

CONCORD BAPTIST CHURCH PERSONNEL POLICY MANUAL

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Section 1: WELCOME

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1.1 WELCOME

Welcome to Concord Baptist Church! We consider you to be a gift from God and look forward to working with you as a member of our ministry team. We appreciate you and the gifts and talents you bring to our ministries, and desire that you achieve your highest level of service for the Lord here at Concord. You can only do that by maintaining a close, personal relationship with Jesus Christ, and we want to foster that relationship.

As an employee of the church, you represent our church and the Lord Jesus Christ in both your work life and private life. As a result, you are expected to always be sensitive to how others may see you, spiritually and morally. We encourage you to live a life that honors God, and makes your relationship with Jesus Christ evident to others. Church employees are expected to be in agreement with the Statement of Faith and to support the Mission and Purpose Statements of Concord Baptist Church.

1.2 PERSONNEL MANUAL INFORMATION

The policies contained in this Personnel Manual apply to all employees. The Manual is intended to provide information about the church's personnel policies, procedures, benefits, and rules of conduct. This Manual is not intended to be a contract, nor is it intended to otherwise create any legally enforceable obligations on the part of the church.

It is important that you read, understand, and become familiar with this Manual and comply with the standards that have been established. Please talk with your supervisor if you have any questions or need additional information.

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the Senior Pastor, Executive Pastor, and Personnel Committee reserve the right to modify, supplement, rescind, or revise any policy, benefit, or provision of this Manual from time to time. Appropriate changes in this Manual will be made as needed. The Executive Pastor/Personnel Committee will keep the church informed of any changes made to the manual. Each employee will be supplied with any changes and will be responsible for updating his Manual. The information in this employee manual supersedes and replaces all previous personnel policies, procedures, benefits, and rules of conduct.

If there is a conflict between this Manual and the provisions set forth in the terms of an ordained staff member's call, the terms of the call shall prevail.

1.3. MISSION STATEMENT

Concord Baptist Church exists to impact mid-Missouri with the Good News of Jesus Christ.

1.4 PURPOSE STATEMENT

Love God – worship and grow
Love People – serve and sow

1.5 STATEMENTS OF FAITH

1. *We believe in the omnipotent, omniscient, and eternal God of creation, existing in three persons. (John 1:1-14; Colossians 2:8-9)*
2. *We believe the Holy Bible is the Word of God. (II Timothy 3:15-17; I Thessalonians 2:13)*
3. *We believe that Jesus Christ is God's only Son. (John 3:16; Colossians 1:17; Isaiah 7:14)*
4. *We believe in the Holy Spirit. (John 14:16-26, 16:7-11)*
5. *We believe that all people are sinners. (Isaiah 53:6; Romans 3:23; Ephesians 2:1-4)*
6. *We believe that salvation is available to all through Jesus Christ alone. (Ephesians 2:8-9; Romans 10:9-10)*
7. *We believe in the reality of Heaven. (Revelation 21:10-17; Hebrews 12:22-24)*
8. *We believe in the reality of Hell. (Revelation 20:11-15; Matthew 25:41; Mark 9:43)*
9. *We believe in the reality of Satan. (II Corinthians 11:14; Isaiah 14:12-17)*
10. *We believe that the Christian's life has purpose and hope. (Titus 2:11-13; Acts 1:8; Romans 8:28)*
11. *We believe in the local Church. (Acts 23:41-47; Matthew 16:18; Hebrews 10:25)*
12. *We believe that Baptism and Communion are Church ordinances, but are not required for salvation. (Romans 6:1-5; I Corinthians 11:23-24)*
13. *We believe in giving back to the Lord. (Luke 6:38; Malachi 3:10; Leviticus 27:30)*
14. *We believe in World Evangelism (Matthew 28:18-20; Mark 16:15-16; Acts 1:8)*

**Section 2: EMPLOYMENT
INTRODUCTION INFORMATION**

SECTION 2: EMPLOYMENT INTRODUCTION INFORMATION

2.1 CONFIDENTIALITY

As leadership in the congregation, the staff is to exercise caution when discussing any church business, with those outside the church staff as well as other staff members. Any information learned from correspondence, conversations, counseling sessions, or business transaction should not be discussed or made public in any way, except on the expressed instruction from a member of the Senior Staff. Breach of confidentiality shall be cause for disciplinary action. Confidentiality, in some cases, may be a matter of privacy laws. Any questions regarding confidentiality issues should be addressed to the Senior Pastor.

2.2 INTRODUCTORY PERIOD

The first 90 days of work are considered an introductory period. This gives the church the opportunity to determine if the employee's work, attitude, and attendance measure up to the church's standards of performance and it provides the employee the opportunity to see if she/he will enjoy working here.

At any time during the introductory period, an employee may decide to resign without stating a reason, or may be released by the church on the same basis, without any negative effect on the individual's employment record.

A performance evaluation may be given at the end of the introductory period at the discretion of the supervisor or Executive Pastor.

2.3 EMPLOYMENT-AT-WILL

Missouri is an "at will" employment state. Employment is with the mutual consent of employee and the church. Both employee and the church have the right to terminate the employment relationship at any time, with or without cause or advance notice. You may be required to give certain notice if you choose to terminate the employment relationship, in order to receive any accumulated pay or benefits. This employment-at-will agreement constitutes the entire agreement between employee and the church. Church policies and procedures may change; however, this employment-at-will agreement will remain in effect throughout employment of employee unless specifically modified by written agreement signed by employee and the Personnel Committee. This employment-at-will agreement may not be modified by any oral or implied agreement.

2.4 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Concord of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, and other status reports should be accurate at all times. If any personnel data has changed, notify the Executive Pastor.

2.5 EQUAL EMPLOYMENT OPPORTUNITY

The church is committed to full compliance with applicable federal and state laws and regulations regarding equal employment opportunities for all qualified persons.

2.6 IMMIGRATION REFORM AND CONTROL ACT

The church is committed to full compliance with federal immigration laws and regulations and will not knowingly employ anyone not having a legal right to work in the United States. As an ongoing condition of employment, documentation will be required verifying identity and legal authority to work in the United States. Federal immigration law requires that an I-9 form be filled out and signed, and stipulated documents provided for the employer within three (3) business days of the date employment begins.

2.7 AMERICANS WITH DISABILITIES ACTS

The church is committed to full compliance with the Americans Disabilities Act and related federal and state laws and regulations as it applies to churches.

2.8 EMPLOYMENT OF MINORS

The church complies with all provisions of federal and state employment laws regarding the employment of minors, i.e. “Missouri Child Labor Law” (RSMo 294). Defined by law, a “child” is a youth under 16 years of age. Persons under the age of 18 will require parental consent unless emancipated.

