paid absence accumulate as follows:

<u>Employee Status</u>	<u>Accrual Rate</u>
New employees with less than six months of service	Up to 3 days of unpaid absence may be authorized
Employees with more than six months, but less than one year of service	5 days
Employees with more than one year of service	10 days a year

Regular part-time employees who work twenty or more hours per week (1,040 hours/year) are eligible to receive compensation or short-term absences on the same basis as full-time employees except that their accumulated days will be accrued on a pro rata basis that relates the average number of hours per week worked to a regular forty-hour week. Part-time employees working less than twenty hours per week and temporary employees are not eligible for compensation for short-term absences.

Employees may accumulate unused days of paid absence up to a maximum of twenty (20) days for use in future years. These accumulated days may be used only for absences resulting from the employee's sickness or injury. These accumulated paid days may be used in conjunction with a sick leave of absence if the absence extends beyond the two-week limit of this policy. Unused days of paid absence are not convertible into cash, personal holidays, or vacation. If employment is terminated, pay for accumulated and unused days of paid absence will not be granted.

Other Leaves of Absence

Bellevue Baptist Church may grant employees other unpaid leaves of absence up to a maximum of one year under certain circumstances. The following types of leaves will be considered.

Sick Leave of Absence

Employees who are unable to work because of an illness or disability, and whose illness or disability continues beyond the coverage afforded in Bellevue Baptist Church's Short-term Leaves of Absence policy, may be granted a sick leave of absence. This type of leave includes disabilities caused by pregnancy, childbirth, or other related medical conditions. Bellevue Baptist Church requires reasonable notice for disability leaves and may require certification, on a periodic basis, of an employee's continuing illness or disability by the

physician and/or a physician selected by Bellevue Baptist Church. At the end of the disability, the employee will be required to provide a return to work slip signed by the treating physician. Bellevue Baptist Church will reinstate the employee to his/her previous position if the position is available, if the employee is capable of performing the essential functions of the job, and if it does not create a hardship for Bellevue Baptist Church.

Pregnancy-related Disability

An employee who is disabled due to pregnancy, childbirth, or related conditions may take a pregnancy-related disability leave of up to four months without pay other than that provided for in this manual. An employee taking pregnancy-related disability leave may, at her option, substitute accrued vacation time or unused sick leave for all or a portion of the leave. The substitution of paid leave for pregnancy-related disability leave does not extend the total duration of the leave to which an employee is entitled.

Childcare Leave of Absence

Female employees (not disabled by pregnancy or childbirth) and male employees may be granted a childcare leave of absence for the purpose of caring for newborn or seriously ill children. Employees who adopt a child may also be granted a childcare leave of absence for the purpose of receiving the child into the home or assisting the child in adjustment after placement.

Jury Duty, Voting, Testifying as a Subpoenaed Witness

Short-term absences resulting from jury duty, voting, testifying as a subpoenaed witness, emergency Bellevue Baptist Church closings, and approved participation community affairs will not be charged against an employee's accumulated days of paid absence. Employees will be paid their regular base rate for authorized absences to serve as a juror or subpoenaed witness up to a limit of five (5) days per calendar year. Employees may take as many as two (2) hours of unpaid time off to vote in an official governmental election. Time in excess of five (5) days to serve on a jury or to testify as a subpoenaed witness may be paid against accrued vacation time at the employee's election, as may be up to two (2) hours for voting in an official government election.

Personal Leave of Absence

Employees may be granted a personal leave of absence without pay to attend to personal matters in cases in which his/her Supervisor determines that an extended period of time away from the job will be in the best interest of the employee and Bellevue Baptist Church.

Short-term Mission Projects

Employees whose job does not require participation in short-term mission projects are encouraged to search out such opportunities and request permission to participate. Bellevue Baptist Church will consider such requests and grant them if doing so will not adversely affect the ongoing ministry of Bellevue Baptist Church. If permission is granted:

- A. The SRT may, on a case-by-case basis, consider whether the leave will be paid, unpaid, require the use of vacation time, or a combination of any of the above.
- B. All time on the short-term mission project must be voluntary by the employee and subject to this manual's Volunteer Service Policy.
- C. While on such short-term mission projects, Bellevue Baptist Church employees are not to do any work that is related to their Bellevue Baptist Church role.

Military Leave of Absence

A military leave of absence will be granted if an employee enlists, is inducted, or is recalled to active duty in the United States armed forces for a period of not more than four (4) years (plus any involuntary extension for not more than one (1) additional year). Employees who perform and return from military service in the armed forces, the military reserves, or the National Guard shall have and retain such rights with respect to reinstatement, seniority, vacation, layoffs, compensation, and length of service pay increases as may be from time to time provided by applicable federal or state law.

Upon satisfactory completion of military service and timely notice of intent to return to work, an employee will be reinstated to a job comparable to the one the employee left, provided the employee is qualified and Bellevue Baptist Church's circumstances have not changed to the extent that it would be impossible or unreasonable to provide re-employment. An employee must re-apply for the job within ninety (90) days after being released from active duty. Reservists and National Guardsmen returning from initial active duty for training must apply for reinstatement within thirty-one (31) days after being released from military duty. Employees returning from all other active duty for training must report to work on the first scheduled working day following completion of training or service.

