
PERSONNEL COMMITTEE

Newington Baptist Church Personnel Policy & Procedures

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

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

Newington Baptist Church Personnel Policies and Procedures

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1 Introduction

The personnel policies and practices are not contracts and no contract is implied. If a policy or procedure in this section conflicts with local, state or federal law, the law takes precedence. Newington Baptist Church (hereinafter referred to as "the Church") may interpret, amend, modify or terminate these policies at its sole discretion.

2 Effective Date

These personnel policies are valid as of January 1, 2020 but may change as the Church needs and objectives evolve. Revision dates will indicate whether changes have been made since the original printed version.

3 Employment Relationship

The Church makes no express or implied commitment that:

- 1) Employment will have a minimum or fixed term;
- 2) The Church may take adverse employment action only for cause, or
- 3) That the employee's employment is terminable only for cause.

Employment may be terminated by either the employee or the Church at any time for any reason. Additionally, the Church may take other employment action at any time for any reason. No individual at the Church may make any promise, express or implied that employment is for any fixed term or that cause is required for the termination of or change in the employment relationship.

4 Initial Evaluation Period

The Church provides a 90-day evaluation period for all new employees. During this period, which begins on the date of hire, the Church has an opportunity to evaluate the employee and the employee can determine if they enjoy working for the Church. At the end of the 90 days a formal feedback session will be followed by the candidate receiving a letter of acceptance or ending of employment.

This evaluation period is important to both the employee and the Church and employees are encouraged to participate in open communication between themselves and the Church Senior Pastor or Board of Directors and other management staff, as well as having frequent and close evaluations. Regardless of length of service, job classification and status, each employee is expected to adhere to the Church's policies and standards for job performance and behavior.

5 Employment Documentation

5.1 Forms

Federal law requires the Church to hire only U.S. Citizens or non-citizens authorized to work in the United States. By law, we must verify the identity and employment eligibility of new employees and file a federal government Form I-9 for each employee. New employees must submit a completed, verified Form I-9 within three working days of their starting date, or they cannot continue to work at the Church.

A background check will be conducted on all church employees. Refusal to grant a background check will be enough reason for non-employment.

6 Equal Employment Opportunity

The Church treats each employee and applicant for employment in a fair and dignified manner. The Church bases all employment decisions on merit, experience and potential, without regard to race, color, national origin, sex, marital status, age, handicap, or disability.

Newington is an Equal Employment Employer, where employees and applicants for employment are treated equitably. The Church's experience confirms that supporting policies and practices with a strong commitment to equal employment opportunity is good business practice.

7 Harassment

The Church is committed to providing a work environment that is free of discrimination, and does not tolerate harassment of any kind, including harassment based on sex, race, color, religion, age, mental or physical disability, national origin, marital status, veteran status or any other characteristic protected under federal or state law or local ordinance. Unlawful harassment has many forms, including verbal, visual or physical conduct that creates an offensive, hostile or intimidating work environment.

Report any incidents of possible harassment to the Church Senior Pastor or Board of Directors. Whether the employee is subjected to or witnesses such behavior, the Church Senior Pastor or Board of Directors will maintain confidentiality to the extent possible. All reports will be promptly and impartially investigated.

Employees interviewed by the Church Administration in an investigation are expected to be truthful and must cooperate fully. There will be no reprisal or retaliation for good faith reporting of possible harassment or for participating in any investigation of possible harassment. Any type of harassment and or behavior among employees is prohibited and grounds for termination. (For Performance Evaluation, see Page 8.)

Where the Church determines that this policy has been violated, it will take appropriate remedial action. Remedial action may include discipline, up to termination, of any employees found violating this policy.

For further information on reporting an incident, see the Church Discrimination/Sexual Misconduct/Abuse Policy.

8 Personnel File Confidentiality

The employee's personnel file contains information and job-related information about the employee. The Church uses this information for internal purposes only. The church will not release it, except as required by law, to any external person or agency without the employee's written permission.

9 Personnel Files

A hard-copy file shall be generated and maintained for each employee by the Personnel Committee. These files shall be stored in the church office in a locked cabinet. Access to the files shall be limited to the Personnel Committee only. All employees shall have the opportunity to review their own file. All documentation shall be considered church property and shall not be removed or destroyed until seven (7) years after an individual's termination.

Requests to copy personnel data shall be limited to the Board of Directors, Senior Pastor, the Personnel Committee, and the employee. All requests for copies shall be made in writing to the Personnel Committee and shall include the reason for the request. Said request shall be noted in the individual's file.

10 Attendance & Punctuality

The church acknowledges that the pastor's work cannot be rigidly regulated because of the nature of pastoral ministry. Crisis situations and emergencies along with meetings and a heavy schedule will alter the pastor's schedule and necessitate his rearranging his work and/or leisure. The pastor will regularly be in the office for the purpose of church administration, counseling, and discussing church or personal matters with any church member. If the pastor is away due to an emergency, a need in the community, or denominational activities, the Administrative Assistant will be available to take a message and notify the pastor upon his return. If it is necessary for the employee to be absent or tardy, arrangements should be made with the Church Senior Pastor or Board of Directors as far in advance as possible. If illness or some other unexpected circumstance requires the employee to be absent or tardy, the employee must notify the Church Senior Pastor, or Board of Director Personnel Representative, so that person may arrange to have the employee's job duties covered. Notification should be no later than 8:00 a.m. the morning of the exception. For other absences, the employee is responsible for securing a replacement for their position.

11 Sick Leave

Full-time Staff Employees will be entitled to two weeks sick leave based on years of continuous service in this church as of January 1, in the calendar year concerned, per year for routine illness, not to be carried over to the following year. A special vote of the Board of Directors will be required for additional time for paid sick leave. The church shall fill vacant staff positions, as necessary, during sickness.

12 Vacation

Full-time Staff employees will be entitled to vacations based on years of continuous service in this church as of January 1, in the calendar year concerned. Vacation must be taken during the year in which earned and may not be accumulated. Extenuating circumstances may be considered by the Personnel Committee to allow carryover for one year only. Pay will not be granted in lieu of vacation.

Should a recognized holiday occur during a staff member's vacation, an additional day of vacation is granted.

Vacation entitlement shall be calculated by the anniversary of employment. During the year in which employment is terminated; a staff member will receive compensation for unused vacation on a pro-rated basis for time worked that year.

Staff members shall choose the vacation time, if it does not interfere with special efforts in the work of the church. Vacation Requests will be submitted to the Senior Pastor 30 days in advance.

In case of conflicting requests, Vacation leave will be granted based on seniority.

Three days of personal leave will be granted each year for employees. Personal leave days are subject to Attendance & Punctuality guidelines.

Accumulated years of ministerial experience shall be considered for determining the vacation benefit for full time ministerial staff members.

A special vote of the Board of Directors shall be required for additional time for vacation.

The church shall fill vacant staff positions, as necessary, during sick or vacation periods, unless otherwise noted in the personnel policy or in the church by-laws.

Years of service in our church	Vacation entitlement (Unless stated otherwise in the church's pastor's employment agreement)
0-4	Two weeks
5-9	Three weeks
10-+	Four weeks

13 Mileage Expense Reimbursements

Ministerial staff employees shall receive reimbursement for ordinary and necessary travel Expenses when using their own vehicle on behalf of the church, in accordance with the following: The IRS standard mileage rate will be used for reimbursement. The employee must maintain a record of travel for church business stating the date, mileage driven and purpose for the travel. This information will be provided to the church financial representative within five working days after the end of each month. The church will not reimburse expenses not substantiated in accordance with this policy.

The above guidelines are established in accordance to Section 274 (d) of the Internal Revenue Code.

14 Insurance

Insurance to be discussed for full time employees as part of the hiring process, and will be part of the provided support package.

A Medical Flex Spending Account may be established by the employee for payment of additional medical expenses.

15 Holidays

The church will be closed, and the staff will observe the following holidays without reduction in pay:

- New Year's Day
- President's Day
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Day

If a holiday falls on a weekend, the holiday will be taken on the Friday before or the Monday after, as determined and announced by the Church Administration.

16 Pay Day

Employees are paid on the 1st and 15th of each month. If this day falls on a holiday, employees will be paid prior to the holiday.

