



BEREAN BAPTIST CHURCH

Fayetteville, NC 28314



August 1, 2011

In accordance with the BBC Constitution Article VI., paragraph 5.c. the Pastor establishes the severance pay and benefits policy for all employees of the ministry.

Employee Benefits Policy

The church's¹ benefit plan is designed to provide compensated time away from work, to help employees pay certain expenses, to make available cost effective insurance coverage through group rates to employees' eligible dependents and to provide certain other assistance as occurrences arise.

Although these benefits are currently available; the benefits may be adjusted, changed or modified at any time without prior notice. Considerations that may lead to an adjustment in benefits include, but are not limited to, an increase in the costs of the benefits and/or a decrease of funds or contributions received by Berean Baptist Church which may have an adverse effect on the fiscal integrity of the church's financial position. The BOD establishes the Senior Pastor's Benefits Package.

Employees of Berean Baptist Church may be eligible for all or portions of the benefits listed below based on their employment classification of full or part time status.

This document addresses:

Vacation, Sick and Personal Time

Holidays

Leave of Absences

Service Anniversary Recognition

Social Security

Worker's Compensation

Medical and Dental Insurance

Unemployment Programs

BBA Tuition Benefits

Continuing Education

Relocation

Ministerial Staff Activities

Reporting Time Away

¹ The word "church" includes any employee without regard to whether they work at the Academy or any other ministry.



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1.0 Vacation, Sick and Personal Time

1.1 Full-time Pastoral Staff

.01 Vacation for full-time pastoral staff is determined by the length of full-time equivalent service in the ministry and is not based upon just the length of full-time service at Berean Baptist Church. Since years of service in ministry are much like serving in a major company, moving from one ministry location to another should not negatively impact considered "tenure" for vacation. For example, if a person has served in the ministry for six (6) years at various locations, he or she should be entitled to three (3) weeks of vacation (See 1.1.1 below). The employees will earn vacation as follows:

Length of Accumulated Service in Ministry

- ◆ Total ministry service is equal to 3 months through 4 years: 2 weeks
- ◆ Total ministry service is equal to 5 years through 14 years: 3 weeks
- ◆ Total ministry service is equal to 15 years through 24 years: 4 weeks
- ◆ Total ministry service is equal to 25 years or more: 5 weeks

The determination of the number of full-time equivalent years to be credited toward length of accumulated service in the ministry prior to being employed by Berean Baptist Church shall be made at the time the individual begins full-time employment in ministry at Berean Baptist Church.

.02 Vacation dates will be approved by the employee's immediate supervisor and then turned into the office of the appropriate supervisor for approval at least 10 working days prior to start date of request. The supervisor will then supply this information to the office of the Executive Pastor.

.03 As approved by the employee's immediate supervisor when an employee is taking a full week of vacation, it is permissible for the employee to be away one (1) Sunday on either side of the full week of vacation.

.04 Full-time pastoral staff are awarded 7 days of sick leave and 5 personal days per year. Personal days may not coincide with sick, vacation or holiday leave.

1.2 Ministry Directors/Principals

.01 Non-Faculty full-time employees will accrue vacation based on their anniversary date and their length of full-time equivalent continuous service with Berean Baptist Church as follows:

Length of Continuance of Service at Berean Baptist Church

- ◆ Total service is equal to 3 months through 4 years: 2 weeks
- ◆ Total service is equal to 5 years through 14 years: 3 weeks
- ◆ Total service is equal to 15 years through 24 years: 4 weeks
- ◆ Total service is equal to 25 years or more: 5 weeks

.02 For new employees, the ninety (90) day probationary period will count as continued service in performing the above calculations.



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.03 The choice of vacation dates will be approved by the employee's immediate supervisor and then turned into the supervisor for approval prior to process in the Payroll Department.

.04 Part-time hourly employees hired after Jan 1, 2007 do not receive pay for time not worked.

.05 Part-time hourly employees hired prior to Jan 1, 2007 will continue to receive holiday pay and vacation time will max out at two weeks.

.06 Full-time employees sick and personal time do not accrue from year to year.

1.3 Faculty/Non-Faculty Academy Employees

.01 Faculty vacation time is generally the Christmas break, Spring break and Summer break that corresponds to the school calendar. No other vacation time is given. Full-time, year-round employees will be given one additional week of vacation in the summer.

