

Employee Handbook 2024 Version

***Approved at January 24, 2024
Faith Family Business Meeting***



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About This Book...

This Employee Handbook is intended for the orientation of all staff. This book includes general rules of conduct, policies, procedures, and discipline rules that are subject to revision, additions, or deletions with the approval of the Personnel Committee of First Baptist Church in Richmond, Kentucky (FBC).

Nothing in this book or in any verbal statement should be construed as creating any type of employment contract either expressed or implied. Also, nothing contained in this book is intended to restrict the employer's right to unilaterally change the policies and procedures described therein. The Personnel Committee shall have final authority in all matters concerning employment.

You are employed with FBC at will, and nothing contained in this book is intended to promise or guarantee employment for any specific period of time. Any questions that you may have concerning employment should be referred to your immediate Supervisor.

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Welcome to First Baptist Church

It is a proven fact that two people together have more strength than if you combine the strength of two people separated. This is called synergy.

I am so glad to have synergy of this team at First Baptist! You are an integral part of the team!

⁹Two are better than one because they have a good return for their labor. ¹⁰For if either of them falls, the one will lift up his companion. But woe to the one who falls when there is not another to lift him up. ¹¹Furthermore, if two lie down together they keep warm, but how can one be warm *alone*? ¹²And if one can overpower him who is alone, two can resist him. A cord of three *strands* is not quickly torn apart. Ecclesiastes 4:9-12

The vision statement of this church is as follow:

To reach all people with the Gospel by helping them to **KNOW** Jesus personally, **GROW** in Jesus purposefully, **SHOW** Jesus publicly, and **GO** for Jesus into all the world.

- KNOW = Worship
- GROW = Discipleship & Fellowship
- SHOW = Ministry
- GO = Evangelism & Missions

The core values of this church are as follow:

Worship

Because we praise God as the Supreme Creator of our universe, thank Him for His immeasurable gift of grace through Jesus Christ our Savior, and love Him who first loved us, we desire to worship Him with our hearts, minds, and souls in all that we say and do. See: *Psalm 29:2, Psalm 100, Romans 12:1-2*.

Prayer

Because God allows us free communication with Him in every circumstance, we desire to call on Him for repentance, confession, praise, and thanksgiving with a complete assurance that He will respond with our willingness to listen and accept His perfect answer. See: *Matthew 7:7-8, Philippians 4:6-7, Hebrews 4:16, James 5:13-16*.

Bible Knowledge

Because we believe the Bible is the divinely inspired word of God designed to teach us truth and draw us closer to Him, we desire to study the scriptures diligently, on our own and together, careful always to seek God's will in every word and obediently respond. See: *II Timothy 3:16-17, James 1:22-25*.

Mobilized Laity

Because God blesses each of us with unique gifts and provides us with opportunities to use these gifts for Him, we desire to seek ways to grow in Christ until we reach unity and maturity and stand firmly in the faith so we might share our gifts within the church, our community, and the world, realizing that no gift is too small when wholly dedicated to God.

See: *Romans 12:3-8, I Corinthians 12:1-31, Ephesians 4:11-16, I Peter 4:10-11*.

Evangelism/World Missions

Because God gave us the Great Commission to take His message of love to all the world, and because we believe that Jesus is the only way to God, we desire to devote our time, talents, prayers, and resources to share Jesus with others in our community and the world regardless of their race, nationality, age, wealth, or culture. See: *Matthew 28:18-20, Acts 1:8, John 14:6, Acts 4:12.*

God's Family/Relationships

Because our love of others should be second only to our love of God and because God holds a special place in His heart for the community of believers, we desire to foster an atmosphere that will nurture love and respect within all relationships as we work together to share God's love, through Jesus, with the world. See: *John 13:34-35, Acts 2:42-47, I Peter 4:8-9.*

So, you see, everything we do is part of the work of God happening in and through this congregation, and that gives us high expectations and high hopes. As an employee, you are part of an effort that truly matters. Lives are changed by our work.

Orientation Procedures

Employment At Will Statement

Your employment relationship with FBC is of an “at will” nature, which means that you can resign at any time and the church can discharge you at any time with or without cause. It is further understood that this “at will” employment relationship cannot be changed by any document or by any conduct without written approval from the Personnel Committee.

Equal Employment Opportunity

Employment is granted to qualified persons without regard to race, sex, age, national origin, physical or mental handicap, veteran’s status, or marital status. To deny a qualified person the chance to contribute to our ministries because he/she is a member of a minority group is unfair to everyone and is not consistent with scriptural principles. It is our intent and desire to provide equal opportunities in employment, promotion, wages, benefits, and all the privileges, and terms and conditions of employment. FBC does, however, reserve the right to employ persons who have a Christian background and philosophy of ministry and who, in the opinion of the Personnel Committee, have a work history and a lifestyle which is consistent with the scriptural principles of the church. All employment decisions are made in compliance with applicable law.

Job Description & Performance Evaluation Process

Your duties are defined in a job description which will be provided to you during orientation.

This job description serves as the base document for the annual performance evaluation. The job description is developed and revised annually during the evaluation process to maintain its accuracy and appropriateness.

You will receive a performance evaluation within your first 60 days of employment, subsequent evaluations are completed as needed, and you will receive two annual evaluations. The first will be completed between supervisor and employee. The second will be completed between the personnel team and employee.

During the supervisor performance evaluation process accomplishments - strengths, weaknesses, and other work-related topics are discussed in a frank, friendly, and open atmosphere. You are expected with your supervisor/evaluator to sign the evaluation form to confirm the evaluation's completion. Church resources, your performance, and length-of-service provide the process for potential compensation changes. The Personnel Committee reviews staff compensation each year after the second performance evaluation.

Pre-employment Drug Testing/Physical Examination/Random Testing

Along with other background checks, the church can make the offer of employment contingent on passing a physical examination (including drug screening). Also, if an employee is suspected or accused of impairment due to drugs/alcohol/illegal substance, the employee must agree to a drug test and exam upon demand. Otherwise, the employee will face disciplinary actions which can include separation of employment. See *Discipline Policy & Procedure*, page 7.

General Employee Responsibilities

Dress Code

The Church maintains a business-casual dress code. Dress should always be respectable and appropriate to meet the demands of the job service task at hand.

Energy Conservation

Turn off lights in areas not in use. Please report any dripping faucets or running toilets or leaks to the Facility Manager. With everyone's cooperation, FBC can save significantly with simple energy conservation.

FBC Membership Data

Membership data is confidential. The church's membership data is not for public dissemination or for anyone to use for any business in the for-profit sector. Therefore, our membership information, pictorial directory, and access to certain data on the website are limited to members, regular attendees, and staff. In most of these areas a password is required for access.

