



TABERNACLE
BAPTIST CHURCH

Policy Manual

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150 Tabernacle Drive
Carrollton, Georgia 30117

Tabernacle Baptist Church Policy Manual

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Section I
Policy Manual

Church Covenant

Section I Policy Manual	Church Covenant	
	Adoption date: July 24, 2016	Revision date (s)

As a family of believers in God led by the Holy Spirit to receive Jesus Christ as our Savior and Lord, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now solemnly and Joyfully enter into covenant with one another as one body in Christ.

We pledge to observe the ordinances of the Church; to participate in its worship services, educational programs and activities; to promote its spirituality; to tithe of our income; to aid the disadvantaged; and to spread the Gospel and make disciples throughout the world.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation.

MISSION STATEMENT

As a family of believers in God, led by the Holy Spirit, we faithfully serve Christ by knowing, showing, and sharing His Good News wherever God leads us in our community and beyond.

STATEMENT OF FAITH

The Holy Bible is the inspired word of God and is the basis for any statement of faith. We band ourselves together as an autonomous body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of Tabernacle Baptist Church are baptism and the Lord's Supper.

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

The Bible states God created humankind as male and female. These two distinct, complementary genders together reflect the image of God. (Gen. 1:26-27)

The Bible teaches that marriage is a union between one man and one woman as created by God, in a single, exclusive union. (Gen. 2:18-25) God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4) Any other form of sexual intimacy is immoral and offensive to God. (Sinful) (Lev.18:6-24; Matt. 15:18-20; 1 Cor. 6:9-10) God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11)

Every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31)
Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Tabernacle Baptist Church.

Those employed by and those serving in leadership positions of Tabernacle Baptist Church are expected to abide by this statement on marriage, gender and sexuality. These beliefs also provide the guidelines for activities sponsored by Tabernacle Baptist Church, as well as those taking place in its facilities or on its property. (Matt. 5:16; Phil. 2:14-16)

FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

The Bible itself as the inspired and infallible Word of God, is the final authority concerning truth, morality, and the proper conduct of humankind. It is the sole source of Christian beliefs.

The Senior Pastor, ministerial staff, and active deacon panel together, are the final interpretive authority for the practices and policies of Tabernacle Baptist Church.

STATEMENT ON THE SANCTITY OF HUMAN LIFE

All human life is sacred and created by God in His image. Human life is of inestimable worth in all dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through death. Christians are therefore called to defend, protect, and value human life. (Ps. 139)

GOVERNMENT

The government of Tabernacle is vested in the body of believers who comprise it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as is practical, Tabernacle will cooperate with and support Christian groups of like mind.

Section II
Policy Manual

Bylaws

<p>Section 2</p> <p>Policy and Procedures Manual</p>	<p>Bylaws</p>	
	<p>Adoption Date: December 17, 1995</p>	<p>Revision Date(s): July 26, 2009, October 23, 2011, July 24, 2016, April 23, 2017</p>

ARTICLE I. NAME

This body shall be known as Tabernacle Baptist Church of Carrollton, Inc. (Hereinafter Church)

ARTICLE II. MEMBERSHIP

Section 1. General

The Church is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this Church.

The membership reserves the exclusive right to determine who will be members of this Church and the conditions of such membership.

Section. 2. Candidacy

Persons may offer themselves as candidates for membership at any worship service of the Church. They may present themselves in any of the following manners:

- a. By public profession of faith in Jesus Christ as Savior and Lord followed by believers' baptism through immersion;
- b. By letter of recommendation from another Baptist church of like faith and order;
- c. By statement of faith in Jesus Christ as Savior and Lord and previous believers' baptism through immersion; or
- d. By Watchcare membership. Watchcare membership will be provided to those persons who temporarily reside in our community and desire to become a part of our Church while retaining full membership in another congregation. Watchcare members are not eligible to vote at church conferences.

Candidates will be presented to the Church for membership after fulfilling one of the requirements listed above (Article 11, Section 2 a, b, c, or d). Election to the membership will be by affirmed by majority vote of the members present at the Worship Service during which the candidate responds.

Should there be any questions as to the sincerity of the candidate's decision, such questions will be referred to the Senior Pastor and the Pastoral Advisory Committee for investigation. They will bring a recommendation to the Church within 30 days.

Section 3. Duties and Responsibilities of Members

Members are expected to strive to live their lives as closely as possible to the teaching of Jesus Christ as found in the Holy Bible.

Members are expected to support the Church through giving, attendance, volunteering time and effort to various programs, committees, and worship services of the Church.

Members have the right and responsibility to discuss, question, and vote on all matters brought before the Church in Conference.