.02 Non-Faculty vacation time is generally the Christmas break, Spring break and Summer break that corresponds to the school calendar. No other vacation time is given. Full-time, year-round employees will be given one additional week of vacation in the summer.

.03 Ten-Month employees are entitled to five (5) sick days per year. Full-time, year-round employees are entitled to seven (7) sick days per year. Sick days may be used for doctor and dental appointments, children's sicknesses, etc.

.04 Ten-Month employees are entitled to take three (3) personal days per year. Full-time, year-round employees are entitled to take five (5) personal days per year. Personal days may not be taken in conjunction with vacation and must be taken one at a time. Fridays and Mondays taken together are not acceptable. Personal days may be taken in conjunction with the Thanksgiving holidays if pre-approved by the Administration; however, this is dependent upon a first come first serve basis.

1.4 All Employees

.01 An employee's anniversary date corresponds to the month the employee was hired, subject to adjustment for the portion of any leave of absence in excess of thirty (30) days.

.02 Vacations should be taken in at least ½ day segments. The dates requested by the employee will be honored when possible. Requests should be made on a Leave Authorization form. It is understood that cooperation and agreement will be necessary to consider work requirements and the desires of other employees. Vacation requests will be approved on a first – come, first – served basis, and only if the time off will not interfere with the normal ministry operations of the church. Scheduling conflicts will be resolved by either the immediate supervisor, appropriate director/principal, or the Executive Pastor.

.03 When holidays occur during vacation time, the holiday will not count as vacation. Employees are discouraged from bridging vacation time on both sides of a holiday period or between two subsequent holidays.

.04 The employee may be responsible for, or assist with, maintaining and supervising the vacation schedules for all persons within their ministry department.



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.05 Upon termination, the employee will not be paid accrued unused vacation. If the employee should take vacation and then leave the church's employment before the vacation is accrued, his/her final paycheck will include a deduction for the vacation that has not been accrued in the same amount as their vacation pay.

.06 Vacation time for all employees is computed yearly. Faculty accrued vacation begins August 1st and ends July 31st. All other employee vacation time begins January 1st and ends December 31st. The yearly accrual cannot be more than 125% of the allotted vacation earned based upon length of continuance of service. When days have accrued to a total of 125% of the maximum allowed vacation, the accrual will be frozen until such time as the maximum drops below the allowed 125% accrual rate.

Employees are required to schedule and take time off for all earned vacation time. It is the church's opinion that the health and vitality of even the most productive employee is increased by the use of this benefit.

.07 Only two Sundays may be taken each year in conjunction with vacation time, and the Sundays missed cannot be consecutive.

.08 The Senior Pastor and Executive Pastor will have the sole prerogative to make exceptions to the vacation policy as is necessary to accommodate individual employee needs and/or efficient operations.

2.0 Holidays

.01 The following holidays are recognized as paid holidays for Non-Faculty Employees:

- ◆ New Year's Day
- ◆ President's Day
- ◆ Good Friday or Easter Monday (will be announced each year)
- ◆ Memorial Day
- ◆ Independence Day
- ◆ Labor Day
- ◆ Veteran's Day
- ◆ Thanksgiving Day (including Friday following Thanksgiving)
- ◆ Christmas Break (set annually by the Executive Pastor with Senior Pastor's approval)

.02 Employees away from work on an unpaid leave of absence, other than a leave due to work related injuries, will not be compensated for holidays occurring during their leave of absence.

.03 In the event any of these holidays occur on Saturday, the prior Friday will be considered the holiday. If the holiday falls on Sunday, the following Monday will be considered the holiday.

.04 Full-time or part-time employees required to work on a Church designated holiday will be awarded a comp day or will be paid their regular rate of pay as determined by their direct supervisor. In these cases, no additional holiday pay compensation will be applicable.

.05 During the annual Independence Day Sabbath Week, full-time and part-time employees may choose to use accrued vacation pay or choose to not to be compensated.



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.06 The church offices and buildings are closed on the above listed holidays. Therefore, events should not be scheduled in any of the church facilities.

3.0 Leaves of Absence

The church makes leaves of absence available to employees on the following basis:

◆ **Personal Leave:** A leave of absence may be granted for a compelling personal reason that does not qualify under the provisions of the state Family Care and Medical Leave Act or the federal Family Medical Leave Act. Employees who have completed at least 6 months of continuous service may submit a Leave Authorization request for a personal leave of absence, without pay, for any length of time up to a maximum of thirty (30) days. This request must state the reason for the leave, as well as the beginning and ending dates.