FBC Property & Equipment

Any keys, cell phones, uniforms, computers, or other equipment issued to perform your job remain the property of FBC. It is your responsibility that these items are used by you for the purpose for which they are issued. These items must be returned to the Executive Pastor at the time of termination/separation or upon demand; otherwise, the cost of the item(s) is deducted from your paycheck. The replacement cost of such items is the responsibility of the employee.

Individual/Personal Responsibility

Employees must conduct personal and professional lives in a way that assures their reputation, and FBC's ministries and reputation are not jeopardized, and ethical/moral questions do not arise about their association or work with FBC.

Personnel Records

Notify the Executive Pastor and Finance Office within fifteen (15) days of any changes to the following:

- Address and telephone number
- Marital status (for insurance and tax withholding)
- Name
- Beneficiary as listed on employer-paid life insurance
- Number of dependents listed on employee medical insurance
- Person(s) to notify in case of an emergency.

In addition, inform your supervisor about the completion of any educational, training, enrichment, or certification courses.

Children at Work

Children of employees or children of those who you have custodial responsibility should not remain with the employee during working hours. If you have difficulty with obtaining appropriate childcare, contact your supervisor for approval.

Resignation

If you decide to resign, please give your supervisor at least two (2) weeks' notice. This courtesy is voluntary due to the "Employment at Will" relationship that you have with FBC. It would provide a minimum time to adjust work schedules and/or begin a search for a successor.

Upon leaving employment with FBC for any reason, your final paycheck is available to you on the next regular pay date. However, your final paycheck is not released until all church property is returned and/or replaced.

Upon leaving employment with FBC, the Personnel Committee may request an exit interview.

Confidential requirements described later in this book remain in effect even after your resignation/separation from FBC.

Staff Meeting(s)

Each team member is expected to attend weekly staff meetings unless an emergency is presented. Personal appointments and non-emergency items should be scheduled at times other than regularly scheduled staff meetings.

Lead Team Meeting: This is the time for Ministerial Staff to come together and share vision and other essential information.

Worship Planning: Those requested are expected to attend the weekly worship planning meeting. This is a time of planning worship for current and future services. Typically included is ministerial staff and staff that are involved in Sunday services.

All Staff Meeting: Full-time Employees are requested to attend the weekly staff meeting unless the Supervisor approves their absence. This is a time for sharing information, prayer requests, and general announcements.

Staff Worship & Prayer Service: This is a weekly time for staff to come together to worship and pray. Once a month we will have a guest speaker and lunch as staff.

Discipline Policy & Procedures

Purpose

First Baptist Church Richmond's discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of detrimental employee behavior and performance issues.

Detailed below are the steps of First Baptist Church Richmond's (to be known as FBC Richmond) discipline policy and procedures. FBC Richmond reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, or training; the employee's work record; and the impact the conduct and performance issues have on the ministry of FBC Richmond.

Factors that will be considered for immediate termination for gross misconduct as determined by FBC Richmond Personnel team, including but not limited to embezzlement, assault, battery, theft, sexual misconduct, and abuse (to include but not limited to verbal, physical, sexual, and emotional).

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between FBC Richmond and its employees.

Procedures

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve his or her performance or resolve the problem.

Within five business days, the supervisor will prepare written documentation of the verbal counseling. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action. This document will be placed in his or her employee file, after eight months the same actions will require new counseling and verbal warning to be issued. If the same violation occurs within the given eight-month period step 2 will be implemented.

Step 2: Written warning

The Step 2 written warning involves more-formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and the chair of the Personnel Team will review any additional incidents or information about the performance, conduct or attendance issues and any prior relevant corrective action plans. The immediate supervisor and the chair of the Personnel Team will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a Step 2 meeting. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not

taken. This document will be placed in his or her employee file, after eight months the same actions will require a new written warning to be issued. If the same violation occurs within the given eight-month period or 2 written warnings have been given over the term of employment step 3 will be implemented.

Step 3: Suspension and Review by the Personnel Team

Continued performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of a review by the Personnel Team.

Suspensions that are recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval of the Senior Pastor and the Personnel Team.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full day increments consistent with federal, state, and local wage and hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR (Executive Pastor, Administrative Pastor, etc.) will provide guidance to ensure that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

Appeals Process

Employees will have the opportunity to present information to dispute information Executive Pastor (HR) has used to issue disciplinary action. This process provides insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the prior step meetings, he or she will have five business days after each of those meetings to present such information.

Step 4: Recommendation for termination of employment

The last and most serious step in the discipline process is a recommendation to terminate employment. FBC Richmond will try to exercise this policy by first giving warnings, issuing a final written warning, or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, FBC Richmond reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action in cases of gross misconduct as determined by FBC Richmond Personnel team, including but not limited to embezzlement, assault, battery, theft, sexual misconduct, and abuse (to include but not limited to verbal, physical, sexual, and emotional). Suspension will happen in cases of accusations without proof for the Personnel Team to investigate. Personnel Team has the right to bring outside party of the Kentucky Baptist Convention to assist in said investigation if deemed necessary.

The recommendation to terminate employment must be approved by Executive Pastor the Senior Pastor and Personnel Team. Final approval may be required from the vote of Church Members.

Related resources/information

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, sexual abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided with copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file.

Grounds for Disciplinary Action and/or Dismissal

Grounds for disciplinary action include, but are not limited to the following:

- Absence from work without appropriate notice/request/consent of your supervisor
- Possession, distribution, or use of illegal drugs/alcohol/substance at work
- Possession, distribution, or use of Pornography at work
- Reporting to FBC impaired as a result of drugs/alcohol/substance
- Unauthorized/illegal possession, distribution, or use of firearms/weapons
- Unauthorized absence from your work area...i.e., you are not at your desk, you are not in the building, and no one knows where you can be found
- Security Violations (breach of confidentiality, open/close procedures, etc.)
- Willful destruction, loss, or theft of church property
- Fighting (verbal or physical incidents occurring at FBC)
- Sexual Harassment of fellow staff, church members or visitors to FBC
- Insubordination
- Uncooperativeness with fellow staff, members, or visitors to FBC
- Excessive absenteeism or lateness.

Grievance Procedure

Problems arising from employment or conditions of employment are to be directed to your supervisor. In cases where a solution to the problem is not resolved and documented in writing, the Executive Pastor will coordinate a meeting with the appropriate church committee.

Employee Classifications & Employee Types

Employee Classifications

Employee classifications are listed below.

- **Exempt:** Those who manage the workplace, supervise the work of others, and exercise discretion. Full-time Ministerial Staff and Program Staff (Directors and Managers) are exempt employees. Exempt employees do **not** have a regular eight (8) hour workday. These employees are vital to the church programs and membership; therefore, they must work whenever the need arises.
- **Non-Exempt:** Those employees who are on a 40-hour workweek and/or any part-time employee (regardless of classification) who must receive additional pay for all worked over 40 hours in a workweek. The Support Staff (Administrative Assistants/Secretaries, Custodians, Childcare workers, and other non-ministerial staff) are non-exempt. **Non-exempt employees are required to use a time clock system.**

Employee Types

Employment types at FBC are listed below.

