



## Personnel Policies and Procedures

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## GENERAL EMPLOYMENT STANDARDS & EXPECTATIONS

### Statement of Faith and Additional Statements of Belief in the Bylaws

Each employee must affirm in writing the employee's agreement with the Statement of Faith associated with their tier of employment, a copy of which is attached to these policies, and agree to abide by such beliefs. Compliance with this requirement is a prerequisite to employment with the church and a condition to continued employment with the church.

### Health & Safety

The health and safety of employees and others on church property are of utmost concern. It is therefore, the policy of the church to strive constantly for the highest possible level of safety in all activities and operations, and to carry out our commitment of compliance with all appropriate health and safety standards applicable to our ministries and organization by enlisting the help of all employees to ensure that public areas and work areas are free of hazardous conditions.

The church will make every effort to provide working conditions that are healthy and safe. Employees are expected to be equally conscientious about work-place safety, including proper work methods, reporting potential hazards, and lessening observed hazards. Unsafe conditions in any work area or public area that might result in an accident should be reported immediately to your supervisor.

In the interest of maintaining a healthy workplace, the church prohibits smoking in all church buildings, vehicles and at all church sponsored events.

The church's safety policy and practices will be strictly enforced, including possible termination of employees found to be willfully negligent in the safe performance of their jobs.

If an employee is injured in connection with employment, regardless of the severity of the injury, the employee must immediately notify the supervisor, who will see to necessary medical attention and complete required reports. In any case of serious injury, employees are to receive prompt and qualified medical attention followed by the filing of necessary reports. Should an injury prevent an employee from returning to work for more than two days, his supervisor will see that the Personnel Team and the Workers' Compensation carrier notify the employee of employment benefits under that condition.

### Harassment

The church is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the church maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for the employee to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others. Sexual harassment of employees by supervisors, co-workers, or vendors is prohibited. Any employee who believes they are being, or have been harassed in any way, or have observed harassment in any way, must report the facts of the incident or incidents to

1 the Lead Pastor or Personnel Team chairman immediately, without fear of reprisal. In  
 2 determining whether the alleged conduct constitutes unlawful harassment, the totality of the  
 3 circumstances, such as the nature of the conduct and the context in which the alleged  
 4 incident occurred, will be investigated and documented in writing. Violation of this policy  
 5 may result in disciplinary action, up to and including possible termination.

### 6 7 **Alcohol, Drugs & Controlled Substances**

8 The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or  
 9 controlled substances when on duty, on church property, or in church vehicles is prohibited.  
 10 Violation of this policy may result in disciplinary action, up to and including possible  
 11 termination. The use, sale, transfer, possession, or being "under the influence" of alcohol,  
 12 drugs, or controlled substances when off duty may result in reprimand or dismissal after  
 13 investigation and report to the Personnel Team by the Lead Pastor.

### 14 15 **Personal Appearance**

16 Employees are expected to present a positive image consistent with their work assignment.  
 17 Employees having personal contact with visitors and church members should be particularly  
 18 conscious of clothing and grooming that represents the image desired by and consistent with  
 19 the doctrine of the church.

20  
 21 Employees who are in doubt, or have questions about the specific personal appearance  
 22 standards in their work unit, should consult with the Lead Pastor. Any employee who  
 23 appears for work in a manner that does not conform to acceptable standards may be required  
 24 to return home to correct the problem, and the period of absence will be treated as unpaid  
 25 leave.

### 26 27 **Outside Activities**

28 All employees are prohibited from engaging in outside employment, private business, or  
 29 other activities which might have an adverse effect on the church's ministry or create a  
 30 conflict of interest with the church's mission. Employees involved in, or considering  
 31 involvement in, outside employment about which there may be question are advised to  
 32 inform the Lead Pastor or Personnel Team Chairman and request clarification. Employees  
 33 having knowledge of such involvement on the part of another employee shall report that  
 34 involvement to any of the three individuals mentioned above.

35 Church employees are prohibited from using information about church members for any  
 36 purpose not directly related to church responsibilities.