If an employee, on return from military service, is physically unable to perform the duties of the employee's previous job, Bellevue Baptist Church will attempt to place the employee in a position of similar status and pay that is compatible with the employee's physical abilities.

Employees with one year or more of service will be protected against loss of income as a result of participation in annual encampment or training duty in the United States Military Reserves or the National Guard. In these circumstances, Bellevue Baptist Church will pay the difference between what an employee earns from the government for military service and what the employee would have earned as normal straight-time earning on the job. This difference will be paid for up to two (2) weeks in a calendar year.

If an employee fails to return to work following an approved leave of absence, the employee will be terminated from employment.

Family Medical Leave Act (FMLA)

Bellevue Baptist Church is subject to the Family Medical Leave Act (FMLA) only if it has fifty (50) or more employees (full-time, part-time, and temporary for at least twenty (20) work weeks in the current or preceding calendar. If Bellevue Baptist Church meets this

criterion, eligible employees will be granted up to twelve (12) weeks annually of unpaid absence for the following reasons:

- A. For the birth of a child, or the placement of a child for adoption or foster care (leave for birth or adoption, including foster-care placement must conclude within twelve (12) months of the birth or placement.
- B. To care for an immediate family member's serious illness (spouse, child, or blood parent). Parents-in-law are excluded by law.
- C. To take medical leave when the employee is unable to work because of a serious health condition. "Serious health condition" means:
 - a. Any period of incapacity or treatment connected with in-patient care in a hospital, hospice, or residential medical care facility.
 - b. Any period of incapacity requiring absence of more than three (3) calendar days from work, school, or other regular scheduled activities that also involves continuing treatment by (or under the supervision of) a health care provider.
 - c. Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three (3) calendar days and for prenatal care.

Bellevue Baptist Church may require certification, on a periodic basis, of a continuing illness or disability by the employee's physician and/or a physician selected by Bellevue Baptist Church.

To be eligible for FMLA benefits, an employee must:

- A. Have worked for Bellevue Baptist Church for at least a total of twelve (12) months.
- B. Have worked at least 1,250 hours over the prior twelve (12) months.

Spouses who are both employed by Bellevue Baptist Church are jointly entitled to a combined total of twelve (12) work weeks of family leave for the birth or adoption/placement of a child or to care for an immediate family member's serious illness. Spouses are entitled to twelve (12) weeks individually for personal illness.

FMLA leave may be taken intermittently whenever it is necessary to care for a seriously ill family member (spouse, child, or blood parent), parents-in-law are excluded, or because the employee planned medical treatment, the employee is responsible for scheduling the treatment in a manner that does not unduly disrupt Bellevue Baptist Church's operation, subject to the approval of the employee's health care provider.

FMLA benefits include the following:

- A. Upon return from FMLA leave, the employee will be restored to his/her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. Where restoration to employment will cause substantial and grievous

economic injury to Bellevue Baptist Church's operation, Bellevue Baptist Church may refuse to reinstate salaried employees who are among the highest paid ten (10) percent of Bellevue Baptist Church's workforce. In such cases, Bellevue Baptist Church will notify the employees as soon as such a determination has been made and give the employee an opportunity to return to the workforce.

- B. Bellevue Baptist Church will maintain the employee's health insurance whenever such insurance was provided before the FMLA leave was begun and will do so as if the employee had continued to work. If the employee normally pays an insurance premium co-payment, the employee must continue to do so during FMLA leave to retain coverage.
- C. While seniority will not continue to accrue during FMLA leave, all seniority earned before the FMLA leave will be reinstated upon the employee's return to the workforce.

Employees desiring to take FMLA leave must notify his/her Supervisor at least thirty (30) days in advance when the leave is foreseeable. When the need for leave is not foreseeable thirty (30) days in advance, the employee must notify his/her Supervisor as soon as practical. As early as the fourth day of FMLA-qualified absence, Bellevue Baptist Church may elect to classify it as FMLA leave.

The employee may elect or Bellevue Baptist Church may require that the employee use and exhaust all accrued vacation and/or sick leave as part of their FMLA leave. Bellevue Baptist Church will determine prior to granting vacation and/or sick leave, whether the leave counts towards the employee's FMLA leave entitlement and to notify the employee immediately upon learning that it qualifies as FMLA leave. If Bellevue Baptist Church had insufficient information to determine whether the paid leave qualified as part of the employee's FMLA leave entitlement, it may conclude and notify the employee during the leave.

Benevolent Assistance for Employees

Bellevue Baptist Church on recommendation of the SRT may choose to assist an employee whose accumulated sick days have run out in a situation where they have an extended illness if it is done in the same manner and process, and with the same consideration, as any member of the Bellevue Baptist Church community.

Rest Breaks

Whenever practical, hourly employees are to receive a rest break of ten minutes at approximately the middle of every four hours of work not broken by a meal period. Rest breaks must be acknowledged as received on the employee's time record.