All questions regarding pay-day, pay amount, or deductions, should be referred to the Bd. of Directors, Personnel Committee or Treasurer.

17 Emergency Closure

If Gloucester County Office is closed due to inclement weather, such as snow or severe storms, our Church Office will also close.

Church staff will be paid for work hours if the Church Office closes due to inclement weather.

18 Separation & Termination

Any employee designated for termination shall be clearly informed by the Senior Pastor or Board of Directors of the reasons for the termination. The facts regarding performance and/or evaluations leading up to the termination will be discussed with the employee.

Before any employee is to be discharged, the Senior Pastor or Board of Directors shall consider the following:

- 1) Performance
- 2) Length of Service

An employee may be discharged or suspended without notice or full pay depending on the individual situation. Certain actions require that any employee be discharged immediately. Such actions include, but are not limited to:

Physical violence or threats of violence, presence of alcohol or illegal drugs in a person's body while on the job, mishandling of Church funds, breach of confidentiality and harassment.

No vacation pay will be paid to an employee who is terminated or resigns for misconduct or acts involving moral turpitude except for unused days within the year up to the date of termination.

19 Performance Evaluations

This policy is to insure, through formal procedures, that all staff members will be reviewed annually. The Senior Pastor will be reviewed annually by the Personnel Committee. All other staff will be reviewed by the Senior Pastor with input from the Personnel Committee. This review will be held on the anniversary date of hire, and if the funds are available, the staff member will receive a performance pay increase effective the first pay period of the following month.

It is the responsibility of the Senior Pastor and the Personnel Committee to complete the performance appraisal review. These documents are confidential. Refer to Section 8 and 9 on page 5 for details.

If the Pastor's performance rating is considered unsatisfactory, the Personnel Committee will consult with the Board of Directors for guidance. The Board of Directors and the Personnel Committee should consider a probationary period to extend over an established time frame (normally not to exceed 90 days, but no less than 30 days.) The Pastor should be provided a written summary of the job duties that were rated as unsatisfactory, and a plan should be completed on how to address the issues.

If the performance review of any staff member is considered unsatisfactory, the Senior Pastor should consider a formal probationary period to extend over an established time period (normally not to exceed 90 days, but no less than 30 days). Staff members should also get a written summary of the job duties that were rated as unsatisfactory along with a plan on how to address the issues.

Salary increase recommendations from the Pastor for all staff will be presented to the Personnel Committee for approval and be brought to the Stewardship Committee for verification of available funding. Salary recommendations from the Personnel Committee for the Pastor will be presented to the Stewardship Committee for verification of funds. If the funds are available, the Stewardship Committee will inform the treasurer about the salary increase, who in turn, informs the bookkeeper. The bookkeeper will then adjust the salary.

Performance review forms should be completed even though an increase in pay may not be recommended.

Employee Yearly Salary Review:

The Personnel Committee and Pastor will perform a yearly salary review of all church staff and forward its review and recommendations to the Stewardship Committee.

Salary increase recommendations from the Pastor for all staff will be presented to the Personnel Committee for approval. If the Personnel Committee approves the salary increase, it will present the salary increase to the Stewardship Committee for approval.

Salary recommendations from the Personnel Committee for the pastor will be presented to the Stewardship Committee for approval of funds.

Recommended salary increases will be calculated by the following:

- If the hire date of the month falls between the 1st through the 15th of the month, the pay increase will be for the month of hire.

- If the date of the month of hire is after the 15th of the month, the pay increase will be effective on the first day of the following month.

This review/recommendation would include a change in employment, i.e., an increase or decrease in staff hours, across the board of cost of living increase, or any other factors.

20 Performance Review Form

(See forms section)

21 Worker's Compensation

Worker's Compensation is provided to employees in accordance with applicable State law.

Incidents/accidents occurring at the workplace shall be reported by the employee involved to the Senior Pastor or Board of Directors immediately. Said report shall be both verbal and in written form.

22 Unemployment Coverage

Unemployment Insurance coverage shall be provided to employees in accordance with applicable State and Federal law.

23 Acknowledgement of Receipt & Understanding of Policies and Procedures

The following statement shall be printed on a separate form, reviewed with the employee at the time of hiring, signed by the employee and maintained in the employee's personnel file:

This is to acknowledge my receipt and review of the policies and procedures manual of Newington Baptist Church. I understand the policies and procedures described in the manual and will adhere to the same. I further understand that the policies and procedures may be changed from time to time to better accommodate the operations of the Church, and I will abide by said change(s) upon notification.

_____	_____	_____	_____
Employee	Date	Sr. Pastor	Date

24 Salary and Benefits

The chairman of the Personnel Committee has specific salary and benefit information for all staff members whether considered employees or self-employed. The Personnel Committee recommends salary and benefits for all staff to the Stewardship Committee for annual Church Budget approval by the church.

25 JOB DESCRIPTIONS

25.1 Senior Pastor

Principal Function: The Pastor shall be the spiritual leader of the church. It shall be the Pastor's duties to conduct the worship services of the church: visit the membership of the church, particularly the sick and distressed among the congregation: to visit prospective members and extend to them an invitation to join our church: to cooperate fully with the Fellowship of Deacons, Board of Directors, Sunday School Director, and all other church officers.

General Statement:

The Pastor is not called to do the work of the congregation. He is to work with the people of God in doing the work God has assigned. The Biblical figure is that of a shepherd who leads his sheep. He should guide them, help them in trouble, and lead each member in the congregation to grow to full potential.

Responsibilities and Requirements:

Preaching, Pastoral Care, Visitation, Administration, Ministerial Staff Leadership, Visionary Church Leadership

- (1) He is the spiritual leader and shepherd of the congregation.
- (2) Provide administrative leadership for the total church program.
- (3) Proclaim the gospel and lead the church in proclaiming the gospel in the church and the community.
- (4) Lead the staff and the church in a caring ministry for persons in the church and the community.
- (5) Lead or delegate the leadership of the congregational services: plan, coordinate and evaluate congregational services in coordination with the Worship Leaders.
- (6) Preach at all worship services or arrange for someone else to perform this function.
- (7) Give recommendations and be available to advise on the selection of all staff members and in determining their duties.
- (8) Give supervision to other members of the church staff according to the leadership chart.

- (9) Plan for and provide leadership in the observance of the church ordinances.
- (10) Conduct funeral services and wedding ceremonies at his discretion, sharing and delegating to other staff members responsibilities in this area.
- (11) Counsel with and assist in training deacons for their responsibilities.
- (12) Provide Pastoral counsel to the congregation as needed, and as needed refer to a Christian Counselor.
- (13) The Pastor shall be an ex-officio member of all groups, committees, and organizations of the church.
- (14) Lead the church in planning, conducting, and evaluating a comprehensive program of outreach to the unsaved and the unchurched.
- (15) Serve as an advisor and resource person for the Sunday School.
- (16) Do personal visitation for the purpose of reaching people for Christ and the church.
- (17) Assist in publicizing church events.
- (18) Attend retreats or seminars for continuing education, spiritual enrichment, or betterment of skills.
- (29) Serves as President of NBC Incorporated.
- (20) Reports to Personnel Committee and Board of Directors.
- (21) Conduct new members classes as needed.
- (22) Lead Bible study classes as the calendar permits.

25.2 Church Custodian

Reports to Senior Pastor

Position Summary: Responsible for the appearance and cleanliness of the church. This is a 20 hour a week job. The hours are from 9:00 AM to 1:00 PM Monday through Friday.

Job Responsibilities and Duties:

- 1. Keep the church building clean, attractive, and functional in and out.
- 2. The following tasks are to be performed daily:
 - a. Collect and dispose of all waste and trash throughout the building.
 - b. Clean all bathrooms. (See detailed list below.)
 - c. Dust and wipe down all surfaces in the office areas. (Desks, file cabinets, chairs, tables, and other furniture.)
 - d. Restock all paper towel dispensers and soap in the church not located in bathrooms.
 - e. In the fall, blow the leaves from the storm drains in the rear of the church.
- 3. The following tasks are to be performed weekly or more frequently if needed:
 - a. Prepare an inventory of all custodial supplies and present a request for replacement to the church administrative assistant.
 - b. Sweep stairwells.
 - c. Vacuum carpets and rugs.
 - d. Sweep and mop the floors in the fellowship hall, gym, and kitchen.