## 37 38 **STAFF ORGANIZATION**

39  
 40 In order to provide definition and organization the staff of First Baptist Church is classified  
 41 by category. Those categories reflect the general nature of the responsibilities of the staff  
 42 members of which each category is comprised and are designed to reinforce the fact that we  
 43 believe that each member of the staff is vital to the effectiveness of the entire Staff and the  
 44 Church as a whole. There are three tiers of employment at First Baptist Icard.

1 **Categories**

2  
3 **Tier 1 - Lead Pastor**

4 The Lead Pastor shall be an ordained male and once accepting the call to the Church shall  
5 request church membership. The Lead Pastor shall be an ordained Southern Baptist Minister  
6 who affirms the Statement of Faith and Additional Statements of Belief in the Bylaws. The  
7 congregation and Lead Pastor shall enter into an employment covenant with the church. The  
8 Lead Pastor's employment is outlined in the constitution of First Baptist Icard and in his  
9 Memorandum of Understanding. All personnel policies related to the Lead Pastor must  
10 conform with **Article IV.A.a.i-vi** of the *Bylaws of First Baptist Church, Icard, INC.*

11  
12 **Tier 2 – Associate Pastor**

13  
14 Pastoral Staff shall be defined as a Southern Baptist who affirm the Doctrinal Statement  
15 found in the “Baptist Faith and Message 2000.” Pastoral Staff shall be ordained and  
16 compensated ministers. If the pastoral staff member is not ordained, this will be completed  
17 within six months of his date of hire. All Pastoral Staff will enter into an employment  
18 covenant with the church. Pastoral Staff will fill the job description as defined by the  
19 Personnel Team and oversee any other assigned ministries under the oversight of the Lead  
20 Pastor. All personnel policies related to the Associate Pastor must conform with **Article**  
21 **IV.A.b.i-ii** of the *Bylaws of First Baptist Church, Icard, INC.*

22  
23  
24 **Tier 3 - Other Paid Staff**

25  
26 All other staff will enter into an employment covenant with the church.. They will fill the  
27 job description as defined by the Personnel Team and will perform any other assigned duties  
28 under the oversight of the Lead Pastor or designee. This tier will include all staff, both part-  
29 time and full-time, who are not ordained.

30  
31 **RECRUITMENT**

32  
33 When the Board of Elders determines the need for additional Associate Pastors or Other  
34 Paid Staff and the congregation approves, the Personnel Team will develop a job description  
35 for that position and present it to the congregation. The Personnel Team, in consultation  
36 with the Lead Pastor, will start the process of accepting applications, interviewing, vetting,  
37 choosing a candidate, and bringing a name to the congregation for a vote to fill the position.  
38 Final approval will be made by a two-thirds congregational vote. This position will remain  
39 active until deemed unnecessary by the Board of Elders and agreed upon by the  
40 congregation.

41 No two members of the same immediate family will be hired as full-time employees of First  
42 Baptist Church

43  
44 **Background Checks**

45 All First Baptist Church employees will be subject to a criminal background check.

46 Although a record of criminal offense may not disqualify the person for employment, a lack

1 of acknowledgment of those offenses in employment application may be grounds for denial  
 2 of employment or dismissal. Because of the nature of the extensive presence and  
 3 involvement of children in the activities of First Baptist Church, the church will not  
 4 knowingly employ anyone with a record of sexual offense or abuse of children.

### 6 **Job Descriptions**

7 Employees are given a job description before they start to work. While a job description is  
 8 not intended to be an all-inclusive statement of duties and responsibilities, it does set forth  
 9 the basic expectations, essential functions and important information about each job. Job  
 10 descriptions should be read and discussed with the supervisor. The Personnel Team reserves  
 11 the right to revise and update job descriptions from time to time, as deemed necessary and  
 12 appropriate.

## 14 **WORKING SCHEDULE**

16 Full-time staff members will work a schedule coordinated with the Lead Pastor. It is  
 17 understood that the unique responsibilities of many positions will require adaptation of that  
 18 schedule, and that a significant portion of many staff member's responsibilities will fall  
 19 outside of weekday office hours.