Requests for a personal leave must be approved by the employee's immediate supervisor and at the discretion of the Executive Pastor based on the facts and circumstances surrounding each individual request. Employees who return to work at the end of a personal leave will be returned to their former employment classification if an opening exists; or, if there is not such an opening, they will be considered for a comparable position if one is available. It should be clearly understood, however, that no absolute guarantees can be made to an employee who takes a personal leave of absence that he or she will be assured of employment upon returning from that leave.

◆ **Family Care and Medical Leave:** A leave of absence will be granted for the birth, adoption, or foster care placement of an employee's child, the care of an employee's child, parent or spouse with a serious illness and/or health condition, or the employee's serious illness and/or health condition that makes the employee unable to perform his/her duties.

Employees who have completed at least one year of employment and have worked at least 1,250 hours in the previous twelve (12) months may submit a written request for a family care and medical leave of absence, without pay, for any length of time up to a maximum of twelve (12) work weeks in a twelve (12) month period.

Requests for family care and medical leaves will normally be granted by the Executive Pastor based on the facts and circumstances surrounding each individual request.

Requests for family care and medical leaves to care for a child, parent, or spouse with a serious illness and/or health condition, or an employee with a serious illness and/or health condition, must be accompanied by a health provider's written statement that certifies the need for the leave and an estimate of the length of time the employee will be unable to work due to the serious illness and/or health condition. Employees on family care and medical leave may be required, or may elect, to use accrued vacation.

Although the church is not able to guarantee reinstatement in all cases, employees on family care and medical leave who return to work immediately following the end of an approved leave will normally be returned to the same position they held immediately prior to their leave; or, if that position has been eliminated, a comparable position if one is available.



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Employees with a serious illness and/or health condition must present a health provider's written release of fitness for work and status of wellness, verifying that they are able to perform their duties safely and that they pose no health risk to others before they will be allowed to return to work.

◆ **Bereavement Leave:** The church recognizes that a time of bereavement is a very difficult one for an employee. In this regard, every effort will be made to ensure that the employee is able to attend to family matters.

In the case of a member of the immediate family, as defined for bereavement leave (employee's spouse, children, grandchildren, parents, brothers, sisters, grandparents, spouse's children, spouse's parents, spouse's grandparents' or other relatives that reside in the employee's household), the full-time employee may be paid for the absence from scheduled work for a period not to exceed three (3) consecutive work days if the funeral is local or five (5) consecutive work days if the funeral is more than 200 miles away. In the case of a death of a relative other than the immediate family, the employee may be paid up to three (3) consecutive work days.

Since death is an unexpected event, which can occur at any time, the church feels that an employee's ninety (90) day probationary period does not have to be met before the employee can qualify for this paid absence. This benefit does not apply if the death occurs while the employee is on vacation, holidays, leave of absence or absence for any other reason.

Employees who require more days away from work than is allowed under this leave may request earned vacation time, or a personal leave of absence, subject to the approval of his/her immediate supervisor. The employee's immediate supervisor should be notified immediately of the death of any family members or relatives as mentioned above. The supervisor should contact the Payroll Department and furnish any needed information for payroll purposes.

Bereavement leaves, as defined in this policy, will not accrue or accumulate, nor be paid if unused at year end or upon termination of employment. Hourly pay for this form of leave will be computed at the employee's regular rate to a maximum of eight (8) hours for one day. This leave pay shall not be credited as time worked for the purpose of computing overtime.

◆ **Jury Duty:** A leave of absence will be granted for employees to serve on jury duty. Full-time employees who are called to serve on jury duty will be paid their regular wages during the period of time they are called to serve, for a maximum of five working days. Employees who are required to serve for more than five working days may take time off, without pay, or use vacation pay for the balance of the time. If an extreme case presents itself where a full-time employee is required to serve longer, his/her pay may be continued with the Pastor's approval. Upon completion of jury duty, a jury duty attendance form provided by the Court may be requested to be turned into the church. Employees who are excused from jury duty for the day, or are excused early, should report back to work when it is practical to do so. If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal ministry operations, the Executive Pastor may request that the employee seek court approval that such required service be rescheduled for a later date, which would be more convenient for the church.