- **Regular Full-time:** Employee who works a minimum of 40 hours per workweek each week of the calendar year. This employee can be either exempt or non-exempt and is the only type that receives full-employee benefits.
- **Regular Part-time:** Employee works 39 hours or less in a workweek and is exempt.
- **Temporary Full-time:** Employee who works a minimum of 40 hours per workweek for a period of time not to exceed 12 consecutive months. *(Note they are not eligible for benefits)*
- **Temporary Part-time:** Employee who works 39 hours or less in a workweek for a period of time not to exceed 12 consecutive months.
- **Contract/On-call As Needed:** Employee who works on a specific defined period and/or as needed.

Staff type at FBC Richmond consists of Ministerial, Program and Support Staff. These staff are listed below but not limited to:

Ministerial Staff:

- Senior Pastor
- Executive Pastor
- Worship Pastor
- Youth & Families Pastor
- Associate Youth & College Pastor

Program Staff:

- Director of Senior Adult Ministries
- Director of Preschool & Children's Ministries
- Learning Center Director
- Facility Manager
- Media & Productions Director

Support Staff:

- Administrative Ministries Assistant
- Lead Custodian
- Ministry Assistant(s)
- Custodian(s)
- Pianist

NOTE: Employment benefits are contingent on your type of employment. If your employment changes to regular full-time, the effective date for benefits is the same as the effective date of full-time status, applying any waiting periods already established.

Church Office Hours

Regular Church office hours are **9:00 a.m. to 5:00 p.m.** Monday through Friday. Office hours can be adjusted by two of the three, the Personnel Team, Senior Pastor, or Executive Pastor.

Employee Workday

Your workday begins when you arrive at FBC. Your specific hours are subject to your supervisor. Obviously, exceptions can occur to the “regular” working hours when deadlines approach or when exceptional circumstances exist. If such exceptions are expected/occur, you must receive Supervisor approval before deviating from your specific hours. Problems in communication and coordination occur when employees arrive extremely late or leave exceedingly early.

Workweek

A workweek consists of seven (7) consecutive days or 168 hours (24 hours x 7 days). FBC’s workweek begins on Sunday and ends on Saturday. While it is not required by state law to start or end on any particular day of the calendar week, the starting day cannot be changed as a means of avoiding payment of overtime to non-exempt employees. Once the beginning time of an employee’s workweek is established, it must remain fixed, regardless of the schedule of hours the employee works.

Overtime Pay

If you are a full-time employee that is non-exempt or a part-time employee (regardless of classification), should your duties require more than 40 hours during a workweek, you receive overtime pay equal to time and one-half for the excess hours over 42.5 and straight time for hours worked between 40 hours and 42.5 hours. Your supervisor can send you home early in any workweek to provide appropriate time away without overtime pay.

Lunch/Dinner Break

All full-time exempt employees are encouraged to take a work-free lunch/dinner break each day. Non-exempt employees are required to clock out for a 30-minute lunch.

Check with your Supervisor to see when others are taking lunch. Everyone cannot (generally) be gone at the same time.

If your supervisor instructs you on a given day to work through lunch/dinner, you will be compensated or allowed to leave early that day or to come in later than your regular start time the next day.

Attendance

Your contribution to FBC’s work efforts is especially important; therefore, you are expected to be here.

Each regular full-time employee is expected to work at least 40 hours per workweek and each part-time employee is expected to work the hours as agreed. You are expected to be on time at the expected time of your schedule shift each day. If you are unable to come to work at your assigned hours, you must contact your supervisor **at least** one (1) hour prior to your normal start time.

If you must be away from the office during regular work hours (for example a doctor's appointment), always let your supervisor and the church office know when you leave and when you plan to return.

Absenteeism

It is essential that accurate records be kept with regard to absenteeism. An employee's failure to request pre-approval or to report his/her absence as discussed above, results in the absence being recorded as unexcused. Repeated tardiness or absenteeism will result in disciplinary actions, up to and including termination.

Payroll/Pay Period

FBC pays all staff **bi-weekly on Thursdays (26 pay periods in a calendar year)**.

A payroll service deposits payroll automatically into your bank. **Check stubs are only available on the service website.** All employees must use the automatic-deposit system as a condition of employment. If the regular payroll date occurs on a holiday, you receive your paycheck on the regular workday prior to the holiday.

Time Clock Requirements

Per FBC Policy and compliance with Wage & Labor regulations, all non-exempt employees (those paid on an hourly basis), and all part-time employees (regardless of classification) are required to use a time-clock system. See the Executive Pastor for your logon ID and for instructions.

Deductions

The following is a list of required deductions that the church will withhold from your paycheck:

- Federal income tax
- FICA
- State income tax
- City/municipal earnings tax
- School income tax
- Other taxes may become law.

Optional deductions that the church will withhold, with your instructions, and deduct through the FBC Pre-Tax Premium Only Plan (POP see page 16) from your paycheck:

- Voluntary retirement plan
- Voluntary disability plan
- Dependent health insurance plan
- Additional income tax
- Other options which become legally and/or administratively available.

Wage Assignment and Garnishments

It is the employee's responsibility to conduct his/her personal finances to avoid wage assessment or garnishment. The employee should make immediate arrangements for settlement of any account in question. FBC Richmond will comply with the appropriate agency/organization and legal notification to assign and/or garnish wages.

Employee Benefits Program

All regular full-time employees receive employer-paid benefits. Some part-time staff are eligible for pro-rated benefit of specific paid time away (see the Executive Pastor for details).

Although the benefits described below are currently available, the benefits can be adjusted through written action of the Personnel Committee. Considerations that may lead to an adjustment in benefits include, but are not limited to, an increase in the costs of the benefits and/or the decrease of funds or contributions received by FBC that may have an adverse effect on the fiscal integrity of FBC's financial position. Highlights of the benefit plan are below. For more details on the benefits provided through the FBC plan, consult the Executive Pastor.

Vacation Benefit Overview

One fourth ($\frac{1}{4}$) of Vacation days are earned at the end of each quarter and accrued throughout the year for employee usage. Vacation days not yet earned can be borrowed with permission from Executive Pastor and/or the Personnel Team.

Vacation time must be used in the year earned; it cannot be carried over yearly, except five days that can be carried over and taken in January of the next year. When a paid holiday or regular day away occurs during scheduled vacation time, an additional day of vacation is allowed. *(For Example, if you request a Sunday through Saturday off but your off days are Tuesday and Saturday you will only require five (5) vacation days not seven (7).)*

If your hire date follows the first month of the calendar year, your vacation benefit will be pro-rated the first year of employment. *(For Example, if you begin April 1st, you will only receive three fourths ($\frac{3}{4}$) of vacation days allocated to you.)*

A vacation day is determined by the employee's budgeted workday up to a maximum 8-hour workday. Vacation days can only be taken in Half-Day and Full-Day increments. You are given the choice of vacation days whenever possible, and in the case of conflicts (too many people in the same area asking for the same time away), the employee who has seniority (most length-of-service) receives first choice. A FBC Richmond Vacation Request Form must be completed at least two weeks in advance. Your Supervisor and the Executive Pastor must pre-approve your vacation date request. The Executive Pastor maintains a master schedule of vacation for all employees.