### 21 **Days Off**

22 All full-time pastoral staff members are permitted to take one weekday off per week. Those  
 23 days off will be coordinated through the Lead Pastor.

### 25 **Vacation**

26 All pastoral staff members are provided with two weeks (10 working days) of vacation in  
 27 the first year of service, which may be scheduled after 6 continuous months of employment.  
 28 An additional week (a total of three weeks) will be provided after five years of service.

30 Four weeks of vacation will be provided after ten years of service in full-time ministry at  
 31 First Baptist Church.

33 All part-time pastoral staff members are provided with vacation in proportion to full-time  
 34 (40 hour per week) staff on the basis of their scheduled work hours (i.e. 20 hours per week =  
 35  $\frac{1}{2}$  the vacation, 10 hours per week =  $\frac{1}{4}$  the vacation, etc.)

37 Vacation days for all staff members are calculated on a calendar year, January through  
 38 December. Vacation time may not be carried over from one year to the next.

40 All vacation time will be requested and scheduled through coordination with the Lead  
 41 Pastor.

43 Staff members falling under Tier 3 - Other Paid Staff and working hourly shall not receive  
 44 paid vacation time. Those who are salaried shall receive two paid Sundays off each year.

1 Any exceptions to this must be negotiated with the Personnel Team and approved by the  
2 church prior to employment.

3  
4 NOTE: Upon a staff member's resignation, unused vacation days for the current year will be  
5 paid in an amount prorated for the amount of the year actually served, less the number of  
6 vacation days already taken. No vacation pay will be granted upon resignation under one  
7 year. No vacation will be paid if the employee is terminated.

### 8 9 **Holidays**

10 The following holidays will be observed annually: New Year's Day; Friday before Easter;  
11 Memorial Day; Independence Day; Labor Day; Thanksgiving (two days); Christmas (three  
12 days). In the event the holiday occurs on Saturday, the prior Friday will be considered the  
13 holiday. If the holiday falls on Sunday, the following Monday will be considered the  
14 holiday. All part-time staff members are provided with holiday pay in proportion to full-time  
15 (40 hour per week) staff on the basis of their scheduled work hours (i.e. 20 hours per week =  
16 ½ the vacation, 10 hours per week = ¼ the vacation, etc.)

### 17 18 **Conference & Convention Leave**

19 Two weeks (10 working days and 2 Sundays) will be allowed for the pastoral staff members  
20 to provide leadership in conferences and/or revivals for which they will receive  
21 remuneration.

22  
23 Participation in conferences or conventions for which no remuneration is received is not to  
24 exceed two weeks (ten working days and two Sundays). All conference and convention time  
25 must be requested and scheduled in advance through the office of the Lead Pastor. Any  
26 exceptions to this policy must be approved by the Personnel Team.

## 27 28 **PAID LEAVE**

### 29 30 **Paid Leave**

31 A staff member may be granted time off with pay when he is unable to work because of  
32 temporary illness, family illness or emergency, or the death of a family member. A  
33 maximum of five days the first year and ten days thereafter will be allowed. Absence of the  
34 staff member beyond ten working days will be considered as a special item by the Personnel  
35 Team on the recommendation of the Lead Pastor. An absence of the Lead Pastor beyond that  
36 allowed in this policy, must be approved by the Board of Elders.

### 37 38 **Staff Missions Involvement**

39 As the number of First Baptist mission opportunities continues to expand, and the interest  
40 and passion for involvement in those opportunities by FBI Staff members, and subsequent  
41 time away continues to grow, it becomes necessary to establish some parameters to define  
42 the desirable nature and scope of that involvement. The following guidelines are designed to  
43 provide that definition.

44  
45 The total amount of time that a Staff member is away on ministry-related mission trips  
46 should not exceed two weeks during any calendar year. Understanding that there may be

1 legitimate exceptions to that limitation for some special mission opportunities, those  
 2 exceptions must be approved in advance by the Lead Pastor.