- e. Sweep/Blow all of the entrance exits in the church. (Blowing leaves, cut grass, etc. from the walkways.)
 - f. Sweep the spider webs from the entrances and exits.
4. The following tasks are to be performed monthly:
- a. Dust ceiling vents, AC and heat vents and remove cobwebs using an extension ladder.
 - b. Feather dust all blinds.
 - c. Complete all high dusting not reached in the daily schedule (up to 72".)
 - d. Wipe off baseboards throughout the church.
5. The following tasks are to be performed semi-annually or more frequently if needed:
- a. Strip, wax, and buff the floor in the fellowship hall, gym, and kitchen.
6. Complete an accurate record of hours worked and submit this timesheet to the Senior Pastor for approval. This time sheet will be kept on file in the pastor's office at Newington.
7. The following tasks are to be performed annually:
- a. thoroughly clean all windows inside and out.
7. Other duties as requested by the Senior Pastor.

Detailed Bathroom Cleaning:

- 1. Stock towels, tissue, and hand soap.
- 2. Empty sanitary napkin receptacles and wipe with disinfectant.
- 3. Empty trash receptacles and wipe if needed.
- 4. Clean and polish mirrors.
- 5. Wipe towel cabinet covers.
- 6. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
- 7. Toilet seats are to be cleaned on both sides using a disinfectant.
- 8. Scour and sanitize all basins. Polish bright work.
- 9. Dust partitions, top of mirrors, and frames.
- 10. Remove splash marks from walls around basins.
- 11. Mop and rinse restroom floors with disinfectant.

Note: The preschool rooms are excluded from all the above during the year that the preschool is in session. If not in session all the requirements apply to the preschool rooms as well.

Church Custodian Requirements:

- High school diploma or equivalent.
- Custodial experience.
- Understanding of cleaning techniques and chemicals.
- Ability to lift a maximum of 50 lbs.
- Pass a pre-employment background check.
- Strong communication, comprehension and interpersonal skills.
- Motivated to work independently or with others to provide above adequate custodial

services to the church.

Employee Signature

Date

Witness

Date

25.3 Church Board of Directors

The corporate powers of the Church will be exercised by or under the authority of the Board of Directors (hereinafter also referred to as the “Board” or the “Directors”). The powers, business, and property of the Church will be exercised, conducted, and controlled by the Board for the purposes of every effort to oversee the legal, business, financial, and administrative affairs of the Church with consensus agreement. If, in the course of the decision-making processes, the Board cannot unanimously agree, then the decisions will be made by majority vote of the Board members present and voting at that meeting.

The Board will consist of the Pastor and at least two (2) At-Large Members elected by majority vote of the members at the annual business meeting. The authorized number of Board members will be such number as may from time to time be authorized by the Board, provided that such number will not be less than three (3.) No less than fifty (50%) percent of the Board will be volunteers from the congregation and not related to each other or to paid staff by blood or marriage.

Church members will recommend individuals to the Board for consideration as At-large Board candidates. The Board will interview candidates to determine a desire to serve. No candidates will be presented without their consent. The Board will present qualified candidates to members at the annual business meeting for election by majority vote. Upon election, lay Board members will serve for a term of three (3) years. There will be three annual classes of lay Directors so that approximately one-third (1/3) are up for election every year to maintain continuity and make for a smooth transition within the Board. Except for the Pastor, no Board member will serve for more than two (2) consecutive terms (a total of 6 years) without taking at least one year off before being eligible for re-election.

Without prejudice to the general powers outlined above, and subject to the same limitations, the Board will have the following duties and responsibilities:

A. 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;

B. To recommend the borrowing of money and incurring indebtedness on behalf of the Church and the cause to be executed and delivered for the Church's purpose and in the Church's name, promissory notes and other evidence of debt and securities;

C. To oversee legal, business, financial, and administrative affairs of the Church;

D. To recommend to the members suggested objectives and church goals;

E. To review and coordinate program plans recommended by church staff, organizations, teams, and committees;

F. To evaluate program achievements in terms of church goals and objectives; and

G. Conducting such other duties and activities as the Board may determine from time to time that are consistent with the Articles of Incorporation, Constitution, and these Bylaws, including those actions requiring a vote of the members.

The Board will annually appoint a Chairperson from among their lay members to work with the Pastor to set the agenda and facilitate Board meetings. The Board may delegate some of its authorities and duties to individual Directors, pastors, staff members, Deacons, committees, and others as long as the delegation does not breach its fiduciary duties to the Church. The Board may also invite the Chairpersons of the committees of the Church to be non-voting invitees to Board meeting whenever projects or programs in which their team/committee may be involved are to be considered.

Vacancies on the Board because of death, resignation, removal, disqualification or any other cause will be filled by nomination and election by majority of the Board for the remainder of the term.

Any Board member may at any time deliver a written notice of intent to resign to the Chairperson, which will be effective upon acceptance by the Board. Other than the Pastor whose removal is provided below, any Officer or Director may be removed at any time with or without cause when, in the sole judgment and discretion of the Board, by a three-quarter (3/4) majority of the Board that such individual should no longer serve on the Board. In the event any Director is so removed, a new Director may be elected by majority vote of the Board for the remainder of the term.

A contract or other transaction between the Church and one or more of its Board Members, Pastors, Officers, Deacons, or family members thereof (hereinafter "Interested Party"), or between the Church and any other entity, of which one or more of the Church or its Board Members, Pastors, Officers, or Deacons are also Interested Parties ("Common Party"), or in which entity is an Interested Party has a financial interest – will be voidable at the sole election of the Church unless all the following provisions are satisfied:

A. The Church entered into the transaction for its own benefit;

B. The transaction was fair and reasonable as to the Church, or was in furtherance of its exempt purposes at the time the Church entered into the transaction;

C. Prior to consummating the transaction, or any part, the Board authorized or approved the transaction, in good faith, by a vote of a majority of the Directors then in office, without counting

the vote of the interested Director or Directors, and with knowledge of the material facts concerning the transaction and the Interested Parties' interest in the transaction; and

D. Prior to authorizing or approving the transaction, the Board, in good faith, determined after reasonable investigation and consideration, that either the Church could not have obtained a more advantageous arrangement, with reasonable effort under the circumstances, or the transaction was in furtherance of the Church's tax-exempt purposes.

Common or interested Board Members may not be counted in determining the presence of a quorum at a meeting of the Board (or a committee thereof) which authorizes, approves, or ratifies such contract or transaction. The Board may adopt additional Conflicts of Interest policies in addition to the above to provide full disclosure of material conflicting interests by Directors, Officers, Deacons, or employees. Such additional policies will permit the Board to determine whether a contemplated transaction may be authorized as just, fair, and reasonable for the Church. Notwithstanding the above, no loan will be made by the Church to any of its Board Members, Officers, Pastors, Deacons, or Members

No salary or compensation will be paid to any member of the Board in his capacity as Board Member, but nothing herein will be construed to preclude any Board Member from serving the Church in any other capacity and receiving reasonable compensation. Moreover, the Board member may receive reasonable reimbursement for travel and other approved expenses upon request and written documentation.

One third (1/3) of voting Board Members present at the beginning of a meeting will constitute a quorum for purposes of transacting business at a meeting. Every action taken or decision made by a majority of the Board will be deemed to be the act of the Board Members.

Any action required or permitted to be taken by the Board Members may be taken without a meeting, if all the Board Members, individually, or collectively, consent in writing to the action. Such action by written consent will have the same force and effect as the unanimous vote of the Board Members. Such written consent or consents will be filed with the minutes of the proceedings of the Board Members.

Members of the Board of Directors or of any committee thereof may participate in a meeting of such Board or committee by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other. Participation by such means will constitute presence in person at such meeting. When such a meeting is conducted by means of a conference telephone or similar communications equipment, a written record will be made of the action taken at such meeting, noting participation of those who were present by means of such communications equipment.