An employee that has given at least a (2) two-week notice of resignation may request payment for vacation days accrued but not taken. When an employee resigns/separates from FBC, any vacation days borrowed/advanced are deducted from the employee's final payroll. The Executive Pastor coordinates this request.

Vacation – Ministerial Staff & Program Staff:

Each calendar year all Ministerial Staff and Program Staff are eligible for a set number of paid vacation days without interruption of pay as follows:

- **1st Year – 2nd:** Ten (10) days are available after six (6) months' continuous service.
- **3rd Year – 4th:** Fifteen (15) days are available.
- **5th Year +:** Twenty (20) days are available.

Vacation – Support Staff:

Regular full-time Support Staff are eligible for paid vacation without interruption of pay as follows:

- **1st Year:** Five (5) days are available after six (6) months' continuous service.
- **2nd Year – 4th:** Ten (10) days are available.
- **5th Year – 9th:** Fifteen (15) days are available.
- **10th+:** Twenty (20) days are available.

Personnel reserves the right to adjust vacation days at the time of hire of any new staff according to experience or tenure of vocational ministry.

Vacation days are not to be used more than four (4) times a year for Sundays.

Personal Days

All employees are provided two (2) days away annually for personal purposes without interruption of your regular pay. This benefit must be used in the year earned and it cannot be accumulated from year to year. This benefit must be taken in Half-Day and Full-Day increments. This benefit cannot be cashed in for reimbursement or traded for other paid days away.

Church Observed Holidays

Eleven (11) paid holidays are observed annually for all regular full-time employees. There is no employer-paid coverage for part-time employees; however, you can arrange with your supervisor to make up the hours should they fall on your regular day(s) of work.

The church office is closed on holidays. The church offices will close at 2 PM the day before a holiday (or Friday for holidays on Sundays or Mondays)

The Personnel Committee recommends that all programs observe the holiday schedule. If an employee is scheduled to work on a holiday because of church program needs, appropriate pay or another day for time away will be granted. See the Executive Pastor for details.

The holiday schedule is listed below.

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 Days)
- Christmas (2 Days)

Sick Day(s)

Sick day(s) are provided to all regular full-time employees with pay in case of illness or injury that prevents them from performing their duties effectively. If necessary, time away from the office can be taken for routine medical/dental appointments for yourself or dependents and charged to your accumulated sick days.

The use of Sick days for family dependents can only amount to five (5) days a year. Further time needed for family sick days will need prior approval from your supervisor. If no sick days are available vacation time must be used.

Up to eight (8) hours based on a maximum 8-hour workday is accrued for each month worked. The maximum accumulation of sick days is sixty (60) days. This benefit is available after two (2) continuous months of service. This benefit cannot be cashed in for reimbursement.

After an employee has worked continuously for three (3) years, he/she can be granted all accrued sick days plus sick days for the remainder of the calendar year in which he/she becomes ill or incapacitated. When an employee resigns/separates from FBC, any sick days borrowed/advanced are deducted from the employee's final payroll.

If an employee's extended illness/injury results in the use of accumulated sick leave and the potential sick leave for the remainder of the year, further absence due to illness must be charged to his/her remaining vacation days.

In the case of serious illness/injury, the Personnel Committee can extend up to three (3) months of additional paid sick leave. Requests for extended paid sick leave must be supported by a doctor's certificate.

Retirement

All regular full-time exempt and non-exempt employees are provided retirement through the FBC plan. Members of the Ministerial Staff have no waiting period. All other full-time employees have a 30-day wait period which follows their date of hire. Once an employee is enrolled, vesting is immediate, and the church provides a 10% rate (based on annual compensation).

A voluntary 403(b) Retirement Plan exists for all employees (including part-time employees). You are eligible to participate immediately and are also immediately vested in the 403(b) plan. For more details, consult the Executive Pastor.

Major Medical Insurance

All regular full-time employees are provided employee coverage through the FBC plan. Members of the Ministerial Staff are eligible for paid-family coverage. Employees eligible for insurance coverage covered under another plan may be eligible for medical insurance reimbursement.

Part-time employees who work a minimum of 20 hours per workweek may opt for employee medical coverage through payroll deduction.

An employee already receiving employer-paid medical insurance through the church carrier can fund dependent coverage through payroll deduction for the FBC plan and participating in the Pre-Tax/Premium Only Plan. Coverage begins when approved by the carrier. Contact the Executive Pastor for more information (and the paperwork) for the payroll deduction and Pre-Tax/Premium Only Plan.

Employee Life Insurance

All regular full-time employees are provided employee coverage through the FBC plan. Coverage begins when approved by the carrier. See the Executive Pastor for coverage amounts.

Dental & Vision Insurance

All regular full-time employees are provided dental and vision employee coverage through the FBC plan. Dental and vision coverage is available for employees who work twenty (20) or more hours each workweek. The employee pays for this optional coverage. See the Executive Pastor for details.

Pre-Tax/Premium Only Plan (POP)

Employees may participate in the Pre-Tax/Premium Only Plan (POP) offered by the church to fund their optional insurance and additional retirement amounts to the FBC plan. See the Executive Pastor for details (including enrollment dates).

Unemployment Benefits/Insurance

Church employees are not eligible for unemployment benefits since the church is exempt from participating in this state program.

Workers' Compensation Insurance

Workers' Compensation coverage is carried for every employee. An accident occurring on church premises or during a church event off campus must be reported to your Supervisor and the Executive Pastor immediately. The Executive Pastor is required to report the accident within 48 hours of the occurrence to the insurance carrier.

Time Away / Leave of Absence

Continuing Education (C.E.) / Professional Development

Time away for the purposes of continuing education/professional development is defined as study time and/or supplies, classroom events, conferences, or conventions, and/or extraordinary events that help enrich your performance in fulfilling your job description and duties at FBC.

The Personnel Committee offers up to ten (10-days) away from the office for Ministerial Staff and program staff without interruption of your regular pay for continuing education/ professional development.

Each January, staff submits to their supervisor a tentative schedule of C.E. that he/she desires to participate in along with the estimated cost. Approval is dependent upon the budget availability of C.E. funds, time schedules/events of the church and if your absence will impact negatively something already planned, and approval from your supervisor in concurrence with the Executive Pastor or the Personnel Committee.

The Executive Pastor prepares a report for the Personnel Committee each year (and as opportunities arise) so that the Personnel Committee is aware of C.E. plans.