3  
 4 The church will provide appropriate financial assistance for approved Staff involvement in  
 5 mission opportunities that are budgeted in advance and occur within the two-week period  
 6 allotted for ministry responsibilities. All other mission involvement will be funded by the  
 7 Staff member themselves.

## 8 9 **COMPENSATION**

### 10 11 **Social Security**

12  
 13 The church will contribute half of the social security of all eligible staff members. Since the  
 14 church is not allowed to pay Social Security taxes for licensed and/or ordained Ministers,  
 15 who are considered self-employed for tax purposes and must pay the full amount of their  
 16 own self-employment tax, the church may provide the equivalent of one half of the self-  
 17 employment tax to those ministers who have not voluntarily withdrawn from participation in  
 18 Social Security.

### 19 20 **Insurance**

21  
 22 The following types of insurance will be provided for all full-time staff members in Tiers 1-  
 23 3:

24  
 25 Health insurance: Health insurance coverage is available for each employee and each  
 26 employee may choose to designate part of their salary to cover premiums for themselves and  
 27 their spouse and/or their dependents.

28 Disability insurance: The church will make available insurance coverage for any staff  
 29 member that desires it. Each employee may choose to designate part of their salary to cover  
 30 premiums for themselves and his/her spouse and/or his/her dependents.

31 Term Life insurance: The church makes available basic term life insurance for employees.  
 32 Each employee may choose to designate part of their salary to cover premiums for  
 33 themselves and their spouse and/or their dependents.

### 34 35 **Annuity**

36 Each employee may designate up to 10% of his/her salary to the annuity benefit that is paid  
 37 to the Guidestone retirement plan. All money paid to an annuity by the church may not be  
 38 withdrawn by the staff member until retirement. Any exception to this policy must be  
 39 approved by the Personnel Team.

### 40 41 **Christmas Bonus**

42 Staff members receive a Christmas bonus of one half of their normal weekly salary.

### 43 44 **Relocation Expenses**

45 First Baptist Church may pay certain approved costs of relocating new staff members who  
 46 move at the request of First Baptist Church. This will be negotiated with the Personnel Team



1 during the pre-employment process and presented to the church as part of the vote on new  
2 employees.

3

#### 4 **Pay Periods**

5 Pay periods for all personnel are weekly. Tiers 1-3 staff members will be paid on the first  
6 working day of each week.

7

#### 8 **Overtime Pay**

9 Because of the ministerial and administrative nature of their responsibilities, salaried staff  
10 members in the Tiers 1-3 are exempt from overtime pay and from wage-and-hour  
11 requirements, to the extent provided by applicable laws.

12 Non-salaried staff are eligible to receive overtime compensation at the rate of one and one  
13 half (1½) times their regular rate of pay for hours worked in excess of forty hours each  
14 work-week in accordance with applicable State and Federal fair-employment laws and  
15 regulations. However, these employees shall not work overtime unless requested by the  
16 employee's supervisor, and prior approval has been obtained from their supervisor. To the  
17 extent legally permissible, unauthorized overtime will not be compensated and may be  
18 grounds for termination of employment.

19

#### 20 **Housing Allowance**

21

22 First Baptist Church will approve for its licensed and/or ordained ministerial staff a housing  
23 allowance in accordance with the rules and regulations defined by the I.R.S. of the U.S.  
24 Government. The employee may designate a portion of his salary as a housing allowance.

25

#### 26 **Performance Evaluations**

27

28 The level of compensation of First Baptist Church employees is based on a combination of  
29 factors including scope of responsibility, experience, training, and length of employment.  
30 However, the primary factor in determining the level of increase in that compensation is the  
31 Performance Evaluation.