2.9 EMPLOYMENT OF RELATIVES

Relatives of employees will receive the same consideration as any other applicant and will not be accorded preferential treatment in employment matters. Related employees may not be permitted to work in the same department or under the direct supervision of each other. The church may require a related employee to transfer or resign if there is a conflict of interest or management problem that cannot be resolved. Exceptions could be made with the consent of the Personnel Committee for temporary employees.

2.10 EMPLOYEE CLASSIFICATIONS

The church classifies employees as follows:

Employment Status

Full-Time Employee – Any employee who works an average of more than 30 hours each work week will be deemed to be a full-time employee. Generally, full-time employees will be expected to work an average of 40 hours per week.

Regular Part-Time Employee – Any employee who works an average of 30 hours or less each work week is a regular part-time employee.

Temporary Employee – An employee who is hired on a temporary basis to fill a temporary need in staffing will be deemed a temporary employee. The temporary status of employment will be clearly communicated to the person at time of interview and in writing at time of hiring.

Full-time employees and part-time employees may be paid a fixed salary or an hourly wage. The compensation arrangement will be clearly communicated in writing to each employee when hired and on yearly intervals.

Executive Pastor will be responsible for setting work schedules.

2.11 POSITION CLASSIFICATIONS

Any of the following position classifications may include either full-time or part-time employees.

Ministers – Licensed or ordained ministers employed/called by a church vote; required to meet the demands of the job description assigned to the position; receives benefits as outlined by Personnel Policies and Personnel Committee’s Letter of Call.

Ministry Directors – employed by the Personnel Committee in conjunction with Executive Pastor; required to meet the demands of the job description assigned to the position; receives benefits as outlined by Personnel Policies and the Personnel Committee. Examples include Director of Education, Director of Children’s Ministry and Director of Communications.

Support Staff – employed by the Executive Pastor; required to meet the duties of the job description assigned to the position; benefits as outlined by Personnel Policies and Personnel Committee. New support staff positions must be approved by the Personnel Committee; thereafter, the Executive Pastor may fill any vacancy which occurs, subject to the budget limitations as approved by the Personnel Committee, Finance Committee and the church. Examples include ministry assistants, custodians, cook, security guard.

2.12 DEFINITION

Staff – When used alone, the word “staff” in this manual shall refer to full-time ministers, ministry leaders, and support staff. It does not refer to part-time employees, unless otherwise stated.

Section 3: BENEFITS

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3.1 HOLIDAYS

After 30 days of continuous employment, full-time staff will be eligible to receive holiday pay, in addition to hours worked, on the following holidays:

New Year's Day	Labor Day
Good Friday	Thanksgiving
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Eve Day
Martin Luther King, Jr. Day	Christmas Day

If the holiday falls on a Saturday, it will be observed on a Friday. If the holiday falls on a Sunday, it will be observed on a Monday. Exceptions to this policy may be made at the discretion of Executive Pastor when necessary.

For full-time ministerial and ministry leadership staff, if holiday falls on a week-day that they are normally off work, either the following work day will be taken, or on another day that week that is mutually agreed upon between the staff member and Executive Pastor.

If a holiday falls during approved vacation leave, staff will receive holiday pay and will not be charged for a vacation day.

Regular part-time employees who work a minimum of 20 hours a week are entitled to holiday pay if a holiday falls on their normal work day..

Temporary employees are not entitled to holiday pay.

It has been the informal policy of the church to work "half-days" during the week between Christmas and New Year's Day. If employee chooses to take a vacation day during this period, it will be counted as entire vacation day. The "half-days" during this week are "days of grace" and staff may be required to work full days if workload demands. At his discretion, Executive Pastor may coordinate and schedule employees' "half-days off" time to provide full day office coverage. The "half-day" policy during the week between Christmas and New Year's Day is informal and has been practiced in order to give everyone extra family time over Christmastime. However, it may be rescinded at any time by the Senior Pastor, Executive Pastor or the Personnel Committee.

3.2 VACATION LEAVE

A. Full-time employees will earn paid vacation as follows:

1. Support Staff

- a. Entry Level: From date of employment through end of first month of employment – No paid vacation time.
- b. Level One: In second month of employment, employee will begin accumulating paid vacation leave at the rate of 4 hours per month. This will continue through employee's first year of employment.

- c. Level Two: Beginning on the anniversary hire date of the second year, employee will earn vacation leave at the rate of 7 hours per month or 10.5 days for entire year. Level Two will continue each year until the employee reaches his fifth anniversary of employment.
- d. Level Three: Following employee's fifth anniversary, employee will earn vacation leave at the rate of 10 hours per month or 15 days for the entire year.

2. Ministry Directors

(Terms in Letter of Employment will supersede these guidelines.)

- a. Entry Level: From date of employment through end of first month of employment --No paid vacation time.
- b. Level One: In second month of employment, employee will begin accumulating paid vacation leave at the rate of 4 hours per month. This will continue through employee's first year of employment.
- c. Level Two: Beginning on the anniversary hire date of the second year, employee will earn vacation leave at the rate of 7 hours per month or 10.5 days for entire year. Level Two will continue each year until the employee reaches his fifth anniversary of employment.
- d. Level Three: Following employee's fifth anniversary, employee will earn vacation leave at the rate of 10 hours per month or 15 days for the entire year.

3. Ministerial Staff

Paid vacation leave for ministerial staff shall be determined by Personnel Committee at the time of their call to serve on staff at Concord and shall be documented in writing in Letter of Call. Original Letter of Call is to be filed in personnel file of minister and a copy of Letter of Call given to the minister.

B. Part-time Employees

- 1. Regular part-time employees, who work a minimum of 20 hours each work week will earn vacation time on the following basis:
 - a. Entry Level: Same as full time staff
 - b. Level One: Same as full time staff except employee will earn vacation leave at the rate of 2 hours per month or a maximum of 3 days for the balance of the year.
 - c. Level Two: Same as full time staff except employee will earn vacation leave at rate of 3.5 hours per month or 5 days for the entire year.
 - d. Level Three: Same as full time staff except employee will earn vacation leave at rate of 5 hours per month or 7.5 days for the entire year.

Vacation Leave cannot be used until it is earned, but it can be used as it is earned throughout the year. Exceptions may be made for special situations at the discretion of the Executive or Senior Pastor. Vacation Leave can be accumulated and can be carried over from year to year, but no more than 20 days can be accumulated. Employees who accumulate more than 20 days of vacation leave and do not use it will "lose it."

Requests for vacation time should be submitted on a Time Away Request form and submitted to the immediate supervisor and then to the Executive Pastor at least 10 working days in advance of requested date. Vacation requests not submitted on a timely basis are subject to rejection. Approval of vacation requests will be based, not only on the date the request is received, but also with consideration of other staff being given equal opportunities for choice vacation dates. Consideration for approval of request will also be given as to whether the

time off will interfere with normal business operations of the church.