Section 4. Termination of Membership

Membership will be terminated in any of the following ways:

- a. Death;
- b. Affiliation with another church. (Letters of transfer for members in good standing may be granted at a Church Conference to any church of like faith and order. When a member of the Church joins a church of different faith and order, membership in the Church will terminate by mutual consent.)
- c. Personal request in writing.
- d. Upon termination of Watch care status.
- e. Exclusion by action of the Church.

By disciplinary action for flagrantly violating Christian values as expected of the Church and Church members. All requests or recommendations for termination of a member must be presented in writing to the Senior Pastor or the Deacon Administrative Committee. They will meet privately with the person(s) making the termination request, and with the accused Member(s). The Senior Pastor or the Deacon Administrative Committee will, if necessary, make every good faith effort, as described in Matthew 18:15-17, to bring the Member(s) to repentance. If failing in that effort, the Senior Pastor or the Deacon Administrative Committee will notify the offending Member(s), of the decision to bring termination to a vote of the Church in conference. At least thirty (30) days will pass before the vote can be taken. The decision of the majority vote of the active members present during the Church in conference, either to terminate or not to terminate, will be sent to the offending member(s).

All notices required shall be sent certified mail, return receipt requested, or statutory overnight delivery to the address shown on the membership record.

ARTICLE III. CHURCH OFFICERS

- A. All officers must be active members of Tabernacle Baptist Church. The officers will be:
 - President - Chairperson of the Deacon Body
 - Vice-President - Vice-Chairperson of the Deacon Body
 - Secretary - Secretary of the Deacon Body
 - Treasurer - Chairperson of the Finance Committee
- B. Board of Directors shall be the Deacon Administrative Committee
- C. Duties and Responsibilities of Church Officers and Directors in addition to those set out herein, shall be those provided for officers and directors in the Georgia Corporation Code.

ARTICLE IV. COMMITTEES

The church shall maintain THE FOLLOWING COMMITTEES: Nominating, Finance, Personnel, Properties, and Weekday Preschool. These committees can be dissolved only by amendment to the bylaws.

The duties of these committees include:

Nominating Committee - Selects and enlists church members for leadership roles in various church programs, including Sunday School leadership positions and those to serve on Committees, Councils, as Ministry Facilitators, as Points of Contact and as Coordinators. Reports to the church through the Church Ministry Council

Finance Committee - Plans, directs and evaluates the financial affairs of the Church; Prepares an annual Church budget for approval. Reports to the church through the Deacon Administrative Council.

Personnel Committee - Administers Church personnel policies and procedures; Committee is responsible for employment of non-ministerial positions, for performance evaluation, and compensation recommendations for Church employees. Reports to the church through the Deacon Administrative Council.

Weekday Preschool Committee - Provides leadership and direction for the ministry on behalf of the congregation. Reports to the church through the Deacon Administrative Council.

Properties Committee - Responsible for managing and maintaining the properties of the church including buildings, grounds, and vehicles. Reports to the church through the Deacon Administrative Council.

At any time at least two members of each of these specific committees, and their chairs (unless otherwise approved by the Deacon Administrative Council), must be deacons of Tabernacle.

The Church may authorize and establish other committees as necessary.

The duties, responsibilities, and authorities of committees are found in the Church's Policies.

ARTICLE V. MINISTRIES

In accordance with the Mission Statement contained herein, the Church will maintain ministries of Bible teaching, discipleship training, missions education and participation, music training for worship leadership and enhancement, and other ministries as needed. All ministries provide and interpret information regarding the work of the Church and denomination as well as preparation for worship. Ministry activities will address the spiritual, physical, emotional, and social needs of the membership, community, and beyond.

All ministries of the church will be under Church control. All laypersons in leadership positions must be members and elected by the Church. All ministries will report regularly to the Church.

ARTICLE VI. MEETINGS

Section 1. Worship Services

The church will meet as scheduled on each Lord's Day for the worship of God, Bible study, prayer, praise, fellowship, and Christian training. Worship services are open to church members and to all others who wish to attend, and are conducted under the direction of the Senior Pastor and the ministerial staff.

Section 2. Special Services

Revival services and other special events to enhance and to promote the ministries of the Church are placed On the church calendar, planned, arranged, and carried out under the direction of the Senior Pastor and the Church staff.

Section 3. Church Conferences

A. Regular Church Conferences

1. Regular Church Conferences are held to present, approve, and transact the business and financial matters of the Church.
2. Regular Church Conferences are held quarterly at a designated time. Due notice (at least two weeks prior to the scheduled meeting) will be given to the membership in announcement from the pulpit and a published notice in the church newsletter which is mailed/e-mailed to each member.
3. The moderator will preside at all church conferences. In the absence of the Moderator, the Vice-Moderator presides. The Vice-Moderator will also serve as the Parliamentarian. In their absence, the Church Clerk will call the church conference to order and preside until an acting Moderator is elected. Current Deacon officers may not serve as Moderator.