Any change to the maximum number of C.E. days must be pre-approved by the Personnel Committee.

Sabbatical Leave

Sabbatical leave is available to ministerial staff and select program staff positions upon written approval of the Personnel Committee and the concurrence of the Senior Pastor. When approved, this leave replaces the regular time away for continuing education. A written report and presentation are given by the staff member upon his/her return at a subsequent business meeting. This benefit cannot be cashed in for reimbursement.

Sabbatical leave is defined as 6 – 12 weeks from the regular work and follow the schedule as outlined below based on years at First Baptist.

- **5th Year:** 6 weeks
- **10th Year:** 8 weeks
- **15th Year:** 10 weeks
- **20th Year:** 12 weeks

Leadership Leave

FBC Camp or Mission Trip Responsibilities

Ministerial Staff or program staff as part of their job description responsibilities may be required to lead/participate in FBC Camp(s) and/or FBC Mission Trip(s). This requirement is derived from his/her job description and staff liaison assignment. If this is the case, the staff member receives no interruption of his/her regular compensation, does not use vacation time/personal time, and can access his/her continuing education/professional development budget to help defray expenses. All staff members are eligible to participate in an FBC-approved mission trip without taking vacation days. They will be eligible for any approved assistance from the Mission Committee.

Non-FBC Programs

Ministerial Staff or program staff may be away from the church for leadership/participation responsibilities which are not related to FBC...i.e., guest speaker, community organization, professional organization, revival, or seminar/workshop, or a non-FBC camp group, or non-FBC mission trip with prior approval from supervisor.

Leave of Absence

With approval from the Personnel Committee, your supervisor, or the Executive Pastor. The types and conditions of leave of absence are below:

- **Jury Duty Leave:** If the employee is summoned for jury duty, time away without interruption of regular pay is granted.
- **Medical or Maternity Leave:** If the employee has reasons of medical necessity, medical leave can be granted without pay after using all accumulated time-away pay. FBC complies with all FMLA regulations.
- **Military Leave:** If the employee has military service commitments, military leave can be granted without pay. You are entitled to re-employment in accordance with government regulations. If the employee is a member of a reserve unit, you can be granted two (2) weeks away without pay or you can choose to use your vacation time that you have accrued.
- **Personal Leave:** For reasons of extreme personal necessity, leave can be granted without pay.
- **Bereavement Leave:** If the employee has a death in the immediate family, bereavement leave is granted up to five (5) days away without interruption of regular pay for immediate family, including spouse, children, parents, siblings, parents-in-law. Bereavements leave is granted up to three (3) days for extended family, including sister/brother-in-law, nieces/nephews, uncle, aunt, and grandparents.

Employee Service Award Program

Employees are recognized at their first anniversary and every fifth year thereafter. FBC provides a service award in the increments listed below to each recipient. This one-time amount is added to the employee's payroll check occurring closest to the anniversary date. Written recognition is placed in the church bulletin. The Personnel Committee, at its discretion, can provide additional recognition to employees at each ten (10) year anniversary.

The schedule of service awards is as follows:

▪ 1 st Year	\$25
▪ 5 th Year	\$50
▪ 10 th Year	\$100
▪ 15 th Year	\$150
▪ 20 th Year	\$200
▪ 25 th Year	\$250
▪ 30 th Year	\$300
▪ 35 th Year	\$350

Accounting / Travel / Fiscal & Legal Procedures

Accountable Reimbursement Procedure

The church has an accountable-expense reimbursement procedure which is compliant with federal and state regulations. All business expense reimbursements and any accounts payable checks are printed by the 15th and at the EOM each month. You must submit your requests by 2PM each Wednesday to assure that you are reimbursed at these intervals. All business expense reimbursement and/or payment requisition requires the following:

1. A Request for Payment Form (RFP) must be completed and submitted to the Finance Office. (You must include the church budget account and the proper billing address information.)
2. All requests for business reimbursement must occur within thirty (30) days of when the expense was incurred.
3. Supporting documentation must be attached to the RFP...i.e., original sales receipt, invoice, etc. (If a receipt is lost, contact the Finance Office.)
4. If something is purchased over the internet or telephone, use the credit card statement as the receipt and when possible, also attach the packing slip when the item arrives.

Travel Procedure

If your work responsibilities require that you travel for the church, a travel advance can be arranged through the above procedures. When an employee attends a Church-approved and Church-paid conference and the spouse also attends, all travel, entertainment and direct conference expenses relating to the spouse is paid (reimbursed) by the employee.

- If the spouse attends in a lay-leadership role, and the spouse is providing representation for the church, (i.e., an elected delegate of the church), the expenses will not be charged back to the employee and will not be treated as taxable income to the employee.
- If the spouse is not providing representation for the church, and the employee is not being charged back for these expenses, the amount of expenses will be treated as taxable income to the employee as required by IRS regulations.

Mileage Reimbursement Procedure

The church uses the standard business mileage rate set by the I.R.S. If your work responsibilities require that you use your own car, complete a mileage log, or submit an RFP for mileage reimbursement. You must indicate the beginning and ending mileage and the business reason(s) for the trip.

Fiscal & Legal Procedure

Per FBC Bylaws, only the Executive Pastor and/or the Trustees are authorized to sign contracts or service agreements on behalf of FBC.

- For ministry events (camps, guest speakers, etc.) the Executive Pastor will require the employee and/or lay-leader overseeing a specific ministry event to co-sign the contract and/or service agreement prior to finalizing any arrangements.
- For real property contracts, the church must first vote in affirmation for the real property contract, once done the trustees can then sign on the on the congregation's behalf.
- Prior to signing most contracts or service agreements, the Executive Pastor forwards the document to the Church Attorney for review.

Building Access Procedures

Key & Pass Code Assignment

Church keys and building security alarm codes are provided to staff as a courtesy of church employment and must be surrendered upon the employee's termination, or instruction from the employee's Supervisor or Executive Pastor. The Facility Manager maintains a list of keys and pass codes issued to each employee.

If your keys are lost or misplaced, immediately contact the Facility Manager or Executive Pastor. Below are expectations for employees that have been issued church keys:

- Never loan your keys to anyone
- Never give your pass code to anyone
- Never leave your keys unattended
- Never leave your keys in your car
- Never leave your pass code notes in view.

Weekly Operating hours.

Monday – Friday Access

The Church Office generally opens each morning (Monday – Friday) at 9:00 a.m. except for holidays and other occasions as needed. Visitors are buzzed in once the doorbell has been pushed.

If you arrive to work outside normal business hours, use your pass code to silence the alarm and relock the exterior door before proceeding to your work area. Repeat this procedure for all internal doors also.

If the building is occupied, the custodial staff locks all doors except for the interior doors that the occupants are expected to use for the exit. The custodial staff or remaining staff designer is responsible for turning off lights and activating the alarm.