Full-time staff will receive prorated earned vacation pay upon voluntary termination of employment based on fairness and at discretion of supervisor and/or Executive Pastor and subject to conditions of voluntary termination (Section 5.2)

3.3 SICK LEAVE

Sick leave is for an employee who is actually ill, or injured, that renders employee incapable of performing assigned duties or to avoid the spread of an employee's contagious disease. Sick leave may also be used for necessary medical, surgical, optical, dental, or other outpatient treatment that cannot be reasonably scheduled during off-duty hours. Sick leave is not to be regarded as available time off for other purposes.

A. Sick Leave – Support Staff

Full-time support staff with at least 30 days of continuous employment will be eligible for sick leave. The last day of the month, following 30 days of continuous employment, one sick day is earned. One additional day of sick leave will accrue the last day of the month thereafter for a total of 12 sick days earned in a 12-month period.

Sick leave benefits can be accumulated to a maximum of 30 days. Sick leave will not accrue during any absence in excess of 30 days. Sick leave will be used in one-hour increments.

Employees are responsible to record days used on Time Away Request form and submit that record to his immediate supervisor.

Sick leave of five or more continuous work days will require a medical statement upon return to work and may be subject to the medical leave of absence based upon the judgment of the Executive Pastor, and consent of Personnel Committee.

Unused sick leave will be paid upon termination under the following prescribed conditions:

- paid at one half time of the accumulated unused sick days up to 15 days and
- as long as the employee is in "good standing". (See Section 5.1 – Tardiness and Absence and Section 8.1 – Misconduct)

B. Sick Leave – Ministry Directors

Full-time ministry directors with at least 30 days of continuous employment will be eligible for sick leave. The last day of the month, following 30 days of continuous employment, one sick day is earned. One additional day of sick leave will accrue the last day of the month thereafter for a total of 12 sick days earned in a 12-month period.

Sick leave benefits can be accumulated to a maximum of 30 days. Sick leave will not accrue during any absence in excess of 30 days. Sick leave will be used in one-hour increments. Employees are responsible to record days used on Time Away Request form and submit that record to his immediate supervisor.

Sick leave of five or more continuous work days will require a medical statement upon return to work and may be subject to the medical leave of absence based upon the judgment of the Executive Pastor, and consent of Personnel Committee.

Unused sick leave will be paid upon termination under the following prescribed conditions:

- paid at one half time of the accumulated unused sick days up to 15 days and
- as long as the employee is in “good standing”. See Section 5.1 – Tardiness and Absence and Section 8.1 – Misconduct.

C. Sick Leave – Regular Part-time Support Staff

Regular part-time support staff, who work a minimum of 20 hours each work week, are entitled to sick leave with pay after 30 days continuous employment, prorated to .5 days per month. Sick leave benefits may be accumulated to a maximum of 15 days.

Regular part-time support staff are entitled to paid unused sick leave upon termination under the following prescribed conditions:

- paid at one half time of the accumulated unused sick days up to 7.5 days and
- as long as employee is in “good standing.” (See Section 5.1 – Tardiness and Absence and Section 8.1 – Misconduct.)

D. Sick Leave – Ministerial Staff

Sick leave benefits for Ministerial Staff shall be the same as for full-time ministry directors unless stated differently in minister’s Letter of Call as approved by Personnel Committee. In that case, Letter of Call will supersede policy.

E. Sick Leave Days for Family Members:

Accrued sick leave can be used for immediate family members who require the employee’s personal care and attention due to medical condition. “Immediate family members” are defined as: an employee’s spouse, child, parent, sibling, grandparent, or grandchild; a spouse’s child, parent, grandparent, or grandchild; or a member of employee’s household. Relationships prefixed by step-, half-, foster, or adopted are included. When sick leave is used for family member, the employee must so state on their weekly time card and provide information about family member’s illness upon request of supervisor.

3.4 MEDICAL LEAVE – MINISTRY DIRECTORS AND SUPPORT STAFF

Medical leave may be granted to full-time ministry directors and support staff who have completed at least six months of continuous employment upon approval in advance by Executive Director and/or Personnel Committee.

Requests for medical leave shall be submitted in writing accompanied by a physician’s written statement certifying the need for the leave and an estimate of time employee will be unable to work.

Sick leave and vacation time must be used first. Additional time, without pay, will

normally be granted for the length of the leave up to a maximum of three months. Any time after that will be determined by the Personnel Committee.

Health and life insurance premiums will be paid by Concord for those eligible for this benefit during the approved medical leave of absence.

During the medical leave, employee shall communicate with his/her supervisor regularly regarding status and anticipated date of return to work. Communication should be no less than once a month. At any time during the medical leave, employee may be asked to provide medical evidence of disability.

Persons who falsify the reason for medical leave will be subject to disciplinary action, up to and including termination.

Upon return from medical leave, employee shall present a physician's written release verifying his ability to safely perform his duties, if requested by the Personnel Committee, Senior Pastor or Executive Pastor. Employee may also be required to submit to a physical examination, at church expense, to determine fitness for duty.

Although the church cannot guarantee reinstatement in all cases, if employee returns to work immediately following the end of an approved medical leave employee will normally be returned to his former job classification if an opening exists. The church will attempt to keep the position open during the approved medical leave of the employee. If there is no such opening, employee will be considered for a comparable position if available.

Failure to return to work on the first workday following the expiration of an approved medical leave may be considered voluntary termination. Sick leave and vacation leave benefits will not accrue during unpaid medical leave.

Regular part-time support staff are not entitled to medical leave.

3.5 MEDICAL LEAVE – MINISTERIAL STAFF

Medical leave for full-time ministerial staff shall be determined by the Personnel Committee. Part-time ministerial staff are not entitled to medical leave.

3.6 MATERNITY LEAVE

Six months maternity leave will be granted to full-time employees who have worked a minimum of twelve months continuously. This six months includes accumulated sick leave and vacation leave which must be used first.

Any eligible health and life insurance premiums will be paid by the church during the six months' maternity leave, subject to signed commitment by the employee to return to work. Sick leave and vacation leave time will not be accrued during the unpaid portion of maternity leave.

Request for maternity leave must be submitted in writing to Executive Pastor and/or

Personnel Committee 30 days in advance of expected absence. Length of desired leave should be stated in request to allow employer to arrange for temporary filling of position if required.

If employee fails to return to work at end of six months' maternity leave, position will be filled by employer.