The Board, by majority vote of all Directors in office, may appoint two or more persons from among its number to serve as special Board team, such as the Board may determine are necessary, which will have such powers and duties as will from time to time be prescribed by the Board. Except as otherwise provided by law, the Articles of Incorporation, these Bylaws, or by a Resolution of the Board, each Board team may not exercise the authority of the Board. Minutes of the meetings of the Board will be recorded and taken by the Secretary of the Board who will have custody thereof and be responsible for circulating copies to the Board members in a timely manner.

25.4 Financial Services

As of May 1, 2022, Newington Baptist Church contracted its financial services out to Tori Bruch of Straight Up Bookkeeping, LLC Associates. This service is now a yearly contract for Newington financial accounting services.

Contractor Principle Function: Provides financial accounting support for all church and preschool operations by maintaining Church Financial records and coordinates payment for operational expenses. Reports directly to the Church Treasurer and Stewardship Team Leader.

Contractor Responsibilities:

1. Posts receipts and coordinate disbursements of all accounts in accordance with General Accepted Accounting Principles utilizing designated accounting software.
2. The Financial Contractor and Treasurer will jointly open and reconcile bank statements.
3. Maintain records of invoices relating to monthly billing from all suppliers.
4. Prepare financial reports for the Stewardship Committee, monthly and annual financial statements.
5. Keeps giving records using specified software and mails statements to the contributors.
6. Prepare and send monthly, quarterly and annual, required government IRS reporting.
7. Receive and answer queries concerning financial matters, maintaining files of invoices, correspondence and reports.
8. Prepare and issue checks for payables in accordance with church policy.
9. Prepare and issue payroll checks for all employees on a semi-monthly basis.
10. Maintain Newington Courthouse Preschool (NCP) bookkeeping records, issue checks for payables and payroll for employees.
11. Prepare financial reports of both NBC and NCP for the treasurer to present at church quarterly business meetings.
12. Be prepared for an annual audit of Newington's financial records.

Contractor Position Requirements:

1. Can operate Windows based computer systems and office copier.
2. Can efficiently utilize and operate QuickBook for Non-Profits and Excel.
3. Knowledge and education of Generally Accepted Accounting Principles.

25.5 Youth Ministry Director

Principle Function: The Youth Ministry Director is to work with the Youth Ministry Team, providing administrative and programming support. This ministry provides a simple program for youth from 6th grade through 12th grade that leads youth to love God, love others and serve the world.

General Statement: The Youth Ministry Director is part of the professional staff of Newington Baptist Church, and works under the guidelines of the NBC Constitution & By-laws, Personnel and Policies of the church. The Youth Ministry Director is accountable to the Pastor.

Responsibilities: Working with the Youth Ministry Team in Developing a Schedule of Youth Events and Activities, the YMC provides logistical support in the following areas.

1. **DISCIPLESHIP/SPIRITUAL DEVELOPMENT** – Coordinate the timely ordering of all support materials that promotes the spiritual development of youth, keeping focused on God's purposes, including Bible study, fellowship, and other types of spiritual growth programs.
2. **COMMUNICATION** – Coordinate keeping the youth, parents of youth, congregation and community informed of scheduled youth activities, using all media available, including the church bulletin and newsletter, website(s), NBC Connect, email, phone, text messaging, special mailings, bulletin boards, promotional flyers, local radio, and print media as appropriate. Coordinate the regular updating of youth information on newingtonbc.org and any linked NBC youth website.
3. **VISITATION/OUTREACH** – Provide the data, addresses, phone numbers, email, etc. needed to conduct an outreach and visitation ministry to the youth of our church and the community.
4. **COUNSELING** – Coordinate the facilitation of Christian counsel with youth and their parents, working with the Pastor and Youth Ministry Team Leader.
5. **COOPERATION** – Coordinate cooperation with local churches, Mid-Tidewater Baptist Association, VA Baptist, denominational, other Christian organizations that may further the youth ministries of NBC.
6. **CAMPS/RETREATS/SEMINARS** - Coordinate the details for scheduled youth educational and training projects, such as camps, retreats, and seminars. Coordinate the details of scheduling, transportation, adult volunteers, meeting financial obligations in a timely manner through fund raising or budget support.
7. **MENTORING** – Coordinate a mentoring program to our youth that provides spiritual and moral guidance for youth with special needs, abilities, or interests.
8. **MISSIONS** - Coordinate opportunities for youth Missions involvement and spiritual guidance and encouragement to youth who may be called to missions or ministry. Coordinate the details of scheduling, transportation, adult volunteers, meeting financial obligations in a timely manner through fund raising or budget support.

9. **BUDGETING** – Coordinate the development and management of budgeted monies for NBC Youth Ministries in conjunction with the Youth Ministry Team, working in cooperation with the church budgeting process led by the Stewardship Committee.
10. **WORSHIP LEADERSHIP** – Coordinate Youth Leadership in worship, especially Youth Sunday(s).
11. **TRANSPORTATION** – Coordinate the transportation for youth planned activities.
12. **CHURCH COUNCIL** - Serve on the Church Council for coordination of programming.

Position Requirements:

1. Must be called by God and gifted to work with youth in a church environment.
2. Good communication skills; good relational skills; good computer skills – including word processing, publishing, excel, data entry, internet use.
3. A background check will be done on all church staff, as required by our insurance carrier.

Employee

Date

Witness

Date

25.6 Administrative Assistant Job Description

Principle Function: Provides administrative support to Sr. Pastor, all church operations, and has general charge of the church office. Reports directly to the Pastor and is accountable to the Personnel Committee and Church Body.

General Statement: As an employee of Newington Baptist Church, one must always keep in mind the spiritual nature of church work and conduct oneself accordingly. Absolute confidence must be maintained in all matters of church business and other information which comes to your knowledge at the church. It is important to quickly resolve any misunderstanding that may occur in dealing with any church member or the public in the Christian spirit.

Responsibilities:

· **Receptionist Duties:**

- During office hours, offer encouragement and courtesy to the staff, office visitors, and those who call or email.
- Maintains and responds to voice mail and other messages promptly.
- Assists drop-in donors for Clothes Closet, preschool parents, other visitors.
- Update catalogs, magazines, brochures in office, on table near sanctuary and table outside of office.
- Receive vendors for repairs, deliveries, or other services; assist with unlocking doors, directing workers.

- Keep the church calendar updated.
- Keep FYI bulletin board updated.
- Take benevolence requests and process them as outlined in the Administrative Assistant Manual.

Church Use Responsibilities:

- Update forms as needed according to church board and church use chair. File.
- Email or provide intake forms for outside groups/individuals/members requesting use of church building.
- Communicates with preschool/other groups re: building.
- Collect and verify payments that come in for church use. Meet with Building Use Chair once/month to organize/track/update process.
- Keep the church calendar updated.
- Maintains confidentiality in all areas related to church business, relationships and communications.

Administrative/General Church Responsibilities

- Create sign-up sheets for various events.
- Update Kids Worship/Nursery schedule.
- Print credit card statements for staff & volunteers to reconcile for financial secretary.
- Record offering numbers in Excel Budget spreadsheet and report on bulletin.
- Assist people with copier, order toner, call copier company for repairs, assist with other office equipment.
- Provides administrative support to ministerial staff including development of Power Point presentations, Excel Spreadsheets, and documents utilizing Word or Publisher. Assist Pastor in finding pictures for Sunday messages using the internet.
- Prepares agenda/packets for business meetings.
- Processes membership requests, transfer letters, statements of faith, church covenants. Prepare folders for membership classes.
- Update Breeze (personal info, address, phone, email, visitor cards); update calendar, deacon lists, membership, Sunday school class attendance. Print birthday lists each month.
- Types and prepares for distribution of weekly bulletins, monthly newsletters, and various church correspondences.
- Manage inventory and order office supplies as needed.
- Maintains church calendar.
- Sort mail, write bill amounts in notebook, record checks/tithes that come in, put bills in financial secretary's inbox.
- Maintains and is responsible for the organization of church files.
- Help families and pastor with funeral program, print.
- Keep track of pew cards, pens. Order when necessary and restock pews when needed. Collect leftover bulletins.
- Print children's bulletins.
- Update Administrative Asst handbook as needed.