32

33 Each employee of the church in Tiers 2 and 3 shall be evaluated on his/her job performance  
34 at least annually by the Personnel Team. The purpose of the evaluation is (1) to improve  
35 communication and relationships between supervisor and employee; (2) to promote growth  
36 and development in the employee; (3) to provide an accepted forum on the part of the  
37 employee and church for a candid discussion of job performance; and (4) to provide an  
38 objective basis on which the Personnel Team can consider salary increases. The Lead Pastor  
39 will be evaluated in accordance with **Article IV.A.a.iv.** of the *Bylaws of First Baptist*  
40 *Church, Icard, INC.*

41

42 Procedure:

43

44     ▪ The evaluation process shall be conducted annually.

45

46     ▪ Each employee shall be evaluated by the Personnel Team.



1  
2  
3 **CHURCH PROPERTY**  
4

5 The Church will make available to staff members property that is necessary for the  
6 performance of their duties. That property is to be used and maintained in a manner  
7 appropriate to its purpose. At the conclusion of the employment of the staff member, all  
8 church property—keys, security cards, credit cards, computers, telephones, office supplies  
9 and furniture, etc.—must be returned or accounted for before a final pay check will be  
10 mailed.

11  
12 **Computers & Internet**  
13

14 **Authorized Software:**

15 There is to be no unauthorized software downloaded or installed onto a church owned  
16 computer. Unauthorized installation of software programs may result in immediate job  
17 termination. If software is to be added to any church owned computer clearance must be  
18 obtained through the Lead Pastor.  
19

20 **Internet Usage**

21 Excessive or inappropriate usage of Internet access will not be tolerated. Usage that is  
22 deemed disruptive to job performance or accessing web sites deemed to be of an  
23 inappropriate or illegal nature may subject the staff member to disciplinary action up to and  
24 including termination.  
25

26 **Access to Information**

27 All communications through and contents of church-owned computers are church property.  
28 First Baptist Church may monitor computer usage and any information stored on church-  
29 owned computers at any time.  
30

31  
32 **Credit Cards**  
33

34 A First Baptist Church credit card may be issued to each First Baptist Church Staff Member  
35 who is authorized and required to make ministry-related purchases using such a card. Each  
36 staff member to whom a First Baptist Church credit card is issued will be permitted to  
37 maintain possession of that card under the following conditions.  
38

39 That all purchases made with the card be for ministry-related expenses only. The card is not  
40 to be used at any time for the purchase of personal or non-ministry related items.  
41

42 That all purchases be supported with appropriate documentation, i.e. receipts, invoices, etc.  
43

44 That monthly statements for card activity be coded with appropriate budget lines, attached to  
45 purchase documentation and submitted to the Finance Office for payment immediately upon  
46 receipt of the statement each month. Credit card bills will not be paid without a coded and

1 documented statement (and unpaid credit card bills will result in cancellation of the  
2 individual card by the credit card company).

3  
4 That monthly purchases not exceed the prescribed credit limit for the card. (Credit limits for  
5 individual cards are determined by the combined total credit limit allowed for all First  
6 Baptist Church cards). A temporary extension of the credit limit for a specific card may be  
7 arranged in advance for a predetermined time, typically 10 -30 days, in which expenses are  
8 anticipated to exceed the standard credit limit. The credit limit will automatically revert to  
9 the standard amount at the end of that period.

10  
11 That the Staff Member maintains possession of the card.

12  
13 Continuation of individual staff credit card privileges is directly contingent upon the ability  
14 to function within the guidelines above.

### 15 16 **MISCELLANEOUS RESPONSIBILITIES OF EMPLOYEES**

17  
18 Employees making authorized work-related purchases with their own funds may be  
19 reimbursed for those expenses when documented with a receipt.

20  
21 Employees should check regularly with the church calendar for information and direction.

22  
23 Employees are responsible to maintain their own office or workspace in an efficient and  
24 attractive manner. Employees are responsible for the security and protective care of their  
25 equipment. Employees also are responsible for the cleanup of their own work and activities  
26 in other parts of the First Baptist Church facilities.

27  
28 Church personnel on duty should make every effort to be aware of strangers on the church  
29 premises. Anyone who notices an unfamiliar or unauthorized person on church premises  
30 should contact the Lead Pastor.