Meal Breaks

Employees working at least five (5) consecutive hours in a shift will take an unpaid meal break at a time appropriate to their work schedule and agreed to by the employee's immediate Supervisor. The meal break must be at least thirty (30) minutes long. Meal breaks may be taken at employee's workstation or away from it. Bellevue Baptist Church urges its employees to limit their meal breaks to one (1) hour. Meal breaks must be acknowledged as received on the employee's time record.

EMPLOYEE EXPENSE REIMBURSEMENT

Accountable Reimbursement Plan

Bellevue Baptist Church has adopted an accountable reimbursement policy pursuant to income tax regulations 1.162-17 and 1.274-5T(f). This policy makes it legally possible for Bellevue Baptist Church to reimburse legitimate approved expenses to employees without having to show them as taxable income. Following are the terms of our accountable reimbursement policy:

- A. Any Bellevue Baptist Church employee will be reimbursed for any ordinary and necessary business and professional expenses incurred on Bellevue Baptist Church's behalf if the following conditions are satisfied:
 - a. The expenses are reasonable in amount.
 - b. The employee documents the amount, time and place, business purpose, and business relationship of each person or persons entertained with the same kind of documentary evidence that would be required to support a deduction of the expense on the employee's tax return (receipts are required; oral or employee-written statements will not qualify).
 - c. The employee documents such expenses by providing the Church Office with an accounting of such expenses, at least monthly. An expense will not be reimbursed if substantiated more than sixty (60) days after the expense is paid or incurred by the employee.
- B. Reimbursement will be paid out of Bellevue Baptist Church funds as a separate check.
- C. Reimbursable and professional expenses may include local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, vestments, and professional dues as described in the following heading. See the following heading in this Employee Expense Reimbursement section for specific details.
- D. Bellevue Baptist Church will not include as taxable income any business or professional expense which has been properly substantiated and reimbursed according to this policy, and the employee should not report the amount as taxable income on his/her IRS Form 1040.
- E. Any Bellevue Baptist Church advance that exceeds the amount of business or professional expenses properly accounted for by an employee according to this policy must be returned to Bellevue Baptist Church within thirty (30) days after the associated expenses are paid or incurred by the employee and shall not be retained by the employee.
- F. If, for any reason, Bellevue Baptist Church reimbursements are less than the amount of business and professional expenses properly documented by an employee, Bellevue Baptist Church will not report any part of the reimbursement as taxable income for the employee, and the employee may deduct the reimbursed expenses as allowed by law.

- G. Under no circumstances will Bellevue Baptist Church reimburse an employee for business or professional expenses incurred on its behalf that are not properly substantiated according to policy.
- H. All receipts and other documentation from an employee to substantiate reimbursed expenses under this policy will be retained by Bellevue Baptist Church.

Travel Expenses

Employee travel on behalf of Bellevue Baptist Church must be approved if the travel is approximately fifty (50) miles from the church property and such travel should be engaged in and reimbursed according to the guidelines below:

Employees are expected to exercise prudent discretion in incurring expenses while traveling on behalf of Bellevue Baptist Church. Any travel expenses deemed unreasonable relative to the circumstances will not be paid or reimbursed and are the employee's personal responsibility.

Employees are to use the most expedient mode of transportation available; to book the most cost effective fares, and to stay in and eat at moderately priced establishments. Employee must provide estimated cost of expenses for travel as part of the approval process. Employee's expenses for approved travel will be paid or reimbursed when properly documented by the employee and approved by his/her Supervisor.

Employees should provide the Church Office with a copy of their itinerary before leaving on Bellevue Baptist church related travel.

Automobile Usage

Bellevue Baptist Church may allow certain employees and volunteers to use their own personal vehicle on Bellevue Baptist Church business.

- A. Drivers must have current vehicle insurance that meets or exceeds statutory minimum limits of liability, bodily injury, and property damage. Proof of insurance must be supplied to the Church Office on an annual basis. Further, it is understood that in the event of an accident involving a personal vehicle being used on Bellevue Baptist Church business, the individual's personal auto insurance will be responsible for coverage. Liability of Bellevue Baptist Church will be limited to insurance policy in effect at the time of the accident.
- B. Employees who use their personal vehicle for approved business purposes will receive a mileage allowance equal to the IRS optimal mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. In addition, employees driving on Bellevue Baptist Church business may claim reimbursement for parking fees and tolls incurred.

Bellevue Baptist Church-Related Entertaining

Certain employees may engage in the entertainment of associates on behalf of Bellevue Baptist Church only if they have been authorized to do so by their Supervisor and/or the SRT. Such authorization will define the general circumstances and expense limits of the approved forms of entertainment.

Receipts must accompany expense reimbursement requests. Business function or entertainment will not involve the consumption of alcoholic beverages.

Meal Reimbursement

Bellevue Baptist Church may provide, pay for, or reimburse employees for ministry-related meals. Meal expenses must be reasonable. Receipts must accompany expense reimbursement requests.

Membership in Clubs and Civic Organizations

Employees are encouraged to seek membership in community clubs and civic organizations where such membership will promote Bellevue Baptist Church interests and enhance its image in the community. Membership dues will not normally be paid by Bellevue Baptist Church. Employee participation in such community organizations must not adversely affect the employee's job performance, be detrimental to the interests of Bellevue Baptist Church, or place the employee in the position of serving conflicting interests.