- Assist with completion of Annual Membership Survey annually as requested through MTBA.
 - Work with Stewardship Committee for yearly offering envelopes (order, edit, & prepare for members).
 - Print greeter tags. Put greeter bags together with Pastor's input.
 - Answer emails in a timely manner.
 - Evaluate and develop annual budget requests for admin categories.
 - Mail bulletins/newsletters to shut-ins.
 - As needed, update and send background checks for Ministry Safe.
 - Fill out requisition/reconciliation forms as needed for expenses. Make copies of forms for copier room.
 - Other administrative tasks as needed or outlined in Administrative Assistant Manual.
- **Creative and social media:**
 - Maintains and updates the Newington website and mobile app, assist with monitoring FB page and Instagram as needed.
 - Using Canva or another design program, create logos, graphics, etc for print and social media.
 - Email Gazette Journal with Newington info each week including service info, special events, occasional ads.

Position Requirements:

1. Must be personable and relate to the public in a Christian spirit.
2. Can efficiently navigate commonly utilized computer apps and type on a keyboard.
3. Can operate all general office equipment.
4. Can efficiently utilize and operate all common Microsoft Office Software including Word, Excel, Publisher & PowerPoint as well as operate a multi-line phone.
5. Must complete and have an approved Background Check.
6. Must have a Christian background and be familiar with the standards, principles, and Biblical values that are the foundation of all we do. Confidentiality is required.
7. This position is the public face of Newington to the community. Biblical moral standards of behavior are required in the office, in public, and on social media.
8. Must be able to sit at desk for long periods, follow directions, multi-task, think creatively, work on a team, and effectively communicate both in writing and orally.

Employee

Date

Witness

Date

25.7 Worship/Music Leader

Principle Function: The Music/ Worship Leader is to be a spiritual leader of the church and is to work with the Senior Pastor. This ministry will include planning and coordinating music programs encompassing the entire church, acting as a resource person and leader, working in cooperation with various elected officers, committees and councils within the music and worship areas of the church.

General Statement: As an employee of Newington Baptist Church, one must always keep in mind the spiritual nature of church work and conduct oneself accordingly. Absolute confidence must be maintained in all matters of church business and other information which comes to your knowledge at the church. It is important to you and the church, if any misunderstandings occur between you and any church member, youth or parent that it should be resolved quickly and in a Christian spirit.

Responsibilities:

1. Plan and lead in music for all regular services of the church as well as special programs.
2. Lead in planning, promoting and if necessary, directing a graded choir program.
3. Serve as music resource person and advisor to church leaders, committees and other organizations within the church.
4. Coordinate any training that might be needed as it relates to the overall Music Ministry.
5. Work closely with the Worship Committee to develop a budget for music programs carrying out such programs within the guidelines of the church budget.
6. Attend retreats as required, keeping abreast of current methods and materials in order to provide music and other such spiritual input that contributes to meaningful Christian growth.
7. Encourage the discovery and development of musical gifts.
8. Be an ex-officio member of all groups, committees and organizations of the church pertaining to music and worship.
9. Serve on the Church Leadership Action Team.

Position Requirements:

1. BA or MA preferred. Education requirements can be substituted by experience, wisdom and the call of God.
2. A background check will be done on all church staff as required by our insurance carrier.

Employee

Date

Witness

Date

24.8 Organist/Pianist

Principle Function: The Church organist and pianist are under the direct supervision of the Worship Leader and are employed to assist the Senior Pastor and the Worship Leader by providing musical selections and accompaniments.

Responsibilities:

1. Provide the instrumental music during:
 - a) Sunday morning worship services.
 - b) Choir specials
 - c) Regular and called choir rehearsals
 - d) Solo and group specials
 - e) Other scheduled or special church-wide services
 - f) Provides accompaniment for weddings and funerals as available.
2. Instrumentalists are to be present and ready to perform at least fifteen minutes prior to the music function.
3. Miscellaneous: The organist and pianist shall be ex-officio members of the Music Committee.

Employee

Date

Witness

Date

24. 9 Children's Ministry Director Job Description (Part-time)

Children's Ministry Director Position Summary:

The Children's Ministry Director is responsible for the vision, planning, and ministries of children from birth through grade five in Newington Baptist Church 's mission and vision. The director shall both oversee and actively participate in the children's ministry of Newington Baptist Church.

The Mission of the Children's Ministry:

The mission of children's ministry is to provide a loving, Spirit-led, and excellent developmental environment for children so that they may be drawn to Christ, profess their faith in Him, and grow in Christian maturity. The mission of children's ministry is to support children's ministry and to assist parents in building godly homes and family relationships.

Children's Ministry Director Qualifications:

Exhibits a mature spiritual life as demonstrated by a deep personal commitment to Christ, the leadership of the Holy Spirit, a disciplined devotional/prayer life, and continued spiritual growth

- Has a passion for children.
- Understands faith and development of children.
- Understands family systems, especially within the church.
- Can effectively build a children's ministry team to accomplish ministry goals.
- Shows creativity in developing children's ministries.
- Works independently and collaboratively with other ministry directors, staff, and/or volunteers.
- Demonstrates effective organizational and time management skills.
- Communicates effectively in both verbal and written form with all age groups.
- Effectively and appropriately manages electronic communications including social media.
- Knowledge of Christian education resources and current trends in children's ministry.
- Proficient in computer use, including Microsoft Office applications such as Outlook, PowerPoint, and Word.
- Demonstrates personal integrity, ethical behavior, strong Christian character, and values.
- Shall undergo an instate background check.

Primary Responsibilities and Tasks of the Children's Ministry Director:

- Oversee all ministry activities for children, ages birth to 5th grade, including Sunday mornings and Wednesday evenings, and special events such as Vacation Bible School, Easter Program, and Fall Festival.
- Teach and engage children to grow their faith in Jesus.
- Help children's ministry leaders choose and lead the preparation of an age-appropriate curriculum for each age level.
- Create programming and engaging activities for each age group to facilitate learning and encourage spiritual growth.
- Assist in developing the annual children's ministry budget and responsible stewardship of this budget.
- Recruit, train, and schedule teams of children's ministry volunteers.
- Pray over children under your care as well as their families, and pray over volunteers.
- Manage smooth check-in procedures on Sundays and at other children's events, and track children's ministry attendance.
- Be available to attend weekly staff meetings.
- Provide support to the Newington Courthouse Preschool as requested by the Preschool Director and/or teaching staff, such as reading to the class, being available to families who need ministerial help, and helping with special events such as the Christmas service, spring program, and picnic, etc.

Accountability:

- The Children's Ministry Director is accountable to the congregation through the Senior Pastor's direction. The Children's Ministry Director is directly accountable to, supervised, and guided by the Senior Pastor.
- Hours: approximately 10 hours per week.
- The Director will receive 3 personal days to be used at their discretion.
- The Children's Ministry Director will observe holidays in which the church is closed without a reduction in pay.

- The Children's Ministry Director shall be evaluated annually, or more frequently as needed, by the Pastor.
- The salary shall be set by the Personnel Committee per the annual budget.

"I have read and received a copy of my job description.

I understand my job description and will address questions or issues per applicable personnel policies.

Printed name and signature

Date

Employee

Date

Witness

Date

25.10 Newington Courthouse Preschool Staff

I. Definition of Responsibilities and Job Descriptions

A. Staff Minister: Senior Pastor

1. Report to committee on the annual teacher and director evaluations.
2. Make recommendations to the committee on contract renewal offers.

B. Weekday Preschool Committee

1. Responsible for approving expenditures for supplies, equipment, maintenance, etc.
2. Committee members attend school staff meetings on a rotating basis.
3. Visit the school. Check the school and facilities.
4. Advertise, publicize the school and its activities.

C. Newington Preschool Director

1. Principle Functions:

The Preschool Director is responsible to the Senior Pastor, in cooperation with the Weekday Preschool Committee, and is employed to supervise the overall operation of Newington Courthouse Preschool.