With the exception of church-wide events (such as Sunday worship, Wednesday night programming) all exterior doors remained locked. A doorbell is available at the office entrance for guests/visitors.

Security Concerns

In an emergency call 911 if police, fire, or paramedics are needed. Contact the Executive Pastor, Facility Manager, security team or the custodian on duty.

Confidentiality

During your employment at FBC, you may have access to sensitive or confidential information. This information is contained in church records, correspondence, inter-office memoranda, meetings, etc. As an employee you are in a position of trust, and you have an obligation to the church and to those people to whom we minister. The strictest confidentiality of such information must be maintained. Unauthorized use or disclosure, even if inadvertent, compromises both you and the church and seriously can erode the confidence of others, without which we could not effectively minister. In this regard, never leave confidential/sensitive information visible in your work area. Never speak in mixed company of matters of confidential/sensitive information. This includes logging off the church computer system when you are away from the area and at the end of each workday. Before leaving each day, make sure you have cleared your desk off and secured all confidential/sensitive information.

Information about the church, members, or other persons to whom we may minister, of which you become aware of your employment with FBC, is considered confidential. You may not disclose or duplicate or use this information (except as required in the performance of your duties with FBC). Failure to adhere to these standards may result in disciplinary action including dismissal.

Your obligation to preserve the confidentiality of information acquired during your employment continues even after you are no longer employed by FBC. Any information you were not permitted to disclose or use during employment remains confidential after your employment at FBC ended.

Please note the following:

You can be liable for disclosing information shared with you by an individual in confidence without the permission of that individual

You should distinguish between the concepts of privilege and confidentiality

Sexual Harassment

DEFINITION (EEOC (Equal Employment Opportunities Commission) 29 Code of Federal Regulations 1604.11)

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,

(2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

(3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.”

POLICY

FBC Richmond’s position is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee or church member - either male or female - shall be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

Examples of the types of conduct prohibited by this policy include, but are not limited to, the following:

- Offensive or derogatory comments, jokes, innuendoes, pictures, videos, or music
- Acting in a manner to show dominance over or to intimidate another person because of their gender
- Violating someone’s “personal space”
- Obscene or vulgar language
- Sexually suggestive touching, grabbing, or kissing
- Whistling, leering, staring, and stalking
- Suggestive or sexually explicit videos, posters, calendars, photographs, graffiti, and cartoons
- Unwanted or offensive letters or poems
- Offensive e-mail, text messages, or voice-mail messages
- References to sexual conduct, gossip regarding one’s sex life, body, and sexual activities
- Questions about one’s sex life or experiences
- Repeated requests for dates
- Any other conduct or behavior deemed inappropriate by management.

Such behavior may result in disciplinary action up to and including termination of employment.

POLICY IMPLEMENTATION

It is the responsibility of the Lead Pastor, Executive Pastor, Supervisors and Personnel Team to make sure his/her organizational component is in full compliance with this policy.

Employees or church members who have complaints should report such conduct to the Executive Pastor or their immediate supervisor(s). If this is not appropriate, employees or church members are urged to report such conduct to and ask the assistance of either the (a) Lead Pastor, (b) Executive Pastor, (c) Personnel Team. It is the responsibility of the Lead Pastor, Executive Pastor, and Personnel Team to provide guidance, investigate charges of impropriety and recommend appropriate action. All claims must be thoroughly investigated.

COMPLAINTS PROCEDURE

A. EMPLOYEE

Complaints of sexual harassment generally should be brought to the attention of the immediate supervisor unless the alleged harasser is the employee's immediate supervisor, or the employee has other reasons to be uncomfortable about talking with the immediate supervisor. In such cases, the employee should bypass the immediate supervisor and take the complaint directly to the (1) Executive Pastor, (2) Lead Pastor, (3) Personnel Team.

B. SUPERVISORY PERSONNEL

After notification of any employee's complaint, the supervisory personnel will immediately contact any one of the three people listed in above Section.

C. PROCESS

1. After notification of the employee's complaint, a confidential investigation will immediately be initiated by one of the three people listed in the above Section to gather all the facts about the complaint. The executive pastor will have the primary responsibility for investigations unless another member of management is more appropriate under the circumstances.

2. After the investigation has been completed, a determination will be made regarding the resolution of the case by the one who conducted the investigation, the alleged harasser's immediate supervisor, the respective team leader, executive pastor, lead pastor, and personnel team. If warranted, disciplinary action, up to and including termination of employment, will be taken. If no action is warranted, then both parties will be informed that the facts did not substantiate the allegations. In this situation, steps will be taken to facilitate the parties continuing to work together.

D. NON-RETALIATION

This policy prohibits any form of retaliation against an employee for filing an honest complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, it is determined that the complaint is not honest and was not made in good faith, or that an employee provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

NON-EMPLOYEES

In addition to the above, any complaints of sexual harassment by an employee against vendors or any other non-employees that do business with FBC Richmond should be reported and investigated in the same manner as stated in the above Section.

Any complaints of sexual harassment by a non-employee who does business with FBC Richmond against an employee will also be investigated in the same manner stated in the above Section.

Sexual Abuse

I. SCREENING

SECTION A: PAID POSITIONS

1. All individuals applying for paid positions will provide verification of identification, i.e., driver's license.
2. All individuals applying for paid positions involving the supervision of children and youth will agree to allow the First Baptist Church Richmond ("FBC Richmond") to conduct a criminal records background check. "Supervision of children and youth" means a position wherein the applicant will be directly or indirectly involved with minors (individuals under the age of 18).
3. Applicants for staff positions involving the supervision of children and youth must complete a General Employment Application, Applicant's Certification and Criminal Records Background Check Authorization form. FBC Richmond will automatically disqualify an individual with criminal convictions for the following:
 - a) **Battery** - KRS 508.010, KRS 508.020, KRS 508.025, KRS 508.030
 - b) **Child Molestation** - KRS 508.100, KRS 508.100 Subsection 1-C, KRS 508.110, KRS 508.110 Subsection 1-C, KRS 508.120 Subsection 1-C
 - c) **Incest** - KRS 530.020
 - d) **Kidnapping** - KRS 509.040
 - e) **Murder** - KRS 507.020, KRS 507.030, KRS 507.040, KRS 507.050
 - f) **Physical Abuse of a Minor, or a Spouse** - KRS 531.310 Subsection 2-A, KRS 531.310 Subsection 2-B, KRS 531.310 Subsection 2-C, KRS 531.320 Subsection 2-A, KRS 531.320 Subsection 2-B, KRS 531.320 Subsection 2-C
 - g) **Pornography** - KRS 531.335 Subsection 3, KRS 531.020, KRS 531.030, KRS 531.040, KRS 531.050, KRS 531.060
 - h) **Rape** - KRS 510.040, KRS 510.050, KRS 510.060, KRS 510.110
 - i) **Sexual Abuse** - KRS 510.110, KRS 510.120, KRS 510.130
 - j) **Sodomy** - KRS 510.070, KRS 510.080, KRS 510.090, KRS 510.100