Participation in Trade and Professional Associations

Employees are encouraged to participate in trade and professional associations that promote Bellevue Baptist Church's goals, individual skills development and/or professional recognition. However, employee participation in such associations must not conflict with Bellevue Baptist Church's mission.

BELLEVUE BAPTIST CHURCH PREMISES AND WORK AREA

Safety

Employees should report to the Church Office all observed safety and health violations, potentially unsafe conditions and any accidents resulting in injuries. The Church Office may submit the report to the Chair of the Property Management Committee or the Chair of any other applicable committee. Employees are encouraged to submit suggestions to the Church Office concerning safety and health matters. Appropriate recognition will be made by management personnel to employees whose suggestions, once adopted, significantly enhance safety, reduce costs, or increase productivity. Children and Preschool employees will adhere to other health and safety issues contained in the Preschool and Children's Policies that are a part of this manual.

Children in the Workplace

Bringing a child to the workplace for childcare is not permitted. This policy is based on concerns for the well being of the child, employee productivity, and consideration for other employees.

Animals in the Workplace

Bringing an animal to the workplace is not permitted. This policy is based on concerns for the wellbeing of church members, employee productivity, and consideration for other employees. The only exception to this policy is a service animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. To determine if an animal is a service animal, Bellevue Baptist Church may ask two questions:

- A. Is this animal required because of a disability?
- B. What work or task has this animal been trained to perform?

Privacy

Bellevue Baptist Church provides resources to facilitate employees' contributions towards the accomplishment of its mission and reserves the right to examine all provided resources at any time and without warning. Such resources may include desks, desk drawers, locks, computers, computer system databases, communication systems, email, voice mail, lockers file cabinets and other like resources. These resources are the property of Bellevue Baptist Church and are therefore not private.

Safeguarding Personal Property

Employees are expected to exercise reasonable care to safeguard personal items of value brought to work. Such items should never be left unattended or in plain view. Bellevue Baptist Church does not assume responsibility for the loss or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

Solicitation and Distribution

Bellevue Baptist Church limits solicitation and distribution on the premises because, when left unrestricted, such activities can interfere with the normal operations of the organization, can be annoying to staff and members and constituents, and can pose a threat to security.

Persons who are not employed by Bellevue Baptist Church are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services, or engaging in any other solicitation or similar activity on Bellevue Baptist Church premises unless granted specific written permission to do so by the SRT.

The Pastor may authorize fund drives by employees on behalf of non-political charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist in these drives; however, employees are not to be discriminated against because of their willingness or unwillingness to participate.

Employees may be permitted to engage in solicitation or distribution of literature only when pre-approved by the Pastor or the SRT. Distribution of literature must be in keeping with the Church's policy of dissemination of political information.

Parking

Employees who use the Bellevue Baptist Church parking lot do so at their own risk and should keep their cars locked while on the lot. Bellevue Baptist Church assumes no responsibility for any damage to or theft of any vehicle or personal property left in the vehicle while on the parking lot.

Security

Bellevue Baptist Church makes reasonable efforts to provide security for its property, its employees, and authorized visitors to its premises. Employees are expected to know and comply with Bellevue Baptist Church's security procedures and are expected to report any violations or potential problems to the Pastor or appropriate Committee Chair. Employees violating security procedures will be subject to corrective action; and, in addition, illegal acts committed by employees may be reported to law enforcement authorities.

EMPLOYEE CONDUCT

Personal Behavior of Employees

Certain rules and regulations regarding employee behavior are necessary for the efficient operation of Bellevue Baptist Church, and for the benefit and safety of all employees. As a religious organization, the conduct of employees on and off the job can impact Bellevue Baptist Church's mission. Conduct that interferes with operations, discredits Bellevue Baptist Church, or is offensive to members and attendees or fellow employees will not be tolerated.

Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interest of Bellevue Baptist Church. Such conduct includes but is not limited to:

- A. Reporting to work punctually as scheduled and being at the proper workstation, ready for work, at the assigned starting time.
- B. Giving proper advance notice whenever unable to work or report on time.
- C. Complying with all Bellevue Baptist Church safety and security regulations.
- D. Wearing clothing appropriate for work being performed.
- E. Maintaining work place and work area cleanliness and orderliness.
- F. Treating all members, attendees, visitors, and fellow employees in a courteous manner.
- G. Refraining from offensive or undesirable behavior or conduct, or conduct that is contrary to Bellevue Baptist Church's doctrinal stance or official policies.
- H. Performing assigned tasks efficiently and in accord with established quality standards.

The following conduct is prohibited and will subject the individual involved to corrective action, up to and including termination:

- A. Reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics, or the use, sale, dispensing or possession of alcoholic beverages and/or illegal drugs and narcotics on Bellevue Baptist Church property.
- B. The use of profanity or abusive language.
- C. Insubordination or the refusal by an employee to follow management's instructions concerning job-related matters.
- D. Fighting or assault on a fellow employee, members and attendees, vendors, or visitors.
- E. Theft, destruction, defacement, or misuse of Bellevue Baptist Church property or another employee's property.
- F. Falsifying or altering any Bellevue Baptist Church records or reports, such as an application for employment, a medical report, a production record, a time record, expense account, absentee report, or shipping and receiving records.
- G. Threatening or intimidating management, supervisors, security personnel, or fellow workers.
- H. Smoking on the property of Bellevue Baptist Church.
- I. Sleeping on the job.