2. Responsibilities:

- a) Lead a team of teachers, staff and Volunteers in the daily operation of a premier Christian preschool, including day-to-day operations and special events. (End-of year program, party, field trips, etc.)
- b) Develop and implement a marketing/advertising plan that creates interest in the preschool and fuels strong enrollment. (Newspaper, Facebook, school website)
- c) Establish & maintain an enrollment process to ensure that children are enrolled efficiently, acclimated into their classroom smoothly, and monitored to ensure success. (From the car to classroom; Parent/Teacher conferences)
- d) Function as a primary contact person for parents/guardians on enrollment, assimilation, progress, and all other matters pertaining to the preschool.
- e) Implement classroom management practices that ensure a safe, secure, and orderly preschool environment is maintained at all times, in accordance with the NBC Child Safety Policy & Procedures.
- f) Lead the creative use and proactive upkeep of children's ministry facilities and grounds.
- g) Coordinates the development and execution of the Preschool curriculum.
- h) Coordinates collection of tuition in accordance with the NBC accounting processes, and escalates non-payment conditions to the Preschool Committee as necessary.
- i) Works with the Preschool Committee to develop an annual budget.
- j) Responsible for all financial expenditures related to the preschool, administering the program within the limits of the annual budget, consulting as needed with the Church Financial Secretary or Treasurer.
- k) Provides Quarterly updates to the Preschool Committee and Church of current and future Preschool Activities.
- l) Support the mission, vision, core values, and goals of the church.
- m) Plan and test fire and natural disaster safety drills regularly.
- n) Maintain school records as required for state certification.
- o) Ensure that NCP staff obtain updated training, and required medical exams annually.
- p) Secure substitutes when necessary from an approved list of those who meet the NBC Child Safety Policies and Procedures.
- q) Coordinate with other NBC staff for scheduling, and with the custodian for cleaning.
- r) Is a de facto member of the Preschool Committee and attends all meetings.
- s) Perform other duties as assigned.

3. Qualifications:

- a) Possess a minimum of 5 years in a Leadership role of a childcare program in a church or business environment.
- b) Excellent communication and relationship skills.
- c) Committed to Christian Preschool Education.
- d) Display a cheerful and positive Christian attitude.
- e) Actively attend a local Christian church to deepen your faith & discipleship in Jesus Christ.
- f) Be willing to work odd hours, as needed.
- g) CPR and First Aid Certified
- h) Complete Background Check
- i) Pre-employment physical.
- j) Must love Jesus, love the church, and love people.

D. Newington Courthouse Preschool Teacher

- 1. **Principle Functions:** Reports to the NCP director and is employed to assist the director in the ongoing activities of the programs and to serve as a teacher.
- 2. Works under the NCP Policy for Discipline of Children.
- 3. Works under the Commonwealth of Virginia Guidelines for Religious Preschools
- 4. **Responsibilities:**
 - a. Help provide and maintain a /christian environment in which the children may grow physically, emotionally, mentally, socially, and spiritually.
 - b. Work according to the schedule outlined by the director.
 - c. Planning and carrying out a daily teaching program consistent with the educational philosophy of the church.
 - d. Give each child the attention needed to assure his/her best welfare. (This relates to eating, toileting, playing, working, health care, and safety.)
 - e. Record significant incidents and experiences observed in the child. Place the information in the child's personal file.
 - a. Ensure that tables are washed down daily. Sanitize and clean chairs, toys, and other materials as needed, (This is each teacher's responsibility.)
 - b. Attend classes, workshops, and other training opportunities.
 - c. Work with the custodian to ensure a clean and orderly room each day.
 - d. Attend all parents' meetings and faculty and staff meetings.
 - e. Inform the director of needed supplies, repairs, and materials as far in advance as possible.

3. Qualifications:

- a. Experience in Preschool Education preferred.
- b. Excellent Communication and relationship skills.

- c. Committed to Christian Preschool Education.
- d. Displays a cheerful and positive Christian attitude.
- e. Actively attend a Christian church. Loves Jesus, his Church and people.
- f. CPR & First Aid Certified.
- g. Agree to a Background Check.

E. Newington Courthouse Preschool Assistant Teachers/Teacher's Aide:

1. Principle Functions: The Assistant Teacher/Aide is responsible to the Preschool Director and is employed to assist the director or teacher in the programs of learning as assigned by the director.

2. Works under the NCP Policy for Discipline of Children.

3. Works under the Commonwealth of Virginia Guidelines for Religious Preschools .

4. Responsibilities:

- a. Confer with the teacher regarding specific responsibilities and schedules to be carried out.
- b. Become acquainted with each child, aware of his/her needs.
- c. Seek to be a helper figure, not a parent image for the children.
- d. Be consistently mindful of the goals of the weekday education program.
- e. Attend all parents' meetings and staff meetings.
- f. Make careful observations and written notations of significant behavior of children for whom you are responsible.
- g. Take advantage of in-service training workshops, and other educational opportunities for personal growth.
- h.

II. Terms of Employment - School staff will be hired with an annual contract, renewable at the pleasure of the church and the employee.

F. Newington Courthouse Preschool Custodian:

1. **Principle Functions:** Reports to the NCP director and is employed to maintain cleanliness in the classrooms/bathrooms.
2. **Responsibilities:**
 - a. Clean rooms everyday (September -May)
 - b. All three classroom floors were vacuumed every weekday or as needed.
 - c. The classroom bathroom is scrubbed and disinfected every weekday.
 - d. The classroom bathroom floors are scrubbed weekly.
 - e. All windows are washed on a bi-monthly basis.
 - f. Dusting and general straightening up as needed.
 - g. Empty trash receptacles as needed.
 - h. Fill paper towels and toilet paper dispensers.
 - i. Request any cleaning product to the NCP director.
3. **Terms of Employment -** School staff will be hired with an annual contract, renewable at the pleasure of the church and the employee.

III. Evaluation Procedures

A. Teacher Evaluations

1. The director performs all teacher evaluations.
2. Two evaluations will be performed annually.
 - a. The first will be informal and conducted during the week of winter parent conferences.
 - b. The second is a formal annual evaluation.
3. The director will confer with the appropriate staff minister prior to the annual evaluation.
4. The staff minister will report to the Weekday Preschool Education Committee on the contents of each evaluation.
5. The evaluations will be considered when determining whether or not the teacher's contract should be renewed.

B. The Director's Evaluation:

1. The Senior Pastor will perform the director's evaluations.
2. Two evaluations will be performed annually.
 - a. The first will be informal and conducted during the week of winter parent conferences.
 - b. The second is a formal annual evaluation.
3. The staff minister will report to the Weekday Preschool Education Committee on the contents of each evaluation.
4. The evaluations will be considered when determining whether or not the director's contract should be renewed.

IV. Holidays and Benefits

- A. **Benefits -** All members of the school staff are part time employees. As such they are provided with no benefits.
- B. **Holidays -** Although the school staff does not receive paid holidays as such, their salaries are paid monthly, without regard to school holidays.

V. Professional Staff Development: The staff is encouraged to pursue continuing education

and training. A policy will be established to determine what the church will cover.

26 Personnel Forms

- 25.1 CONFIDENTIALITY AGREEMENT**
 - 25.2 CONSENT FOR DRUG/ALCOHOL SCREEN TESTING**
 - 25.3 EMPLOYEE PERFORMANCE REVIEW**
 - 25.4 DISCIPLINARY WARNING**
 - 25.5 EMPLOYEE EXIT INTERVIEW**
 - 25.6 COBRA LETTER TO TERMINATING EMPLOYEE**
 - 25.7 TELEPHONE REFERENCE CHECKLIST**
 - 25.9 INTERVIEWING CHECKLIST (DO'S AND DON'TS)**
 - 25.10 EMPLOYMENT APPLICATION**
 - 25.12 APPLICANT INTERVIEW SUMMARY**
 - 25.13 EMPLOYMENT AGREEMENT**
 - 25.14 BACKGROUND CHECK AUTHORIZATION**
 - 26.15 TIMESHEET FOR SALARIED STAFF**
- 26.1 CONFIDENTIALITY AGREEMENT**

The nature of services provided by Newington Baptist Church requires information to be handled in a private, confidential manner.

Information about our business, our employees and/or our church members will only be released to people or agencies outside the Church, with the written consent of the Church Board of Directors or Senior Pastor, the specific employee and/or the specific church member.