◆ **Military :** Employees who are required, as members of the National Guard or a reserve unit, to attend a training period not exceeding two weeks will be granted the necessary time off and will be paid the difference in the amount they receive from the government for this training (less travel allowance) and their regular wages for that period. These employees must present a statement from the



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commanding officer as to the length of training and the amount of compensation (less travel allowance) received for the period of training. Employees returning from active military service are entitled to reinstatement rights in accordance with federal and state law.

◆ **Worker's Compensation Leave:** A leave of absence will be granted whenever there is a work related illness or injury. The church will comply with all applicable state and federal laws concerning leave time for work related illness or injury. The church's insurance agent will be called upon to assist staff in all Worker's Compensation matters. Employees on work related illness or injury leave will be reviewed on a case-by-case basis. If the Family and Medical Leave Act should apply, then Worker's Compensation leave will run concurrently as family care and medical leave.

◆ **Mission Leave:** All full-time and part-time employees are allowed one (1) week of paid leave on their normal scheduled work days per year for a mission trip that is sponsored and coordinated by Berean Baptist Church. The mission trip is not to be taken within the first 90 days of employment unless approved by the Executive Pastor's office.

4.0 Provisions to All Leaves of Absence

.01 Except for sickness or emergencies, employees are expected to inform their supervisor and the church of any planned absence away from work. The employee should complete a Leave Authorization request and forward it to their supervisor for approval. Employees are expected to give as much advance notice as possible, especially for extended absences, to allow their supervisor and the church to coordinate and reassign work responsibilities. When approved by the Executive Pastor, supervisors may request employees to reschedule their planned time off if it causes conflicts with ministry activities, employee shortages, etc.

.02 A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave; and, when appropriate, must be accompanied by a health provider's written statement that certifies the need for the extension.

.03 Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.

.04 Coverage under the church's group insurance plans will be continued on the following basis:

◆ The church will continue to contribute to group health insurance premiums, as if the employee were actively at work, for up to twelve (12) work weeks of an approved family care and medical leave of absence.

◆ The church will continue to contribute to other group insurance premiums, as if the employee were actively at work, for one (1) month of an approved family care and medical leave of absence.

◆ Employees may be required to pay the entire premium plus administration costs for other continued group insurance coverage during the portion of an approved family care and medical leave of absence in excess of one (1) month.

◆ Employees must make arrangements with the church to pre-pay their share of group insurance premiums before taking a leave of absence. Employees who fail to return to work at the end of an approved leave of absence may be required to reimburse the church for group insurance premiums paid by the church while the employee was on leave.



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.05 Employees on leave of absence may be subject to lay off on the same basis as employees who are actively at work.

.06 Employees on leave of absence must communicate with their Supervisor or Department Head at least once each month regarding their status and anticipated date to return to work.

.07 Employees who falsify the reason for their absence will be terminated.

5.0 Special Occasion Recognition (All Employees)

Special occasions celebrated by staff that would traditionally be recognized by a shower or party (ie: wedding, birth of child, adoption, going away etc.) will be at the expense of each employee and after regularly scheduled work hours.

6.0 Social Security

The employer's portion of Social Security and Medicare taxes (FICA) will be provided for all employees who are not ordained ministers.

7.0 Worker's Compensation Insurance

.01 Every employee of Berean Baptist Church is automatically covered by Worker's Compensation Insurance at the time of employment. The church pays the entire premium for this coverage. The following benefit examples are provided to employees who sustain a work related injury or illness: partial wage replacement for periods of disability, medical care, (including medicine, hospital, doctor, X-rays, medical supplies, rehabilitation services, etc.) as necessary.

.02 All employees are required to report any type of work related injury or illness to their supervisor, as soon as it occurs, regardless of how minor the injury or sickness may be. Proper first aid and/or medical attention should be sought immediately. Supervisors are required to complete an Accident Investigation Report on all work related injuries.

.03 The employee's supervisor should be notified immediately when any work related injury or illness occurs.

8.0 Medical and Dental Insurance Coverage

.01 All full-time (38 hours) employees who have been employed for at least 1 month are eligible to apply for medical and dental insurance. Insurance coverage will become effective on the 1st day of the second month following proper submission of all required forms.

Example: Hire date: June 15th
Forms submitted on: June 25th
Insurance coverage begins: August 1st.