- J. Failure to wear assigned safety equipment or failure to abide by safety rules and policies
- K. Improper attire or inappropriate personal appearance.
- L. Engaging in any form of sexual misconduct, sexual harassment or discrimination. (See the following Personal Sexual Purity Statement).
- M. Violation of Bellevue Baptist Church policies on solicitation or distribution.
- N. Improper disclosure of confidential information.
- O. Violation of Bellevue Baptist Church's policies on computer, email, and internet usage.

The examples above are illustrative of the type of behavior that will not be permitted, but are not intended to be an all-inclusive listing. Any questions in connection with this policy should be directed to the Pastor or the SRT.

Personal Sexual Purity Statement

In an age where secular society is increasingly confused about sexual identity and sexual purity, Bellevue Baptist Church believes it is important that it be clear with its staff and employees about the expectation that they uphold the highest standards of Biblical purity in their interpersonal relationships. Without a clear understanding of sexual identity and consistent practice of sexual purity by Bellevue Baptist Church staff and employees, Bellevue Baptist Church cannot be an effective agent of the healing power of Jesus Christ to the victims of sexual confusion in our world.

We believe that God's design for the gift of sexual activity is that it is to be exercised and enjoyed only within the covenant relationship of marriage between one man and one woman. It is God's intention that those who enter marriage shall seek, in mutual love and respect, to live, one man and one woman, in Christian fidelity as long as both shall live.

We believe God expressly prohibits intimate personal sexual acts or inappropriate sexual contact outside the marriage covenant. The prohibition applies to married persons committing adultery, to sexual relationships between unmarried men and women, and, to homosexual practice. It is God's expectation that the unmarried shall live pure and celibate lives, refraining from sexual intimacy. The employee's personal sexual purity must follow completely the Statement of Faith and Article XVII of the Bylaws of Bellevue Baptist Church of Nashville. Because of the serious consequences confused sexuality and unrepentant sexual sin can have on the ministry of Bellevue Baptist Church, staff and employees who disagree with this policy or who do not conform their conduct to it are expected to resign or they will be terminated. Individuals applying for positions with Bellevue Baptist Church must acknowledge their agreement with this policy and commitment to abide by it.

Personal Appearance of Employees

Each employee's dress, grooming, and personal hygiene should be appropriate to the workstation. Employees are expected at all times to present a professional image to members

and attendees, prospects, and the public. Favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Bellevue Baptist Church. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

The personal appearance of the office workers and any employees who have regular contact with the public is to be governed by the following standards:

- A. The wearing of suggestive attire is not permitted.
- B. The dress code may be relaxed to include jeans, shorts, sandals, t-shirts, and similar items of casual attire on specified days that will be communicated in advance.
- C. Hair should be clean, combed, and neatly trimmed or arranged.
- D. Sideburns, moustaches, and beards should be nearly trimmed.

The personal appearance of employee's who do not regularly meet the public is to be governed by the requirements of safety and comfort, but should still be as neat and business-like as working conditions permit.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for further corrective action up to and including termination.

Personal Use of Communications Systems

Employees should be particularly careful to exercise courtesy and thoughtfulness in using the telephone. A positive telephone contact with members and attendees can enhance goodwill while a negative experience can destroy a valuable relationship. The following procedures should be observed whenever possible:

- A. When answering the telephone on first ring, use a pleasant tone of voice, identify the church and then yourself, for examples, "Thanks for calling Bellevue Baptist Church, this is Jim".
- B. If the person with whom the caller wishes to speak is on another line, ask the caller if he/she wants to leave a message or speak with someone else.
- C. When a caller leaves a message, make sure it is recorded completely, correctly, and legibly and given promptly to the appropriate individual

Employees should not use Bellevue Baptist Church communication services and equipment for personal purposes except in emergencies or when extenuating circumstances warrant it. Such usage is restricted because it can impede the normal flow of business, incur unnecessary Bellevue Baptist Church expense, and reduce productivity.

Personal Cell Phone/Mobile Device Usage Policy

Employees of Bellevue Baptist Church are permitted limited use of personal cell phones or other mobile devices; however, the usage of such devices must not become a distraction or prevent the employee from fulfilling his/her duties. Bellevue Baptist Church reserves the right to revoke permission for usage of personal cell phones and other mobile devices during work hours.

Computer Usage Policy

Overview

Bellevue Baptist Church's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Bellevue Baptist Church's practice of openness, trust and integrity. Bellevue Baptist Church is committed to protecting its employees, partners and itself from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Bellevue Baptist Church. These systems are to be used for ministry purposes in serving the interests of the church, and our members in the course of normal operations.

Effective security is a team effort involving the participation and support of every Bellevue Baptist Church employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Bellevue Baptist Church. These rules are in place to protect the risks including malware attacks, compromise of network system and services, and legal issues.

Scope

This policy applies to employees, contractors, consultants, and other workers at Bellevue Baptist Church, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Bellevue Baptist Church.