Following legal or regulatory guidelines provide the only exceptions to this policy. All reports, memoranda, notes, medical charts, lab/diagnostic test results, or other documents will remain part of the Church's confidential records.

The names, addresses, phone numbers or salaries of our employees will only be released to people authorized by the nature of their duties to receive such information and only with the consent of management or the employee.

The undersigned employee agrees to abide by this confidentiality agreement.

Employee

Date

Witness

Date

26.2: CONSENT FOR DRUG/ALCOHOL SCREEN TESTING

I, _____ HAVE BEEN FULLY INFORMED BY NEWINGTON BAPTIST CHURCH OF THE REASONS FOR THIS URINE TEST FOR DRUG AND/OR ALCOHOL. I UNDERSTAND WHAT I AM BEING TESTED FOR, THE PROCEDURE INVOLVED, AND DO HEREBY FREELY GIVE MY CONSENT. IN ADDITION, I UNDERSTAND THAT THE RESULTS OF THIS TEST WILL BE FORWARDED TO MY POTENTIAL EMPLOYER AND BECOME PART OF MY RECORD.

IF THIS TEST RESULT IS POSITIVE, AND FOR THIS REASON I AM NOT HIRED, I UNDERSTAND THAT I WILL BE GIVEN THE OPPORTUNITY TO EXPLAIN THE RESULTS OF THIS TEST.

I HEREBY AUTHORIZE THESE TEST RESULTS BE RELEASED TO:

_____ Church

Signature

Date

Witness

Date

26.3 EMPLOYEE PERFORMANCE REVIEW

Employee: _____ Position: _____

Date Hired: _____ Appraisal Period From _____ to _____

Senior Pastor: _____ Date of Evaluation: _____

List the employee's strengths:

[illegible]

Provide specific examples of the employee's major achievements during the review period:

How can the employee improve performance?

How can the employer assist the employee in improving their performance?

Employee	Date	Senior Pastor	Date
----------	------	---------------	------

Percentage of Pay Increase (If applicable)

26.4 DISCIPLINARY WARNING

Employee: _____ Position: _____

Date of Incident: _____

Incident:

Action taken on this notice:

[_____] First Warning - Verbal

[_____] Second Warning - Written

[_____] Suspension for _____ days

[_____] Other (specify): _____

Next step for repeated infraction:

[_____] Second Warning - Written

[_____] Suspension for _____ days

[_____] Other (specify): _____

Senior Pastor Comments:

DISCIPLINARY WARNING

Page Two

Employee Comments:

Consequences of failure to improve performance or correct behavior:

Employee

Date

Senior Pastor

Date

26.5 EMPLOYEE EXIT INTERVIEW

Employee: _____ Position: _____

Senior Pastor: _____

Employed from: _____ to _____

Reason for termination: _____

Employee returned the following:

_____ keys _____ safety equipment _____ tools _____ uniform(s)
_____ ID card _____ church documents _____ credit card _____ church vehicle
_____ computer _____ supplies & equipment

Employee was informed about restrictions on:

_____ Church policies
_____ Removing any documents from Church premises
_____ Continued confidentiality

Employee exit questions / answers:

1. Did management adequately recognize your contributions? _____
2. Did you feel that you had the support of management? _____
3. Were you properly trained for your job? _____
4. Was your work rewarding? _____
5. Were you fairly treated by the Church? _____
6. Was your salary adequate? _____
7. How were your working conditions? _____

EMPLOYEE EXIT INTERVIEW

Page Two

8. Were you supervised properly? _____
9. Did you understand all church policies? _____
10. Have you seen theft of church property? _____
11. How can the Church improve security? _____

12. How can the Church improve working conditions? _____

13. What do you feel are the Church's strengths? _____

14. What do you feel are the Church's weaknesses? _____

15. Other employee comments or suggestions: _____

Terminated Employee Date Senior Pastor Date _____

26.6 COBRA LETTER TO TERMINATING EMPLOYEE

Date: _____

To: _____

Dear _____,

You are eligible to receive health care coverage from Newington Baptist Church as a result of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

This regulation affects former employees, including retirees and dependents of employees, whose coverage under our health care program has stopped.

Under this law, you may purchase the same medical, dental and prescription drug coverage provided to current employees for up to (18) months. The attached sheet summarizes the items covered by the medical plan of this church.

Your monthly cost is \$ _____ for individual coverage and \$ _____ for family coverage. This is equal to the Church's cost of providing the same coverage to each of our current employees. You are not required to furnish proof of insurability to receive this coverage.

To accept the coverage, complete and sign the enclosed application form and mail it to our personnel department within (60) days of the receipt of this letter. The premium may be paid monthly or in a single payment and is due within (45) days of your application for coverage. Payments should also be mailed to the Personnel Department of this church.

Benefits under this program stop automatically at the end of the 18-month period, or sooner if you stop making the payments, become covered under another employer's health care plan, or become eligible for Medicare. Benefits could also stop if for some reason our church discontinued the employee health care plan.

If you fail to apply for coverage within (60) days or fail to send your first premium payment within (45) days of enrolling, you forfeit your right to coverage under the plan.

If you have any questions about this program, please call me at _____.

Sincerely,

Name and Title

26.7 TELEPHONE REFERENCE CHECKLIST

Applicant: _____ Position applied for: _____

Person Contacted: _____ Telephone Number: _____

Title: _____ Company: _____

Address: _____ City/State _____

Conversation Guide:

Hello, _____ has applied for a position with Newington Baptist Church. Would you please verify the following information?

Dates of employment: from _____ to _____

What was his/her position with your organization? _____

Did he/she have Senior Pastor or Board of Directors responsibilities? _____

How would you evaluate his/her work? _____

Did the individual progress satisfactorily in the job? _____

List his/her strong points: _____

If given the opportunity, would you rehire this person? _____

Caller's Signature

Caller's Title

Date

26.8 REQUESTS FOR REFERENCE

Date: _____

To: _____

Re: (potential employee's name)

Dear Sir or Madam:

The above-named individual has applied for a position with Newington Baptist Church and indicates previous employment with your firm. The information requested below will assist us in our evaluation of the applicant. We will hold your comments in strict confidence. Thank you for your cooperation.

Sincerely,

Personnel Committee

Please Indicate:

Position with your firm: _____ Employed from: _____ to _____

Final salary: _____

Please rate the applicant on the basis of his employment with you (good/fair/poor):

Ability _____ Conduct _____ Attitude _____

Efficiency _____ Attendance _____ Punctuality _____

What was the reason for the employee leaving your firm? _____

Would you rehire this employee? _____ If not, why not? _____

Please mail this form to:

Church Name: _____

Address: _____

City/State/Zip: _____

26.9 INTERVIEWING CHECKLIST AND INTERVIEW QUESTIONS

BEWARE! DO NOT ASK THE FOLLOWING QUESTIONS OF AN APPLICANT BEFORE BEING HIRED:

Date of Birth

Maiden Name

Previous Married Name

Marital Status

Name of Spouse

Spouse's occupation and length of time on the job

Spouse's place of employment

Number of children and their ages

Arrest record

Convictions may be asked about, but you may not refuse employment before conviction unless it is a bona fide job qualification (such as at a Bank)

Whether child care has been arranged for the children

Reasons which would prevent an applicant from maintaining employment

Ancestry

National origin/race

Age

Sex

Religion

Affiliations with a political party or union

Garnishments of wages

This information can only be obtained AFTER employment and can have no bearing on employment decisions.

The information listed above also serves no purpose in evaluating an employee's qualifications for promotion or transfer within the Church. Discussions with the employee's current Senior Pastor or Board of Directors and review of the personnel records as to work performance and potential are far more valuable. Concentrate on the employee's qualifications, performance, and potential to meet the job needs.

INTERVIEW QUESTIONS: (QUESTIONS TO CONSIDER)

- Give us a little about your background. What are some of the things you like to do.
- Why do you think you would like this job?
- What do you think your strengths are?
- What hours can you work?
- What are you looking for as a salary?
- How soon can you start?
- We are required to do a background check. Is this alright with you?
- We would like to contact some of your references. Is that okay?
- Do you have any questions?