3.7 PERSONAL DAYS

After 30 days of continuous employment, full-time employees will be eligible for one personal day, with pay, each calendar year. Personal days will not accrue. Supervisory approval must be obtained prior to taking the personal day.

3.8 BEREAVEMENT LEAVE

A. Full-time Employees

After 30 days of continuous employment, full-time employees will be eligible for up to three (3) days leave, with pay, due to the death of an immediate family member. An immediate family member is defined as an employee's spouse, child, parent, sibling, grandparent, or grandchild; a spouse's child, parent, grandparent, or grandchild; son-in-law, daughter-in-law; mother-in-law, father-in-law; or a member of employee's household. Relationships prefixed by step-, half-, foster, or adopted are included. If the travel distance is 500 miles one way or more, up to five (5) days leave may be taken. If more than 3-5 days leave is necessary, employee may request earned vacation time or leave without pay.

B. Ministerial Staff

Bereavement leave for full and part-time ministerial staff shall be determined by Personnel Committee.

3.9 JURY DUTY

Full-time and part-time staff will be granted leave for jury duty after presenting the supervisor with a copy of the notice to serve.

While on jury duty, staff will be paid regular pay. Upon completion of jury duty, the supervisor should be presented with a verification of attendance from the court.

When excused from jury duty, staff member shall notify his supervisor or Executive Pastor immediately and report to work as determined by supervisor Executive Pastor.

3.10 MILITARY LEAVE

Full-time and part-time staff will be granted leave for military duty after presenting the supervisor with a copy of the notice to serve. If military status changes, the employee must notify Executive Pastor or Personnel Committee at which times status of military leave will be re-evaluated. Military leave will be paid leave up to 15 days after which employee can use any available vacation leave. Following that, employee will go on unpaid military leave.

Sick leave and vacation leave benefits will not accrue during military leave absence.

3.11 LEAVE WITHOUT PAY - STAFF

Request for leave without pay must be submitted in writing with an explanation for the request. Requests will be granted at the sole discretion of the Executive Pastor and/or Personnel Committee, based on the reason for the request, effect of the absence on the work or ministry, and the length of requested absence.

Leave will not be granted unless employee has exhausted all vacation leave. Only full-time staff with at least six months of continuous service are eligible for more than 5 work days of leave without pay, with the exception of leave covered by Medical Leave (Section 3.4 & 3.5) or Military Leave (Section 3.8)

Health and life insurance premiums for eligible employees will be the responsibility of the employee during his absence with the exception provided in Medical and Maternity Leave. Sick leave and vacation leave benefits will not accrue.

3.12 SABBATICAL – MINISTERIAL STAFF ONLY

- A. At the completion of seven (7) years of continuous service with Concord, full-time Ministerial Staff are eligible for sabbatical leave.

Senior Pastor:

- After seven years of service: three weeks up to 7 weeks leave
- After an additional five years of service: three weeks up to 7 weeks leave
- After every additional five years of service: three weeks up to 7 weeks leave

Other Ministerial Staff:

- After seven years of service: two weeks up to five weeks leave
- After an additional five years of service: two weeks up to five weeks leave
- After every additional five years of service: two weeks up to five weeks leave

Purpose of the leave is for personal renewal, refreshment, study, and professional advancement as preparation for future service to the church. Leave must be taken within 24 months of the qualifying anniversary. Leave may not be taken in less than two weeks increments.

- B. While away on sabbatical leave, ministerial staff will continue to receive full salary and benefits. Full vacation time may also be taken in the sabbatical year. Expenses for special study may be provided upon advance request and review and approval by supervisory staff and appropriate Committees. Regular financial policies will govern the processing of payment for study expenses.
- C. Request for sabbatical leave and expense provision for study must be made in writing to the Executive Pastor, and in the case of the Executive Pastor, to the Senior Pastor. Senior Pastor makes his request to the Personnel Committee. All requests must be submitted at least sixty (60) days in advance of leave date and include plans for coverage of minister's responsibilities while he is on leave. Request should also

state the minister's expectations or goals from the leave. All requests will be reviewed and approved by the Personnel Committee, and then submitted to the deacon body by the Executive Pastor and a representative of the Personnel Committee for confirmation.

- D. No more than one minister can be on sabbatical leave at the same time..
- E. Upon return from sabbatical, a written report should be submitted to the Personnel Committee, Senior Pastor, and Executive Pastor. The report should state the benefits and accomplishments received by the minister from the leave.
- F. Sabbatical policy shall not preclude special training opportunities for any minister that is deemed to be important for the church. Such opportunities for training shall be presented to the church by the Personnel Committee for their approval.

3.13 HEALTH INSURANCE

Full-time employees will become eligible for enrollment in church's health insurance plan on the first day of the calendar month following the completion of 30 days of continuous employment.

The Personnel Committee and Executive Pastor will determine the appropriate health insurance plan to offer to the staff and the amount to be contributed towards the employees' health insurance premium or Health Savings Account, if applicable.

Detailed health insurance plan information is available from the Executive Pastor.

Regular part-time support staff are not entitled to participate in the health insurance plan.

3.14 LIFE INSURANCE

Full-time employees will become eligible for life insurance coverage at end of Introductory Period of employment. Ministerial staff will become eligible for life insurance coverage as outlined in Letter of Call.

The Personnel Committee and Executive Pastor will determine the amount of life insurance benefit provided to each classification of employees. Dependents of employees may be added at employee's expense, and cost of additional premium will be handled as a payroll deduction.

Regular part-time Support Staff, at end of their Introductory Period, are eligible for life insurance, at their own expense, which will be handled as a payroll deduction so long as such insurance is available through Guidestone.

3.15 DEFERRED COMPENSATION/RETIREMENT PROGRAM

Concord participates in The Church Retirement Plan with Guidestone Financial Resources of the Southern Baptist Convention. This is a 403(b)(9) plan which means all contributions to the plan are tax sheltered and tax deferred. Upon completion of the Introductory Period, full-

time staff are entitled to be enrolled in this retirement plan. Ministerial staff are entitled to be enrolled on their date of employment in the Guidestone retirement plan offered by Concord Baptist Church. On behalf of the employee, the church makes a monthly contribution to Guidestone directly to the employee's account. The amount to be contributed by the church for the different classifications of staff will be determined and budgeted annually by the Personnel Committee

Additional contributions may be made by the employee into his account via a payroll deduction.

3.16 WORKER'S COMPENSATION

All employees are automatically covered by Worker's Compensation Insurance at the time they are hired. The church pays the premiums for this important coverage. Worker's Compensation benefits are mandated by state statute.

It is imperative that employees report any work-related injury or illness to their supervisor as soon as possible, but in no case, more than 24 hours after the accident or injury occurred, and to immediately obtain proper first aid and/or medical attention. Failure to report a work-related injury within the required time frame may result in the loss of the employee's right to receive compensation. Detailed information and proper forms are available from the Church Business Office.