Policy

General Use and Ownership

- A. Bellevue Baptist Church's network administration desires to provide a reasonable level of privacy. Users should be aware that the data they create on church systems remains the property of Bellevue Baptist Church. Supervisors or Department Heads cannot guarantee the confidentiality of information stored on any device belonging to Bellevue Baptist Church.
- B. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. If there is any uncertainty, employees should consult their supervisor.
- C. If there is a question as to whether sensitive information is to be stored, the employee should consult with their supervisor.
- D. For security and maintenance purposes, authorized individuals within Bellevue Baptist Church may monitor equipment, systems, and network traffic at any time per

Bellevue Baptist Church's request. Authorized individuals could be the Pastor or Supervisor.

- E. Bellevue Baptist Church reserves the right to audit network systems on a periodic basis to ensure compliance with this policy.

Security and Proprietary Information

- A. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords and user level passwords may be changed when there is evidence that a password may be compromised.
- B. All PCs, laptops and workstations should be secured with a password-protected screen saver with the automatic activation feature set at 10 minutes or less or by logging off when the station will be unattended.
- C. Postings by employees from a Bellevue Baptist email address or other electronic accounts to news groups or any form of social media should contain a disclaimer stating the opinions expressed are strictly their own and not necessarily those of Bellevue Baptist Church, unless posting is in the course of ministry duties.
- D. Employees must use extreme caution when opening emails or other forms of electronic communication received from unknown senders. Many emails and their attachments from unknown senders may contain malware.

Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (for example, systems administration staff/Pastor may have a need to disable network access of a user that is disrupting day-to-day operations). Under no circumstances is an employee of Bellevue Baptist Church authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing Bellevue Baptist Church-owned resources. The following lists are by no means exhaustive, but attempt to provide a framework for activities, which fall into the category of unacceptable use:

A. Unacceptable Network Activities

- a. Violations of the rights of any person or company protected by copyright, trade secret, patent, or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Bellevue Baptist Church.
- b. Unauthorized copying of copyrighted material including, but not limited to digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Bellevue Baptist Church or the end user does not have an active license is strictly prohibited.
- c. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

- d. Introduction of malicious programs (malware) into the network or server (for example, viruses, worms, email bombs, etc.).
- e. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- f. Using a Bellevue Baptist Church computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- g. Making fraudulent offers for products, items, or service originating from any Bellevue Baptist Church account.
- h. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- i. Port scanning or security scanning is expressly prohibited unless prior notification to Bellevue Baptist Church is made.
- j. Executing any form of network monitoring which will intercept data not intended for the employee, unless this activity is part of the employee's normal duties.
- k. Circumventing user authentication or security of any host, network, or account.
- l. Using any program/script/command, or sending messages of any kind with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the internet/intranet/extranet.
- m. Providing information to parties outside Bellevue Baptist Church about Bellevue Baptist Church employees or members.

B. Unacceptable Email and Communications Activities

- a. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- b. Any form of harassment via email, telephone, whether language, frequency, or size of messages.
- c. Unauthorized use, or forging, of email header information.
- d. Solicitation of email for any other email address, other than the poster's account, with the intent to harass or to collect replies.
- e. Creating or forwarding "chain letters", "Ponzi" or other pyramid schemes of any type.
- f. Use of unsolicited email originating from within Bellevue Baptist Church's networks or other internet/intranet/extranet service providers on behalf of, or

to advertise, any service hosted by Bellevue Baptist Church or connected via Bellevue Baptist Church's network.

- g. Posting the same or similar non-business-related messages to internet news sites, blogs, or other similar social media.
- h. Using your Bellevue Baptist email address to sign up for personal email lists that are outside the scope of daily job activities.
- i. Disclosing personal information about church members, staff, or church business activities to blogs, social media or any other electronically distributed media, without permission of the individual or church officers.

Enforcement

Any employee found to have violated this policy may be subject to corrective action, up to and including termination.

Term Definition

Spam: Unauthorized and/or unsolicited electronic mass mailings.

Bellevue Baptist Church's Right to Monitor and Consequences

All church-supplied technology, including computer systems and church-related work records, belong to Bellevue Baptist Church, not the employee. Bellevue Baptist Church reserves the right to monitor usage patterns for its email and internet communications. Although encouraged to explore the vast resources available on the internet, employees should use discretion when choosing internet sites that are accessed. Since all computer systems and software, as well as the email and internet connections, are Bellevue Baptist Church owned, all church policies are in effect at all times. Any employee who abuses the privilege of Bellevue Baptist Church facilitated access to email or the internet, may be denied access to the internet and, if appropriate, be subject to corrective action up to and including termination.

Substance Abuse Policy

Definitions

Substance Abuse: using alcohol to the point of intoxication, use of illegal drugs, controlled substances and inhalants, or using prescription medications or other medications in any way other than directed.

Controlled Substances: a substance listed by the appropriate Tennessee State Agency charged with the responsibility of identifying controlled substances.

Use of alcohol, inhalants, illegal drugs, or controlled substances could affect the quality of our employees' job performance, impact the reputation of Bellevue Baptist Church, impact the safety of its employees, and violate state and federal laws.