8.1 Long-term Disability

All full-time employees who have been employed for at least 1 month are eligible to be included in our long-term disability insurance. Insurance coverage will become effective on the 1st day of the month following proper submission of all required forms. Long term disability insurance can cover up to 60% of



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an employee's wages after they have been disabled for 90 days and will aide in the rehabilitation and training of a new occupation if the disability warrants such action.

9.0 Federal and State Unemployment Programs

.01 Berean Baptist Church is a tax-exempt 501(c)3 organization and therefore is exempt from paying federal and state unemployment taxes; and, furthermore, has elected not to voluntarily participate in these programs. Therefore, all church employees will not be eligible to draw unemployment benefits from these programs should their employment be terminated.

10.0 Berean Baptist Church School Tuition Subsidies

.01 Faculty and Administrative Staff who work a minimum of 32 hours per week will receive a 50% discount on tuition for their children and a 25% discount on books.

.02 The full-time pastoral staff, directors, and principals will receive as part of their compensation package free tuition and books for their children.

.03 Sport's fees, detention fees, meals, field trips, class parties, tutoring, dress down days, and other charges outside of what the normal school year tuition/book fees cover are to be paid by the employee. In the event additional classes or summer school classes are needed, then the employee would be responsible to pay a minimum of either the course fee or half of the ministry's expense.

11.0 Continuing Education and Professional Memberships

.01 Where it can be demonstrated that Berean Baptist Church will benefit from an employee's participation in a continuing education program or professional organization, time away may be granted and the related expenses may be paid or reimbursed from church funds. (Examples of continuing education programs and/or professional organizations would include, but may not be limited to: Seminary classes, Computer/Associational training classes, etc.) Requests for time away and payment of expenses related to continuing education programs and professional organizations must be approved in advance by the Executive Pastor and/or the Senior Pastor.

.02 The church supports the pursuit of continuing education (see above) by its pastors, directors, principals and full-time faculty and may be able to assist with funding as it is mutually beneficial to the ministry. The level of support will be determined on a case-by-case basis through consultation with the employee's supervisor and the Executive Pastor. Employees who receive assistance from the church must commit the same time back to the ministry as the class or degree takes to complete. (i.e. an eight-week computer class requires eight weeks of continued employment, a two-year master's degree requires two years of continued employment, etc.) If the employee terminates his/her employment early, then the assistance given would need to be reimbursed to the church by the employee.

.03 Pastors will be allowed time away to lead revivals, conferences, encampments and to attend conferences or seminars for personal or job enrichment not to exceed ten (10) business days per year, and not to exceed more than ten (10) Sundays per year. These days are not inclusive of vacation and/or mission trip leave. All time away must be approved by the Senior Pastor and/or Executive Pastor.

11.1 Spouse Attending Conference with Employee



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When an employee attends a church-approved and church-paid conference and the spouse also attends, all travel, entertainment and direct conference expenses relating to the spouse shall be paid by the employee. If the church elects to pay any of the spouse's expenses, such payments will be treated as taxable income to the employee as required by IRS regulations. If the spouse is attending a church conference as an elected delegate of the church, then the spouse's expenses will be ministry related, paid for by the church and not taxable to the employee.

12.0 Relocation Upon Time of Call and/or Employment

.01 The church may elect to pay for necessary, reasonable and customary relocation and/or moving expenses incurred by an employee to our community at their time of call and/or employment by Berean Baptist Church. This benefit would apply to those employees who have been called and/or employed as a Senior Pastor, Associate Pastors, Ministry Directors and/or Principals.

.02 The office of the Executive Pastor will be responsible for all arrangements associated with the relocation and/or move at the time of their call and/or employment by Berean Baptist Church in matters concerning policies and procedures.

.03 In the event the home of the new employee has not sold, the church may provide a Housing Subsidy to be approved and coordinated by the Executive Pastor.

.04 Certain relocation and/or moving expenses may be taxable to the employee. All Housing Subsidy payments are considered taxable benefits to the employee and will be recorded on the employee's Form W-2 at year end.

13.0 Reporting of Time Away From the Office

As actual time away from the office occurs for vacation, ministry related travel, personal development, and/or ministry/missions leave a Leave Authorization form must be completed and submitted to the appropriate Ministry Department Head for approval. Once the Leave Authorization form has been approved it is to be forwarded to the Payroll Clerk. All time away from the office must be reflected on a Leave Authorization form.

14.0 Severance

Severance benefits are addressed in a separate policy letter.

Sean Harris
Senior Pastor