3.17 UNEMPLOYMENT INSURANCE

By Missouri State Statute 288.034, churches are exempt from the state unemployment insurance program and therefore the church is not required to pay state or federal unemployment taxes. This means that upon termination of employment, no employee will be eligible to receive unemployment benefits from the State of Missouri or the U.S. government as a result of his/her former employment at Concord Baptist Church.

3.18 EDUCATIONAL ASSISTANCE - STAFF

When it can be demonstrated that the church will benefit from staff's participation in a training or educational program during normal working hours, staff may attend such events while receiving their regular pay. Subject to limitations of church approved budget, the church may pay all or part of the costs associated with attendance at such events.

Prior to enrollment, requests to participate in training or educational programs, and requests for payment of expenses related to training and educational programs, must be made to and approved by the Executive Pastor. Executive Pastor must make request for approval for his participation in a training or education program to the Senior Pastor or Personnel Committee in the Senior Pastor's absence.

3.19 PROFESSIONAL MEMBERSHIPS

When it can be demonstrated that the church will benefit from the employee's participation in a professional organization, the church may pay costs associated with membership. Requests for payment of membership dues must be made to and approved by the Executive Pastor, subject to the limitations of the church's approved budget.

3.20 PROFESSIONAL MINISTRY ASSISTANCE

Ministers and/or ministry directors may receive requests to assist in training conferences or consulting services on state or associational levels. Request to participate in ministry opportunities should be submitted to the Executive Pastor and/or Personnel Committee in advance to determine any conflicts of scheduling with church activities and the time allowed away for this ministry. It is expected any time away request will include plans for coverage and completion of person's responsibilities during their absence. Such approved time would not require the use of vacation leave.

Section 4: SALARY AND COMPENSATION

SECTION 4: SALARY AND COMPENSATION

4.1 PAY PERIODS

Salaried employees are paid on a semi-monthly basis. For salaried employees, the first pay period includes the first fifteen days of the month. The second pay period includes day sixteen through the last day of the month.

Hourly employees are paid for the actual hours worked as recorded on time sheets or other approved methods of recording hours worked. Record of hours worked must be signed by the employee and his supervisor and turned into the Financial Secretary no later than one (1) week before the next designated payday.

Child care workers are paid on an hourly basis, but paid once a month. They are paid on the 15th of the month for hours worked the previous month. Record of hours worked must be signed by the employee and his supervisor and turned into the Financial Secretary no later than one (1) week before the pay period ending on the 15th of the month.

Payday is generally the 15th and the last day of each month. Occasionally, the designated payday may fall on a holiday or a weekend. In this case paychecks will be distributed on the last working day prior to the holiday or weekend.

The church is not able to cash paychecks.

4.2 PAYROLL DEDUCTIONS

By law, required payroll deductions for non-ministerial employees are federal income tax, state income tax and social security taxes (FICA and Medicare). Any other deductions must be authorized in writing by the employee.

Staff members who are licensed or ordained ministers' fall under different tax laws, and federal income taxes may not be deducted from their pay unless requested and authorized by the minister on a W4 form. Social Security/Medicare taxes are never deducted from a minister's paycheck, but the minister may request in writing that the amount of his Social Security taxes be withheld as additional federal income taxes from his paycheck.

Each paycheck stub will itemize amounts withheld.

4.3 OVERTIME

Ministerial, administrative, and supervisory staff are considered exempt employees by the overtime provisions of state and federal laws. Therefore they are not eligible for overtime pay. Non-exempt employees, as prescribed by their job descriptions, are expected to work efficiently during the allotted daily business hours to avoid overtime.

4.4 WAGE GARNISHMENT

The church complies with applicable federal and state laws and regulations regarding the garnishment and assignment of wages.

Section 5: PERSONNEL STATUS

SECTION 5: PERSONNEL STATUS

5.1 TARDINESS AND ABSENCE

It is important that employees work assigned schedules as consistently as possible. However, the church understands that illness or emergency may result in employees being late or absent.

If unable to report to work for any reason, employee must notify his supervisor or Executive Pastor. It is employee's responsibility to keep the church informed on a daily basis during a short-term absence and to provide medical verification when requested.

Work Schedules are addressed in Section 7.10.

A tardy or absence is considered "excused" only when employee calls ahead of time and the tardiness or absence is for a compelling reason. The Executive Pastor and/or Personnel Committee reserve the right, at their sole discretion, to determine what constitutes a compelling reason. A tardy or absence for a non-compelling reason, and failing to call in according to policy, will be considered "unexcused." "Unexcused" tardiness and absence is considered a serious problem.

An employee who is tardy or absent excessively, or shows a consistent pattern of absence, even if "excused," may be subject to disciplinary action, up to and including possible termination.

Chronic tardiness is just as severe a problem as absenteeism and subject to the same disciplinary action(s). It is important to arrive on time and to return from lunch and break promptly. Tardiness causes repercussions for an entire department by disrupting schedules for lunches and proper phone coverage.

Employees who are under disciplinary action for Tardiness or Absenteeism shall not be considered "In Good Standing" with regards to "unused sick leave reimbursement."
(Section 3.3.A)

5.2 TERMINATION

A. Voluntary Termination

A voluntary resignation is a termination that is initiated by the employee. The church requests two weeks written notice to employee's supervisor before an employee voluntarily terminates his employment, although it is recognized that employment is at will and may be terminated by the employee or employer at any time. Written notice should include reason for leaving, and name and address of new employer if applicable. Employees failing to provide adequate notice shall not be considered "In Good Standing."

If employee has accrued but not taken vacation, and has tendered a voluntary termination in writing, with a minimum of two weeks notice, the employee may be paid for unused vacation and unused sick leave as of the date of termination. If proper notice is not given,

unused vacation time and unused sick time, as outlined in Section 3.3A, may be forfeited.

If an employee does not call in or report to work for three consecutive workdays, he may be considered to have voluntarily quit, but will forfeit unused vacation time as well as unused sick leave pay.

B. Involuntary Termination

An involuntary termination or dismissal is a termination that is initiated by the Personnel Committee and Executive Pastor for reasons other than changing business conditions. The process for involuntary termination will follow “Disciplinary Procedures” (see Section 8) The Disciplinary Procedures may be bypassed in cases where immediate dismissal is warranted or necessary (Section 7.2: Gross Misconduct). The employee’s supervisor with the approval of the Executive Pastor or Senior Pastor, has the right to withhold accrued vacation pay and accrued sick leave pay.

If and when it becomes necessary to terminate the services of a member of the ministerial Staff, the Senior Pastor will make recommendations to the Personnel Committee and the deacon body concerning the discharge of the individual.