Policy

It is the policy of Bellevue Baptist Church to maintain a workforce free of substance abuse. ALL EMPLOYEES ARE PORHIBITED FROM THE FOLLOWING:

- A. Manufacturing, distributing, dispensing, selling, possessing, or using a controlled substance, inhalant, or illegal drug while performing job duties.
- B. Possessing or using alcohol on church property.
- C. Reporting for work or performing work under the influence of alcohol a controlled substance, inhalant, illegal drug, or misused prescription drug/over-the-counter drug.
- D. Reporting for work or performing work while having alcohol, a controlled substance, inhalant, illegal drug or metabolite in the body of sufficient quantity to be determined “positive” under commonly accepted testing procedures.
- E. Using church property or one’s position to facilitate the manufacture, distribution, sale, dispensation, possession or use of a controlled substance, inhalant, or illegal drug.
- F. Engaging in the abuse of alcohol, controlled substances, inhalants, illegal drugs or prescription drugs.

Employees who violate the Substance Abuse Policy will be subject to corrective action and could be terminated. Bellevue Baptist Church reserves the right to require drug screening.

Prescription Drugs

Any employee using a prescribed drug that might create a safety hazard or impair his/her ability to work must discuss the matter with his/her supervisor. The supervisor may solicit help from the Pastor or SRT in such discussions when it is deemed necessary.

If Bellevue Baptist Church has reason to believe an employee is violating this policy, the individual will be subject to corrective action, up to and including termination.

Background Checks

Job applicants may be subject to pre/post-offer background checks. The investigation may include, but is not limited to names and dates of previous/current employment, work experience, workers’ compensation claims, criminal history records (from state, federal, and other agencies), motor vehicle records, military records, names and dates of education, credit history, and bankruptcy records. If the applicant refuses to consent to such investigation, employment may be refused. IMPORTANT: An arrest, charge, indictment, probation (whether adjudicated or un-adjudicated), or conviction does not mean the employee will not be offered a job. Bellevue Baptist Church will consider the offense involved, the circumstances surrounding the offense, and the date of the offense as important factors in making its hiring decision.

Criminal History Changes During Employment

As a condition of employment, employees must notify the Pastor or SRT in writing of any arrest, charge, indictment, probation (whether adjudicated or un-adjudicated), or conviction of a criminal offense other than traffic citations no later than five (5) calendar days after such arrest. **IMPORTANT:** An arrest, charge, indictment, probation (whether adjudicated or un-adjudicated), or conviction does not mean the employee will be terminated.

Bellevue Baptist Church will consider the offense involved, the circumstances surrounding the offense, and the date of the offense as important factors in making any decision on whether corrective action or termination is warranted. If an employee fails to notify the Pastor or SRT, or refuses to authorize a background check upon request of the SRT after the SRT has reasonable cause to believe that such events have occurred, the employee will be deemed to be in violation of this policy and will be subject to corrective action, up to and including termination. The administrative authority at the time and the SRT will work together to resolve such matters.

Conflicts of Interest

Employees are not to engage in any activity, practice or act which conflicts with, or appears to conflict with, the interests of Bellevue Baptist Church or its members and attendees. No exempt or non-exempt full-time employee shall solicit or accept outside employment or conduct an outside business or profession, unless prior approval is given by the SRT.

Confidential Nature of Bellevue Baptist Church Interests

The interest of Bellevue Baptist Church, particularly regarding confidential information, represents proprietary assets that each employee has a continuing obligation to protect. Information designated as confidential is to be discussed with no one outside Bellevue Baptist Church, and only discussed with a “need to know” basis. This responsibility is not intended to impede normal ministry communications and relationships, but is intended to alert employees to their obligation to use discretion to safeguard Bellevue Baptist Church’s interests.

Employees authorized to have access to confidential information may be required to sign special non-disclosure agreements and must treat the information as proprietary Bellevue Baptist Church property for which they are personally responsible. Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization. Employees violating this policy will be subject to corrective action, up to and including termination, and may be subject to legal action.

Media and Public Inquiries

All media inquiries should be referred to the Pastor. Inquiries seeking information concerning current or former employees should likewise be referred to the Pastor or to the Chair of the SRT.

Procedure for Corrective Action

All employees are expected to comply with Bellevue Baptist Church’s standards of behavior and performance, and any non-compliance with these standards must be remedied.

Under normal circumstances, Bellevue Baptist Church endorses a policy of progressive corrective action in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer corrective action in any manner it sees fit.

The SRT, under normal circumstances, should review and approve all recommendations for termination before any final action is taken. Employees who believe that they have been disciplined too severely or without good cause should utilize the grievance procedure.

An employee's record will normally be cleared of any corrective action incidents if the employee works a full year without further action being instituted under this policy.

Grievance Procedure

Employees have an opportunity to present their work-related complaints and to appeal supervisory decisions through a dispute resolution or grievance procedure. Bellevue Baptist Church will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as an employee's expressed feeling of dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other employees.

Employees must notify Bellevue Baptist Church in a timely fashion of any grievance considered appropriate for handling under this policy. The grievance procedure is the exclusive remedy for employees with appropriate grievances. As used in this policy, the terms "timely fashion", "reasonable time", and "promptly" will mean five (5) business days.