SECTION B: VOLUNTEER POSITIONS

1. All individuals applying for volunteer positions will provide verification of identification, i.e., driver's license.
2. All individuals volunteering to serve in a position involving the supervision of children and youth will complete an Applicant Certification and a Criminal Records Background Check Authorization form allowing FBC Richmond to conduct a criminal records background check. "Supervision of children and youth" means a position wherein the applicant will be directly or indirectly involved with minors. FBC Richmond will automatically disqualify an individual with criminal convictions for battery, child molestation, incest, kidnapping, murder, physical abuse of a minor or a spouse, pornography, rape, sexual abuse, or sodomy as referenced above in Section I.A.3. Other criminal convictions shall be considered in determining applicant's qualifications, but do not automatically disqualify a person from further consideration. It shall be the volunteer's responsibility, if selected

or requested to volunteer by FBC Richmond, to notify FBC Richmond of any change in the representations made by the volunteer.

II. SUPERVISION OF MINORS AND VULNERABLE ADULTS

1. At least two adults must be present at every function or program involving children, youth, or vulnerable adults. This includes each classroom, vehicle, or other enclosed area. One or more of these adults must be 21 years of age or older. For large groups, the number of adult supervisors must be increased in accordance with state student/teacher ratio requirements.
2. Two or more adults must be assigned to monitor children's, youth, and vulnerable adult activities in areas outside the location of a ministry service or event that is in progress. The adults assigned must have been previously approved through our ministry screening process.
3. Workers should arrive at least 10 minutes before a scheduled activity. They must remain at their assigned post until all the people in their care have been picked up by an authorized person. No children or youth should be released to find their parents or wait unattended for transportation.

III. PASTORAL COUNSELING

1. For purposes of this policy, and to understand the term "pastoral counseling," the term "pastoral counselor" means a counselor who is different than a clinical counselor or therapist. While they may provide similar services, pastoral counselors integrate spirituality, faith, and theology to help people seeking assistance with personal, family, marital, and faith issues.
2. When staff meet with individuals for pastoral counseling, we encourage counseling by two screened adults. If only one screened individual conducts the pastoral counseling session, it should be conducted in view of another screened worker.
3. All pastoral counseling sessions should be limited to three occasions for no more than 60 minutes at a time. If more counseling is required, a professional counselor should be recommended.
4. Secure prior written permission from parents/guardians and a staff member's supervisor if the individual being counseled is a minor.

IV. RESPONSE TO ALLEGATIONS OF ABUSE

FBC Richmond will respond expeditiously to any allegations of sexual abuse.

1. Initial Tasks in Dealing with Reported Abuse

a. Reporting to Civil Authorities

The Kentucky Revised Statutes (KRS 620.030) require that all individuals, including those acting in an official or professional capacity, report immediately any current suspected or actual act of child sexual abuse, perpetrated by any person, to the Kentucky Cabinet for Human Resources-Department for Social Services. Agents of FBC Richmond are obligated to report to the civil authorities and will do so without delay. Kentucky Revised Statutes 620.050 provides that anyone participating in good faith in making such a report shall be immune from civil or criminal liability. Failure to report, when someone is required, can result in a misdemeanor charge. The person making the report and other appropriate personnel at FBC Richmond will cooperate with civil authorities, while retaining the right to seek guidance and legal counsel from officials of FBC Richmond and/or its agents.

b. Reporting to FBC Richmond Authorities

Any employee or volunteer who witnesses an act of child sexual abuse perpetrated by another employee or volunteer, or by any other individual working with or connected with FBC Richmond, or who suspects that such an act has occurred or receives a report of such an act, must make his or her appropriate supervisor aware of the matter immediately, and will do so without delay. If the employee or volunteer is unable to contact his or her appropriate supervisor, the employee or volunteer should contact the executive pastor or, in his absence, the lead pastor.

Once the employee or volunteer reports a matter to his or her appropriate supervisor, the appropriate supervisor will immediately inform the executive pastor or, in his absence, the lead pastor.

In the event the executive pastor is the subject of an allegation of sexual abuse, the lead pastor will immediately inform the personnel team. Similarly, in the event the lead pastor is the subject of an allegation of sexual abuse, the executive pastor will immediately inform the personnel team.

c. Investigative Procedure Regarding an Allegation of Abuse

Once an allegation of abuse is reported to the executive pastor or senior pastor, the following procedure is enacted. An immediate report by an agent, employee, or volunteer of FBC Richmond will be made to the proper civil authority who will be assured of full cooperation.

The executive pastor will form an investigative team. The team will be comprised of the executive pastor, the lead pastor, the appropriate supervisor, and the personnel team. The individual who is the subject of the allegation, and the person making the allegation, will not participate on the investigative team. In the event the executive pastor is the subject of such an allegation, the investigative team will be formed by the lead pastor. The team will act, to the extent possible, in a confidential manner and will distribute information only on a need-to-know basis. This team will organize any internal investigation as the circumstances demand and speak directly with the accuser and accused. Persons other than the accuser and the accused may be consulted as advisable. The team will prepare a written record of the investigation and its findings. The investigative team will cooperate fully with the civil authorities and will keep the lead pastor of FBC Richmond fully informed as to its investigation and the investigation of the civil authorities.

2. Outcome of Investigation and Effect on Employment/ Association

Violation of this policy may result in disciplinary action up to and including termination of employment or termination of volunteer service with First Baptist Church Richmond KY.

KENTUCKY REVISED STATUTES PERTAINING TO SEXUAL ABUSE

KRS 620.030. (1) Any person who knows or has reasonable cause to believe that a child is dependent, neglected or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Police, the Cabinet or its designated representative, the commonwealth's attorney, or the county attorney, by telephone or otherwise.

KRS 620.030 (2) Any person, including but not limited to a physician, osteopathic physician, nurse, teacher, school personnel, social worker, coroner, medical examiner, child-caring personnel, resident, intern, chiropractor, dentist, optometrist, emergency medical technician, paramedic, health professional, mental health professional, peace officer or any organization or agency for any of the above, who knows or has reasonable cause to believe that a child is dependent, neglected or abused, regardless of whether the person believed to have caused the dependency, neglect or abuse is a parent, guardian, person exercising custodial control or supervision of another person, or who has attended such child as a part of his professional duties shall, if requested, in addition to the report required in subsection (1) of this section, file with the local law enforcement agency or the Kentucky State Police or the commonwealth's or county attorney, the cabinet or its designated representative within forty-eight (48) hours of the original report a written report containing (a) the names and addresses of the child and his parents or other persons exercising custodial control or supervision; (b) the child's age; (c) the nature and extent of the child's alleged dependency, neglect or abuse (including any previous charges of dependence, neglect or abuse) to this child or his siblings; (d) the name and address of the person allegedly responsible for the abuse or neglect; and (e) any other information that the person making the report believes may be helpful in the furtherance of the purpose of this section.