Lay-off

Changing business conditions necessitating reduction in staff may result in a lay-off. When the Personnel Committee, in conjunction with the Executive Pastor, determines a lay-off should occur, these factors will be among those considered: versatility, qualifications, skill, ability, performance, efficiency, loyalty, attitude, dependability and ministry needs. Laid off employees may be subject to recall.

5.3 RETIREMENT

The church has no mandatory retirement age. Deciding upon the time at which to retire is a decision which, normally, the employee will make individually and communicate to the church with adequate notice. The church reserves the right to take other job-related factors into consideration, such as job performance, economic considerations, and others, just as it does for any other employee. At least six months notice is requested in advance of the intended retirement date. This provides the church adequate time to process administrative matters related to the employee’s retirement, such as the individual’s retirement account, insurance, social security, and other related items. This also permits the church to cross-train other employees or to hire a new replacement. Questions regarding retirement benefits should be directed to the Executive Pastor.

5.4 PROMOTION, DEMOTION AND TRANSFER

It is the church’s intent to give qualified employees preference over others when filling open positions. However, because of experience, skills and educational requirements of the positions, promotions from within are not always possible.

An employee’s past performance, experience, attitude, qualifications and potential are

important factors considered in promotion and transfer decisions.

The Personnel Committee, in consultation with Executive Pastor, reserves the right to promote, transfer, and demote employees with or without cause or advance notice.

Section 6: EMPLOYMENT DEVELOPMENT

SECTION 6: EMPLOYMENT DEVELOPMENT

6.1 PERSONNEL MEMO

The personnel memo is a tool to help the supervisor, Executive Pastor and/or Senior Pastor communicate more effectively with employees. It may be used to compliment special effort or results, or to advise, counsel, or admonish an employee for performance or conduct that is not acceptable.

If a personnel memo concerns unacceptable performance or conduct, employee is encouraged to take advantage of the opportunity to improve and avoid disciplinary action as defined in Section 8.

Personnel memos will be presented in a written form and not by email to protect the privacy of both employee and staff and any memos of a disciplinary nature will be discussed with the employee personally.

6.2 PERFORMANCE EVALUATIONS

Employees will receive, from their supervisor, a written performance evaluation after their initial 90 days of service. Annual written performance evaluations will be provided and may include commendation for good work and/or recommendations for improvements. These evaluations will be provided, if at all possible, by September 1 based upon the preceding six months.

The employee shall have the opportunity to discuss the performance evaluation with the supervisor and, upon request, with the Executive Pastor and/or Personnel Committee.

Performance evaluations assist in decisions about job placement, training, development, and pay increases.

A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the employment-at-will agreement between employee and church.

6.3 JOB DESCRIPTIONS

A job description summarizes duties and responsibilities and gives important information about the position.

Employees should read and study the job description carefully and discuss any questions or concerns with the supervisor.

The Personnel Committee reserves the right to revise and update job descriptions as it deems necessary and appropriate. Any changes to job descriptions will be discussed with affected employees and determination made concerning their responsibilities and training requirements when necessary.

Section 7: GENERAL INFORMATION

SECTION 7: GENERAL INFORMATION

7.1 WORK RULES AND PERFORMANCE STANDARDS

A complete list of every work rule and performance standard is not possible. The following are representative, but not all-inclusive. Employees are responsible for understanding and observing these rules and standards. Employees not in compliance may be subject to disciplinary action, up to and including possible termination.

A. Job Performance

Employees are expected to use their abilities and talents appropriately as follows:

1. Performing average or above average work quality and quantity
2. Maintaining proper attitude, avoiding rudeness and unconcern for others
3. Cooperating with other staff members
4. Avoiding excess tardiness, absenteeism and abuse of meal times
5. Observing church and personnel policies and procedures

B. Misconduct

Employees are expected to apply Christian principles in daily work activities and avoid misconduct which may include, but is not limited to:

1. Insubordination (Failure to follow written church policies or verbal instructions of immediate supervisor)
2. Abuse, misuse, theft, or the unauthorized possession or removal of church property or the personal property of others
3. Falsifying or making a material omission on church records, reports, or other documents, including payroll, personnel or employment records
4. Divulging confidential information to unauthorized persons
5. Disorderly conduct on church property, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or possession of a weapon
6. Violation of any law adversely affecting the church, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment.
7. Marking or signing another employee's time record or knowingly allowing another employee to mark or sign your time record

Actions of misconduct puts the employee in a status of "not in good standing."

7.2 GROSS MISCONDUCT

Immediate termination may be appropriate for gross misconduct, which may include, but is not limited to: immoral behavior, sexual harassment, conviction of a felony, theft, emotional or physical abuse in the work place, repeated use of abusive language, being under the influence of illegal drugs, misuse of prescription drugs, use of alcohol, dishonesty, falsification of documents, possession of a weapon at the work place, disclosure of

confidences, fraudulent activities, and willful destruction of church property.

Employee will be in status of “not in good standing” upon any action of gross misconduct. The Executive Pastor, Senior Pastor or Personnel Committee may terminate an employee for gross misconduct and such termination shall be without recourse.

7.3 HARASSMENT

The church is committed to providing a work environment free of discrimination and harassment. The church maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important that employees understand that jokes, stories, cartoons, nicknames and comments about appearance may be offensive to others.

Sexual harassment of employees by supervisors, co-workers, vendors, or volunteers is prohibited. Sexual harassment includes sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to the conduct is made a condition of employment
2. Submission to, or rejection of, the conduct is used as the basis for an employment decision affecting the harassed employee
3. The harassment has the purpose or effect of unreasonably interfering with an employee’s work performance or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to, sexual flirtations, advances or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities, unnecessary and unwelcome touching of an individual, graphic comments about an individual’s body; display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault.

Employees are encouraged to express their discomfort with a particular behavior to create an awareness on the part of the offending employee. If direct response for behavior to cease is not accepted, employees are expected to report any incident or incidents of harassment to the supervisor, Executive Pastor, Senior Pastor, or Personnel Committee without fear of reprisal. The alleged incident(s) will be investigated and appropriate action taken.

It would be inappropriate to gossip about the situation with other employees without handling as noted above.

Violation of this policy shall result in disciplinary action, up to and including possible termination.

The intent of this policy is to protect employees from a hostile or uncomfortable working environment. It is not intended to create an emotional vacuum or sense of isolation. Compliments and gestures of an affirming nature that do not include sexual or harassing overtones and that are made with other employees present should not

generally be considered harassment so long as no employee is made to feel threatened or uncomfortable. Such gestures should be avoided in private settings to avoid any appearance of impropriety.