Employees will not be penalized for proper use of the grievance procedure. However, it is not considered proper if an employee abuses the procedure by raising grievances in bad faith, or solely for the purpose of delay or harassment, or by repeatedly raising grievances that a reasonable person would judge to have no merit. Implementation of the grievance procedure by an employee does not limit the right of Bellevue Baptist Church to proceed with any disciplinary action, which is not in retaliation for the use of the grievance procedure.

The Grievance procedure has a maximum of four steps, but grievances may be resolved at any step in the process. Grievances are to be fully processed until the employee is satisfied, does not file a timely appeal, or exhausts the right to appeal. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right to appeal no longer exists.

Employees who feel they have an appropriate grievance should proceed as follows:

Step 1: Promptly bring the grievance to the attention of the immediate supervisor. The grievance is to be kept private and should not be discussed with others. If the grievance

involves the supervisor, then it is permissible to proceed directly to Step 2. The supervisor is to investigate the grievance, attempt to resolve it, and give a decision to the employee within a reasonable time. The supervisor should prepare a written and dated summary of the grievance and proposed resolution for file purposes.

Step 2: Appeal the decision to the SRT Chair, if dissatisfied with the supervisor's decision, or initiate the procedure with the SRT Chair if the grievance involves the employee's immediate supervisor. If the grievance involves the SRT Chair, then it is permissible to proceed directly to Step 3. Such an appeal or initial complaint must be made in a timely fashion in writing. The supervisor's version of the grievance and decision will then be submitted, also in writing. The SRT Chair will, in a timely fashion, confer with the employee, supervisor, and any other members of the staff considered appropriate; investigate the issues, and communicate a decision in writing to all parties involved.

Step 3: Appeal an unsatisfactory SRT Chair decision to the Pastor, or initiate the procedure with the Pastor if the grievance involves the SRT Chair. The timeliness requirement and procedures to be followed are similar to those in Step 2. The Pastor will, in a timely fashion, confer with the employee, the supervisor, and any other members of the staff considered appropriate; investigate the issues, and communicate a decision in writing to all parties involved.

Step 4: Appeal an unsatisfactory Pastor decision by requesting that the issue or issues be submitted to arbitration for a final decision.

First decisions on grievances will not be precedent-setting or binding on future grievances unless they are officially stated as Bellevue Baptist Church policy. When appropriate, the decisions will be retroactive to the date of the employee's original grievance.

Information concerning an employee's grievance is to be held in strict confidence. Supervisors or other members of management who investigate a grievance are to discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information.

Arbitration of Disputes

Bellevue Baptist Church and its employees, as Christians, believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical Injunctions of Matthew 5:22-24 and I Corinthians 6:1-6. Therefore, Bellevue Baptist Church and its employees agree that any controversy or claim between them arising out of employment relations between Bellevue Baptist Church and one or more of its employees, or the termination of that relationship, which cannot be resolved between them shall be settled by Biblically based mediation.

If arbitration is required, an Arbitration Panel shall be formed in the following manner:

- A. The employee who has the grievance will select one person for the Panel
- B. The SRT Chair will select one person for the Panel

C. The two people selected will select one person for the Panel.

The Panel shall be free to gather data from any source that may provide information relating to the dispute. The Panel shall not discuss with anyone any information gathered related to the dispute except, as it may be required with the parties involved or legal authorities. Once the Panel makes a decision, the Panel shall inform the parties to the dispute and provide a written document of the decision.

Bellevue Baptist Church and its employees agree that these methods shall be the sole remedy for any controversy or claim whatsoever arising out of employment relationship between Bellevue Baptist Church and one or more of its employees, or the termination of that relationship, including claims for violation of federal and state law and for negligent or intentional wrongful conduct. Bellevue Baptist Church and its employees further agree that these methods shall be the sole remedy whether the claim is between an employee, or employees, and Bellevue Baptist Church or one or more of Bellevue Baptist Church's SRT members, officers, employees, or agents. Each expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

BUILDING AND GROUNDS COMMITTEE:

This committee shall be composed of at least four (4) persons, one of which shall serve as chairman.

The duties of this committee shall be:

1. To develop and recommend policies and procedures about maintenance, insurance, and general use of building and properties.
2. To make regular inspections of the buildings, grounds, and equipment.
3. To plan to improve inspections of the general appearance of the buildings and grounds and locate any need for repairs and make recommendations to the church.
4. To see that all utilities are in proper working order.
5. To assist the church in determining need, arranging, equipping, and administering parking areas and spaces.
6. To assist other church committees in responsibilities relating to church property and space.
7. To carry on a continued prevention maintenance program.
8. To prepare a recommendation for financial need to be presented to the budget committee for inclusion in the annual budget.
9. To make reports to the church as to the condition and needs of building and grounds at business meetings.
10. The church secretary shall oversee all contracts (including weddings and funerals) and schedule all approved maintenance. The church secretary shall report to this committee any changes or updates to the regularly scheduled contracts and inspections. (ex. air conditioning, grass cutting, elevator inspections, etc.)