### 31 32 **Acknowledgement Form**

33  
34 All employees will sign an acknowledgment form that they have reviewed personnel  
35 policies. This will be placed in their personnel file.

### 36 37 38 **PERSONNEL TEAM ADMINISTRATION**

39  
40 **The Personnel Team shall have the responsibility to create those forms which are**  
41 **necessary for the administration of these Policies and Guidelines and/or to fulfill their**  
42 **duties as described in the *Bylaws of First Baptist Church of Icard, INC.* The *Bylaws of***  
43 ***First Baptist Church, Icard, INC* and the *Articles of Incorporation of First Baptist***  
44 ***Church, Icard, INC.* will take precedence over these Policies and Guidelines. Any issue**  
45 **which shall arise outside of the scope of the guidelines shall be settled by the Board of**  
46 **Deacons.**

Appendix 1  
**SABBATICAL POLICY**

**WHAT IS A SABBATICAL?**

A sabbatical – from the word for sabbath – is a permitted time away for an employee to rest and “reset” and to focus on personal, spiritual, and/or educational development in preparation for their next season of employment and ministry. Sabbaticals are customarily taken by those in academic professions (as in colleges or seminaries) or in ministerial professions at certain predetermined milestones of employment.

**WHAT IS THE PURPOSE OF A SABBATICAL?**

Different institutions treat sabbaticals in different ways. Many leave the purpose of the sabbatical up to the proposal of the one preparing to take leave. They are often used for personal retreat or study in church settings, but sometimes also used in academic settings for writing leave or research focus. The purpose of any specific sabbatical leave for one of our pastors is largely determined by the pastor proposing the leave in conjunction with his fellow Elders and church leadership. Pastors can and should use sabbatical time in any or all of the following ways:

- Personal retreat for spiritual renewal and theological development
- Intentional focus on marriage and family
- Writing projects or other academic pursuits
- Professional development via courses or conferences or travel for educational purposes
- Additional rest/leisure as needed
- Counseling or coaching for emotional and spiritual maintenance
- Prayer and reflection leading into the next season of ministry at the church

The benefits of a ministry sabbatical are numerous to both our pastors and our congregation, but they typically allow a valuable time of reset for pastors that works against ministry burnout and allows for a time of refreshing and renewed energy and vision for the next season of ministry. By rewarding faithful shepherds with extended time away at regular intervals, congregations obey the biblical mandates to honor their elders (1 Timothy 5:17) and work against their groaning in their work (Hebrews 13:17). There are five reasons why we are instituting pastoral sabbaticals:<sup>1</sup>

Pastors have emotional highs and lows unlike most other vocations. In a day, a pastor can deal with death, deep spiritual issues, great encouragement, petty criticisms, tragedies, illnesses, and celebrations of birth. The emotional roller coaster is draining. Pastors need uninterrupted breaks. A pastor is on 24-hour call. Most pastors don’t have an “off” switch. They go to sleep with the knowledge they could be awakened by a phone call at

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<sup>1</sup> These are from Thom Rainer’s “5 Reasons Your Pastor Should Take a Sabbatical,” <https://thomrainer.com/2014/02/five-reasons-your-pastor-should-take-a-sabbatical/>

1 any time of the day. Vacations are rarely uninterrupted. It can be an exhausting vocation,  
2 and a sabbatical can be a welcome time to slow down.  
3 Pastors need time of uninterrupted study. It doesn't usually happen in the study at church or  
4 home. There is always the crisis or need of the moment. Church members expect sermons  
5 and leadership that reflect much prayer and study. The pastor's schedule often works against  
6 that ideal. The sabbatical can offer much needed, and uninterrupted, study time.  
7 The trend shows that Pastors who have sabbaticals have longer tenure at churches. Pastors  
8 who have sabbaticals are much more likely to stay at a church because they are less likely to  
9 experience burnout.  
10 Pastors who have sabbaticals view the time off as an affirmation from their churches. Our  
11 pastors need affirmation. Sabbaticals can accomplish that goal.