KRS 620.050. Anyone acting upon reasonable cause in the making of a report or acting under KRS 620.030 to 620.050 in good faith shall have immunity from any liability, civil or criminal, which might otherwise be incurred or imposed. Any such participation shall have the same immunity as participation in any judicial proceeding resulting from such report or action.

Transportation / Church Vehicles

Capacity

FBC has three (3) vehicles for the exclusive use of church-sponsored events...i.e., visitation, Sunday shuttle to/from service, church field trips. Only FBC members and staff are allowed to drive church vehicles. The identification of each vehicle and passenger capacity is listed below:

- **B-1 Name: Samson Capacity: 14 Passengers + 1 Driver**
- **B-2 Name: Daniel Capacity: 9 Passengers + 1 Driver**
- **B-3 Name Rebekah Capacity: 9 Passengers + 1 Driver**

Standing in the aisle or sitting in laps while any church vehicle is in use is against the law and is not permitted.

Driver Authorization

Those wishing to drive a church vehicle must complete a driver authorization form and see the Executive Pastor or Facility Manager for vehicle orientation & test drive. The process takes about thirty (30) minutes per vehicle. The vehicles are different models, and this necessitates the separate orientation & test drive.

Once the Executive Pastor or Facility Manager is satisfied with the orientation and test drive, the applicant must present his/her Kentucky driver's license. A copy is made and forwarded to our insurance carrier. The carrier will check the driver's record and advise if the driver is eligible to drive church vehicles.

A list of approved drivers is maintained by the Executive Pastor.

Driver Regulations

FBC members or staff can request a church vehicle for church events. The church's driver regulations are listed below:

- Be a church employee and possess a valid Kentucky driver's license
- Be a church member at least **21** and no older than **75** years of age and possess a valid Kentucky driver's license
- Have personal liability automobile insurance
- Possess a safe driving record (without any driving infractions or DUI)
- Complete the FBC Children/Youth/Volunteer/Staff Protection Policy Program
- Complete the orientation & test drive per vehicle
- Check all vehicle lights, mirrors, etc. before driving vehicle
- Take a driver break or switch drivers at least every four (4) hours
- Driver cell phone use or texting is prohibited while vehicle is moving
- Return the vehicle full of fuel and clean of trash
- No trailers, u-hauls, etc. outside church owned trailers are allowed to be used with church vehicles
- Return the trip ticket w/ any notes of concern and the keys to the Facility Manager or drop in the mailbox at the church's covered entrance.

Vehicle Binder & Vehicle Keys

A vehicle binder and the keys for the church vehicles are available through the Church Office.

The vehicle binder identifies destination, vehicle mileage and instructions.

It must be completed and returned with the keys to the Church Office.

Each driver is responsible to see that the vehicle binder and keys are returned promptly after each trip, and that the vehicle is re-fueled.

Fueling the Vehicle

The driver is required to do the following:

- Return the vehicle full of fuel or at the same level at pickup
- Do not use cell phones or cigarettes while fueling
- The church group using the bus is responsible for the fuel costs.

Reporting Accidents

If an accident occurs on church property or during an off-campus church event (whether to a member, visitor/guest, or staff), report the matter to the Executive Pastor (regardless of how minor it may appear). This procedure is necessary to provide immediate medical aid to the injured person and to facilitate a full and prompt report to FBC's insurance carrier. Employees should not make any statements to the injured person as to your opinion on the accident's cause. Focus only on getting the person the appropriate medical care. Contact the Executive Pastor in the Church Office or call 623-4028.

Unsafe Conditions or Concerns

Everyone wants FBC to be a safe and healthy place for work, worship, and mission. If you see an unsafe condition, or if you have a concern, report it to the Executive Pastor so that it can be attended to as soon as possible.

Inclement Weather Conditions

Inclement weather may result in the church being closed for a day or dismissing staff and occupants early, or it may necessitate the closing of the church for the entire day. The Inclement Weather Conditions Policy is as follows:

1. Decision makers are any two of the following: Senior Pastor, Executive Pastor, or Deacon Chair.
2. An announcement of closing will be forwarded to the local TV channels by the Executive Pastor. "First Baptist Church – Richmond" will be indicated if an activity is closed or cancelled.
3. A message will be recorded on the church phone system. You can call 623-4028, press 500, and the auto-attendant will forward you to the "Cancellations" mailbox.
4. Information regarding any closings will be posted on the home page of the church website, www.fbrichmondky.church.

Worker's Compensation

If an employee should have an accident on-the-job, no matter how minor it seems, you must report it to the Executive Pastor at once. FBC's insurance carrier requires prompt reporting for the claim to be processed. See *Workmen's Compensation Insurance*.

Emergency: Evacuation Procedures

National Fire Protection Association Overview

According to the National Fire Protection Association, many of the nation's 6,000 office fires can be prevented and injury/loss minimized when employees follow simple safety practices. Do not overload electrical receptacles. Do not use unapproved extension cords. See the Facility Manager or Executive Pastor if you do not have sufficient electrical power supply.

Fire Evacuation Tips

- Count the doors or desks between your work area and the nearest exits. During a fire, you might have to find your way out in the dark or through smoke.
- Know the location of the nearest fire alarm and/or fire extinguisher and learn how to use it. See the Executive Pastor for details.
- Post emergency numbers on your phone.
- Heat, smoke, and toxic fumes rise quickly. This leaves the safest air near the floor.
- Test closed doors before you open them. Kneel/crouch at each door and touch the door, the doorknob, and the space between the door and the frame with the back of your hand. If any of these are hot, use a different escape route.

Evacuation Plan

See the Facility Manager or Executive Pastor for details on the evacuation plan for your area. Below are the general guidelines for a quick and safe escape.

- Sound the alarm
- Call the Fire Department no matter how small the fire seems to be.
- Leave the area quickly, closing doors as you leave. (This helps contain the fire.)
- Go to the nearest exit that is not blocked by fire.

Safe Place

Once you are outside, move away from the building to your "safe place." The safe place is a designated meeting place on the grounds. See the Executive Pastor for your department's safe place. You cannot return inside the building until an official has given you permission.

First Aid Kits/AEDs

First Aid Kits are in the Church Office, in the long hallway outside the Sanctuary, near the Music Suite elevator, and outside the Youth Area entrance. First aid kits are also on each church vehicle. AEDs (Automatic Emergency Defibrillator) are near the water fountain in the long hallway outside the Sanctuary, in the Children's Wing hallway next to the check-in desk, and outside the Youth Area entrance.

If you need to use the first aid kit, observe the following guidelines:

- Notify the Facility Manager or Executive Pastor when supplies are running low.
- In the event of the AED being used notify the Facility Manager and Executive Pastor immediately.