26.10 EMPLOYMENT APPLICATION

Full Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____ Soc. Sec. #: _____

Position you are applying for: _____

Are you a citizen of the United States? ____YES ____NO

If not, do you have work papers? ____YES ____NO

Are you a veteran? ____YES ____NO if yes, what Branch of Service: _____

Education:

High School: _____ Location: _____

Graduate? ____YES ____NO

Business/Trade School: _____ Location: _____

Graduate? ____YES ____NO Degree: _____

College/University: _____ Location: _____

Graduate? ____YES ____NO Degree: _____

Major(s): _____

Graduate/Professional Training: _____ Location: _____

Graduate? ____YES ____NO Degree: _____

Additional training (type and where received):

Employment Application

Page Two

Previous Employment (begin with most recent position):

Firm: _____ Address: _____

City/State/Zip/Phone Number: _____

Senior Pastor or Board of Director's Name and Title: _____

Nature of the Business: _____

Dates of Employment: From _____ to _____. Ending Salary: _____

Position Held: _____

Reason for leaving: _____

+++++

Firm: _____ Address: _____

City/State/Zip/Phone Number: _____

Senior Pastor or Board of Director's Name and Title: _____

Nature of the Business: _____

Dates of Employment: From _____ to _____. Ending Salary: _____

Position Held: _____

Reason for leaving: _____

+++++

Firm: _____ Address: _____

City/State/Zip/Phone Number: _____

Senior Pastor or Board of Director's Name and Title: _____

Nature of the Business: _____

Dates of Employment: From _____ to _____. Ending Salary: _____

Position Held: _____

Reason for leaving: _____

Employment Application Page Three

Firm: _____ Address: _____

City/State/Zip/Phone Number: _____

Senior Pastor or Board of Director's Name and Title: _____

Nature of the Business: _____

Dates of Employment: From _____ to _____. Ending Salary: _____

Position Held: _____

Reason for leaving: _____

+++++
Firm: _____ Address: _____

City/State/Zip/Phone Number: _____

Senior Pastor or Board of Director's Name and Title: _____

Nature of the Business: _____

Dates of Employment: From _____ to _____. Ending Salary: _____

Position Held: _____

Reason for leaving: _____

If additional space is needed for employment history, please use the reverse side of this form.

+++++
REFERENCES: Please furnish the names, addresses and phone numbers of three people to whom you are **not** related and by whom you have **not** been employed.

1) Reference Name: _____ Address _____

City/State/Zip _____ Phone _____

2) Reference Name: _____ Address _____

City/State/Zip _____ Phone _____

3) Reference Name: _____ Address _____

City/State/Zip _____ Phone _____

Employment Application Page Four

Who referred you to us? (Person, agency, church): _____

Summarize your special skills or qualifications: _____

Summarize your weaknesses: _____

I certify that my answers are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my personal, employment, educational, financial or medical history and other related matters as may be necessary for an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant

Date

26.11 APPLICANT'S AUTHORIZATION TO RELEASE INFORMATION

To: _____

Please be advised that I have applied for a position with Newington Baptist Church. I have been requested to provide information for their use in reviewing my background and qualifications. Therefore, I authorize the investigation of my past and present health, character, education, military and employment qualifications.

The release in any manner of all information by you is hereby authorized whether such information is of record or not, and I do hereby release all persons, agencies or firms from any liabilities resulting from providing such information.

This authorization is valid for _____ days from the date of my signature below. Please keep this copy of my release request for your files.

Thank you for your cooperation.

Signature Date Witness Date

26.12 APPLICANT INTERVIEW SUMMARY

Date: _____ Applicant Name: _____ Phone: _____

Position Applied For: _____

Available Starting Date: _____ Now Employed? _____ Where? _____

Salary Requested: _____

	Excellent	Good	Fair	Poor
Appearance:	_____	_____	_____	_____
Experience:	_____	_____	_____	_____
Education:	_____	_____	_____	_____
Skills:	_____	_____	_____	_____
Enthusiasm:	_____	_____	_____	_____
Attitude:	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Comments:

Recommendation: _____

Interviewer

26.13 EMPLOYMENT AGREEMENT

Agreement dated _____, 20____, between Newington Baptist Church (hereinafter the "Church") and _____ (hereinafter the "Employee").

Newington Baptist Church employs the Employee and the Employee agrees to be employed, on the following terms and conditions:

1. Term of Employment

Subject to the provisions for earlier termination herein, employment will begin on _____, 20____.

2. Salary

Newington Baptist Church shall pay Employee a salary of \$_____ per _____, payable: _____.

3. Duties and Position

Newington Baptist Church hires the Employee in the capacity as _____, and Employee's duties will generally be as defined in the attached Job Description, which is to be considered part of this agreement. The Employee's duties may be reasonably changed, increased or reduced at the Church's discretion.

4. Hours of Employment

The Employee will devote _____ (per week) to the business of the Church, and, during his or her employment, will not engage in any other business activity, regardless of whether such activity is pursued for profit, gain, or other pecuniary advantage while "on the clock" at the Church. The hours of employment for the specific position of _____ shall be as follows:

Monday:	___ to ___
Tuesday:	___ to ___
Wednesday:	___ to ___
Thursday:	___ to ___
Friday:	___ to ___
Saturday:	___ to ___
Sunday:	___ to ___

5. Confidentiality

The Employee agrees that all communications, reports, written data, donations and anything pertaining to the operation of the Church, its employees, Administration or church members shall be kept in strict confidence by the Employee.

6. Expense Reimbursement

The Employee may incur reasonable expenses, including expenses for entertainment, travel and similar items. The Church may reimburse the Employee for all business expenses after the Employee presents an itemized account of expenditures.

7. Vacation

The Employee is entitled to a yearly vacation at full pay, as outlined in the Policies and Procedures Manual of the Church, and as updated periodically by the Church Administration.

8. Termination of Agreement

Without cause, Newington Baptist Church may terminate this agreement at any time upon _____ days' written notice to the Employee. Should the Church request, the Employee shall continue to work and be paid up to the date of termination. In addition, the Church shall pay Employee upon termination a severance allowance of \$_____, less deductions required to be withheld. Further, without cause, the Employee may terminate this agreement upon _____ days' written notice to the Church. Employee shall work and be paid the regular salary up to the date of termination but will not receive a severance allowance.

9. Death Benefit

Newington Baptist Church will pay to the Employee's estate, upon death, any compensation due employee up to the end of the month in which the Employee dies.

10. Oral Modifications Not Binding

This instrument is the entire agreement. Oral changes will have no effect. This agreement may be altered only by a written agreement signed by the party against whom enforcement of any waiver, change, modification, extension, or discharge is sought.

In Witness whereof, the parties have executed this agreement on _____, 20__.

By _____

Employee _____

26.14 Background Check Authorization

Print Name: _____
 First Middle Last

Former Name(s) and Dates Used: _____

Current Address Since: _____
 (Mo/Yr) Street City Zip/State

Previous Address From: _____
 (Mo/Yr) Street City Zip/State

Social Security Number: _____

Telephone Number: _____

Driver License Number/State: _____

Date of Birth: _____

The information contained in this application is correct to the best of my knowledge. I hereby authorize Newington Baptist Church and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for volunteer purposes. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: verification of social security number, current and previous residences, employment history, education background, character references, drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions, driving records, birth records and any other public records.

I further authorize any individual, company, firm, corporation, or public agency including the Social Security Administration and law enforcement agencies to divulge any and all information, verbal or written, pertaining to me, to Newington Baptist Church or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, form, corporation, or public agency may have, to include information or data received from other sources.

I hereby release Newington Baptist Church, the Social Security Administration and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family or associates because of compliance with this authorization and request to release.

Signature: _____ **Date:** _____

26.15 TIMESHEET FOR SALARIED STAFF

Bi-Weekly Timesheet for Salaried Staff employed by

Newington Baptist Church

6169 Main Street,

Gloucester VA 23016

Name of employee: _____

Last name, first name

Time Period _____

Beginning date to ending date

Day of week	Date	Initial
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Day of week	Date	Initial
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Employee signature_____

Date signed_____

rev 9_15_2024

If you made it this far and read this all, you are AMAZING! Have a blessed day!