7.4 ALCOHOL, DRUGS AND CONTROLLED SUBSTANCES

The use, sale, transfer, possession, or being “under the influence” of alcohol, drugs, or controlled substances (except as medically prescribed) whether on or off duty is considered unacceptable behavior for employees of Concord Baptist Church and would be considered gross misconduct and would be handled accordingly (Section 8.2).

For the purpose of this policy, “under the influence” is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well being of the employee, co-workers, the public or church property.

7.5 OUTSIDE ACTIVITIES

Full-time employees are prohibited from engaging in outside employment, private business, or other activity, which might have an adverse effect on, or create a conflict of interest with, the church.

7.6 PERSONAL APPEARANCE

Employee appearance reflects not only on the individual but on the church as well. Employees are expected to take pride in their appearance and strive to achieve a positive business-like image when representing the church.

The general dress code for office staff is business casual, which prohibits jeans, except on Fridays and designated cleaning days. Shorts are never considered appropriated for office staff. Executive Pastor shall determine custodial staff dress code.

7.7 PERSONAL PROPERTY

Employees should not bring large sums of money, jewelry or other valuables to work. The church will not be responsible for personal property that is lost, damaged, stolen or destroyed.

7.8 CHILDREN OF EMPLOYEES AT THE WORK PLACE

Children of employees are not allowed to remain with their parents during working hours. Any exceptions to this policy should be pre-approved by the Executive Pastor.

7.9 ACCESS TO CHURCH PROPERTY

The church must have access at all times to church property, including records, documents and files. The church reserves the right, at its discretion, to access employee offices, work stations, filing cabinets, desks, computers, computer files, voice mail, e-mail and any other church property with or without advance notice or consent.

7.10 GENERAL WORK SCHEULE

The church office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except on observed holidays as stated in Section 3.1. When ministry responsibilities require staff participation outside regular office hours, work hours may be adjusted accordingly. The necessity for adjustment in work schedule for support staff must be determined and approved by Executive Pastor. Changes to working hours will be discussed with employees far enough in advance to give them adequate time to make arrangements with their families.

Support staff lunch periods shall be coordinated through the Executive Pastor to assure proper office and phone coverage.

Any employee who is away during church office hours must inform Executive Pastor or the Executive Pastor's assistant in person or by phone of their whereabouts and probable expected return.

7.11 BUSINESS EXPENSE REPORTING

Employees will be reimbursed for all approved business related expenses upon submission of accurate, receipted, and budgeted expense reports to the church. Receipted expense reports submitted by support staff must be signed by the minister or ministry director whose budget is being charged, before submitting the request to the Executive Pastor. Employees are requested to submit these reports in a timely manner to ensure proper accounting and prompt reimbursement.

Employees will be reimbursed for mileage when using their personal cars for authorized church business. Mileage reimbursement requests must include beginning and ending odometer readings from church to and from the destination, and purpose of the trip. The amount of reimbursement per mile is set by the Finance Committee and is reviewed during budget planning process.

7.12 CHURCH TELEPHONES

Employees are expected to use good judgment regarding personal telephone calls. Personal telephone calls should be limited to not more than five minutes in length if possible.

7.13 PERSONAL CELL PHONES, BLACKBERRIES, ETC.

Personal cell phones, Blackberries, pagers, and other electronic devices should be used on a limited basis and should not interfere with employee's normal work activities. These devices should be set to low volume or silent mode so as not to distract other employees and should be used discreetly.

Incoming calls should be handled in a professional manner so that they do not interrupt conversations, other phone calls, or work activities.

The Senior Pastor or Executive Pastor may impose additional restrictions on electronic

devices as necessary to preserve an appropriate work environment and professional office decorum.

7.14 USAGE OF CHURCH-OWNED COMPUTERS AND INTERNET

Church owned computers should be used only by assigned personnel unless previously authorized by Executive Pastor.

Limited use of internet and personal email is allowed. Inappropriate websites, chat rooms, blogs, personal web pages, etc., should not be accessed.

7.15 KEYS

Employees are issued church keys and a security access code depending on their assignments and responsibilities, to allow entrance to facilities where they perform their duties or need access. These keys are issued by Executive Pastor and employee must sign acknowledgement that keys and security access code were received. Issued key(s) are to be returned to the Executive Pastor upon departure from the church's employment. Final paycheck will not be issued until keys are returned.

Employee accepts full responsibility for keys and security access code issued to him, and should not loan keys or security access code to any person who has not been properly authorized by the church to have key(s) or security access code in his possession. Under no circumstances should keys be copied. Lost keys are to be reported to the Executive Pastor immediately, even while one is still searching for their possible whereabouts. The objective is to maintain security.

7.16 EMPLOYEE PARKING

Employees park at their own risk and the church is not responsible for theft or damage to any vehicle parked on church property. The church is not responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

Section 8: DISCIPLINARY PROCEDURES

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8.1 DISCIPLINARY PROCEDURE BY THE CHURCH WITH MINISTRY DIRECTORS AND SUPPORT STAFF

When it becomes necessary to address grievances with a ministry director or a support staff employee, the following process will be followed:

A. Verbal Warning

For any grievance or grievances based on problem behavior, not following policies in the Personnel Manual, or not fulfilling the stated job description, the employee will receive a verbal warning from his supervisor, Executive Pastor, Senior Pastor, or Personnel Committee. This oral warning will detail the nature of the grievance, and the imperative need for the inadequate performance or offending conduct to change and improve. A time period will be designated for improvement to be demonstrated. This verbal warning will be documented for future reference, signed by employee and supervisor and placed in employee's personnel file.

B. Written Warning

If the inadequate performance or offending conduct continues after a verbal warning has been given, the supervisor, Executive Pastor, or Personnel Committee will prepare a written warning or Letter of Discipline to give to the employee. The letter will clearly state the nature of the problem(s) being addressed, and concern expressed that to date there have not been adequate changes or improvements. Specific examples of how behavior must change will be stated, and a date for correcting the stated problems will be given. It is hoped that the employee will desire to change, and if so, support and help will be available for him. However, continued inadequate performance or future repetition of offending behavior may lead to discipline up to and including dismissal.

Letter of Discipline will be signed by the employee, and copy given to him, with the original being placed in his personnel file.

C. Disciplinary Conference

If the grievance or grievances continue after the written warning has been given, a disciplinary conference will be held with the employee, supervisor, Executive Pastor, and a member of the Personnel Committee. The Senior Pastor and Chairman of Deacons will also be included in the Disciplinary Conference. Because the employee has exhibited no significant improvement, the employee will be placed on probation as of the date of the meeting. Probation provides one final opportunity for the employee to correct or exhibit adequate improvement in the problem areas in order to keep his position. The required corrective actions will be put into written form, and that document will also state clearly that if the corrective actions are not in evidence by the date stated on the probation document, the employee will be terminated on that date.

