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# PERSONNEL COMMITTEE

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## Newington Baptist Church Personnel Policy & Procedures

### THIS DOCUMENT IS CONFIDENTIAL.

**Article 5 - Board of Directors Section 3-4:** To establish governing principles, policies, and determining practices for the Church, including the creation and/or approval and maintenance of policies and procedure manuals, which will contain all controlling policies and procedures governing any and all aspects of the Church's affairs, including, but not limited to, committee task descriptions and policies regarding the handling of funds, use of facilities, and employment policies and practices;

**Article 10 Section 1 Church Operation Manual:** The Policies and Procedures Manual of Newington Baptist Church will provide more specific and detailed information on how NBC will operate beyond what is covered in the Constitution and Bylaws. The purpose of the Policies and Procedures Manual is to define orderly functional processes, and to protect the Church from financial, criminal, civil, and reputational risks. This Manual should include policies for all Ministries that require particular attention to detail in their processes to reduce risk or increase accountability. The manual will be maintained by the Church Administrative Assistant on the church website and other cloud storage.

Year:	B.O.D. Signature:	Date of Review:
2020	Gerald German	2/15/2020
2021	No Review due to COVID	
2022	Jennifer Young	2/19/2022
2023	Juli Semanski	3/09/2023
2024	Juli Semanski	11/4/2024
2025	Juli Semanski	3/16/2025

**Personnel Committee- Easby King, Juli Semanski, Elizabeth Johnson**

Policy and Procedures Established 2019  
NEWINGTON BAPTIST CHURCH  
6169 Main Street, Gloucester, Va. 23061