## 12

### 13 HOW ARE SABBATICALS ARRANGED?

14  
15 Sabbatical policies differ from church to church and institution to institution but following  
16 the pattern of the biblical sabbatical (Lev. 25), most ministerial sabbaticals occur every  
17 seventh year of full-time employment. Sabbaticals range in length, typically 1-3 months, and  
18 they do not replace or subsume regularly allowed vacation days.

## 19

### 20 FIRST BAPTIST CHURCH OF ICARD, INC

### 21 SABBATICAL POLICY FOR PAID PASTORAL STAFF

## 22

### 23 PURPOSE

24  
25 To reward faithful shepherds with extended time away at regular intervals, obeying the  
26 biblical mandates to honor our elders (1 Tim. 5:17) and work against their groaning in their  
27 work (Heb. 13:17). In doing so this allows a valuable time of reset for pastors that works  
28 against ministry burnout and allows for a time of refreshing and renewed energy and vision  
29 for their next season of ministry at FBI.

## 30

### 31 ELIGIBILITY AND DURATION

32  
33 Following every five (5) years, pastors will receive an extra two weeks with which to create  
34 a sabbatical. The sabbatical will be combined with the new week of vacation that employees  
35 receive at a five year milestone. The sabbatical will be at least three weeks and not more  
36 than four.

Years of Service	Sabbatical Weeks	Total Sabbatical	Vacation Weeks
0-180 days	0	0	0
180-365 days	0	0	2
1	0	0	2
2	0	0	2
3	0	0	2
4	0	0	2
5	2	3 or 4	1 or 2
6	0	0	3
7	0	0	3
8	0	0	3
9	0	0	3
10	2	3 or 4	2 or 3
11	0	0	4
12	0	0	4
13	0	0	4
14	0	0	4
15	2	3 or 4	2 or 3

1

2

3 **PROVISIONS**

4

5 Requesting a Sabbatical. Requests for sabbatical should be submitted prior to the fiscal year  
6 budget being final. This allows for potential costs for pulpit supply, worship leadership and  
7 other coverage to be considered.

8

9 **Concurrent Sabbaticals:** Only one staff person can take a sabbatical in a given 6-month  
10 period.

11 **Communications:** The staff and congregation will honor the sabbatical by avoiding  
12 communications with the pastor regarding regular church life and administration.

13 **Compensation:** Full salary and benefits will continue during the sabbatical. Sabbaticals are  
14 offered in addition to other paid time off during the year. No additional compensation is paid  
15 in association with the sabbatical.

16 **Other Vacation:** The pastor taking the sabbatical must return from sabbatical for at least  
17 four weeks before using any other vacation time in that year.

18

19 **REPORTING**

20

21 At the conclusion of the sabbatical the congregation will be excited to hear how God worked  
22 in the pastor's life. The pastor will present to the congregation an informal review covering  
23 topics such as:

24

25 What types of things did you do during your sabbatical?

26 Do you feel refreshed and restored? If so, in what ways?

27 What did you spend your time studying or thinking about? What did you learn?

28 How did this time prepare you for your next season of ministry at First Baptist Icard?

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20

## PROCESS

The purpose of each sabbatical leave is up to the pastors' discretion but is to be submitted in advance for review with the Board of Elders and Personnel Team. These steps outline the general process taken when a pastor approaches their sabbatical year:

During fiscal year planning for the relevant year the Pastor should notify the Personnel Team of his intent to take a sabbatical.

The Pastor will prepare the sabbatical request in close coordination with other staff, allowing for their input and review.

The Pastor will submit the request to the Personnel Team for review which will be completed within one month.

If applicable, the Personnel Team will submit budgetary requirements to the Finance Team.

The Personnel Team will provide the pastor with final approval of the sabbatical request.

The Personnel Team and pastor will present the sabbatical plan to the congregation for awareness at least 2-3 months prior to sabbatical start date.

Upon his return the pastor will report back to the congregation within one month of the sabbatical end date.