D. Termination

If corrective actions are not carried out by the end of the probation period, a meeting will be scheduled with the Executive Pastor and a member of the Personnel Committee to officially inform the employee of his termination. Reason for his termination will be stated clearly. The decision will be final.

8.2 DISCIPLINARY PROCEDURE FOR THE CHURCH WITH MINISTERIAL STAFF

If it becomes necessary to address serious grievances with someone on the Ministerial Staff, the matter will be referred to the Senior Pastor and/or to the Personnel Committee. At their discretion, they may involve other persons in the discussions and process. Any recommendation for disciplinary action or termination of ministerial staff will be brought to the Deacon body for their awareness of the situation and, if necessary, for their recommendation to the church for church action.

8.3 GRIEVANCE PROCEDURE FOR EMPLOYEES

In addressing grievances with fellow employees, this process will be followed:

A. Employee to Employee Discussion

If an employee has a grievance with another staff member, he is encouraged to discuss the situation with the other person in a Christ-like manner.

B. Report the Situation

If the grievance continues after the discussion, report the situation, in writing, to the supervisor, Executive Pastor and/or the Senior Pastor.

C. Appeal to the Personnel Committee

If the grievance continues to be unresolved, present the situation, in writing, to the Personnel Committee. A conference shall be scheduled with the aggrieved employee, supervisor, Executive Pastor and/or Senior Pastor and the Personnel Committee. Circumstances will determine whether or not the other employee will be invited or requested to attend. Personnel Committee will make the final recommendation regarding termination. Decision will be final.

The Scriptures remind us that God expects good performance in our daily lives, including our professions. Ministers, ministry directors, and support staff in a church have a responsibility to model good performance, as well as godly character. May we all take to heart the words of the Apostle Paul as we serve the Lord together:

Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.

Colossians 3:23-24

Section 9: EMPLOYMENT ACKNOWLEDGEMENTS

EMPLOYEE PERSONNEL POLICIES AND PROCEDURES MANUAL

This is to acknowledge that I have received a copy of the Concord Baptist Church Personnel Policies and Procedures manual. I understand that it provides guidelines and information about the church's personnel policies, procedures, benefits, and rules of conduct. I understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand the church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy with or without notice, as it deems necessary and appropriate.

EMPLOYMENT-AT-WILL

This is also to acknowledge that my employment is within the mutual consent of myself and the church, and therefore, both the church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. I understand that this employment-at-will agreement constitutes the entire agreement between me and the church and supersedes all prior agreements. I further understand that, although other church policies and procedures may change, this employment-at-will agreement will remain in effect throughout my employment unless specifically modified by written agreement signed by me and the Personnel Committee. I further understand that this employment-at-will agreement may not be modified by any oral or implied agreement.

UNEMPLOYMENT INSURANCE EXEMPTION

This is to acknowledge that I have been informed that by Missouri Statue 288.034, churches are exempt from paying unemployment insurance. Per this Missouri statute, Concord Baptist Church is required to notify you that wages earned by you will not be used to determine insured worker status for unemployment benefits. This means that church employees are ineligible for unemployment benefits once they leave the employ of the church.

By signing this form, you are acknowledging that you have been given, understand and acknowledge above three notices.

Employee's Name (Please print)

Employee's Signature

Date

Employee signs this copy and turns it in to confirm receipt of this manual

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By signing this form, you are acknowledging that you have been given, understand and acknowledge above three notices.

Employee's Name (Please print)

Employee's Signature

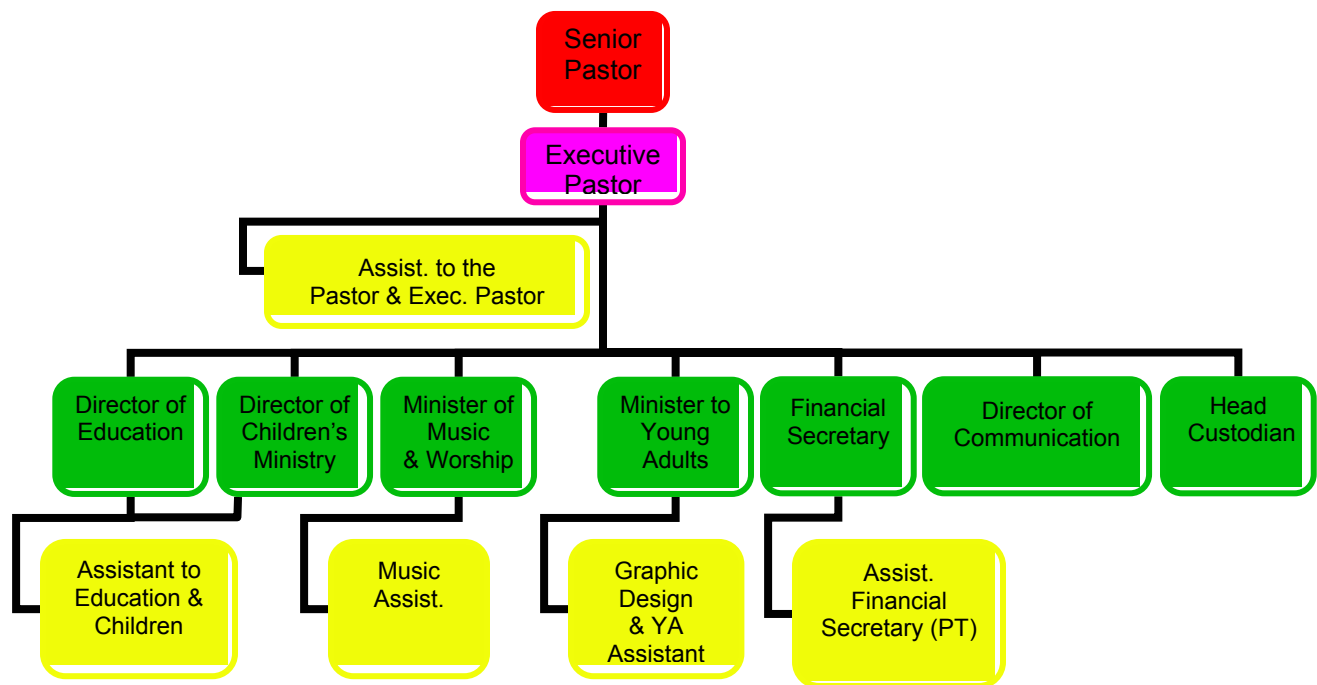
Date

Employee keeps this copy for their own records

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Appendix A

Concord Baptist Church Organizational Chart



Approved December 3, 2007