B. Special Church Conferences

Special church conferences must be called by at least two of the following church officers to consider matters of a significant nature: Senior Pastor, Chairperson of the Deacons, and Moderator. Notice will be given to

the membership published in the weekly church newsletter and announced from the pulpit. Only business stated in the notice can be acted on in a called church conference.

c. Quorum

1. A Quorum consists of those members present in any Church Conference.
2. Absentee ballots or proxies are not allowed.

d. Parliamentary Rules

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* (latest edition) will govern the meetings of the Church in all cases in which they are applicable and in which they are not inconsistent with the Church's bylaws or any special rules of order.

ARTICLE VII. ORDINANCES

Section 1. Baptism

Baptism is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. The Church will receive for baptism any individual who receives Jesus Christ as Savior by personal faith, who profess Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

- a. Baptism is by immersion in water.
- b. Baptism is administered by the Senior Pastor or his designee.
- c. Baptism is administered as an act of worship during any worship service.
- d. A person failing to be baptized after a reasonable length of time will be counseled by the Senior Pastor and/or staff.

Section 2. The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby baptized believers, through partaking of the bread and fruit of the vine, commemorate the death of our Lord and portray the basis and experience of their saving relationship with Jesus Christ.

- a. The Lord's Supper will be observed quarterly and as otherwise scheduled.
- b. The service of Lord's Supper is led by the Senior Pastor or his designee.
- c. The Lord's Supper may be observed during any worship service.

ARTICLE VIII. CHURCH CALENDAR

Section 1. Fiscal Year

The church fiscal year will begin on October 1 and end on September 30.

Section 2. Committee Year

The church committee year will run from October 1 through September 30.

Section 3. Program Year

The church program year will run from August 1 through July 31.

ARTICLE IX. AMENDMENTS

These bylaws can be amended, altered, or repealed by a two-thirds vote of the members present and voting at any regularly announced Church conference, provided the following two conditions are met.

- a. Notice of such amendment, alteration, or repeal be given in writing to the Clerk, and
- b. The proposed change is presented to the Church in any regular or called Church conference prior to the regularly scheduled Church conference at which the vote is to be taken, provided however that there must be a minimum of 4 weeks between the two conferences.

Any member can present to the Church a recommendation of change to these bylaws. Recommendations will be studied by the Church Council and the Deacons. For a period of at least three weeks prior to the conference at which a vote is taken, the proposed amendment will be posted on the church website and a copy will be maintained in the church media center until the vote is taken. The proposed amendment, along with a recommendation from Church Council and the Deacons will be published in the weekly newsletter which is mailed/e-mailed to each member. Amendment to the Bylaws become effective at the close of the conference at which they are adopted.

ARTICLE X. POLICY MANUAL

The church will maintain a manual that includes the covenant, bylaws and policies. All documents will be accessible to church members. A copy of this manual will be maintained in the church media center and on the church website.

Church policies may be created or amended by two-thirds vote of the members present and voting at any regularly scheduled Church conference, provided such actions have been reviewed by the Deacon Administrative Council and appropriate committees, and come with their recommendation to adopt or not adopt the proposed changes/additions.

The Deacon Administrative Council shall ensure that the Manual and committee procedures are reviewed each year.

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Section III
Policy Manual

Policies

a. Church Ministry Organization

Adoption date: 1/22/2017

Revision date: 4/22/2018

Members participate in the work of the church through the church ministry organization which consists of councils, committees, teams, and coordinators. Councils set, manage and coordinate the ministry goals and activities of the church in coordination with the deacon body and ministry staff. Councils also steward the church mission as it relates to each council's specific ministry area and develop a ministry vision consistent with the church mission. Committees provide functional support for church ministries and operational needs. Teams carry out the ministries of the church. Council, committee, and team members and coordinators are expected to participate in, and support the ministry programs of the church.

Church Ministry Council (Church Council): The Church Council provides overall direction and planning to carry out the ministry focus of the church (including long range planning), working with the Ministry Facilitators and Ministry Teams Points of Contact, and communicates regularly with the church. The Church Council is comprised of the chairs of the Ministry Councils, the Weekday Preschool Director, and the Ministry Facilitators. Ex-officio members of the Church Council include church staff, Moderator and Church Clerk. The Church Moderator chairs the Church Council. The Church Clerk serves as secretary. The Church Council selects the members and chair of the Nominating Committee for approval by the church.

Ministry Councils: The Ministry Councils represent the demographics and ministries of the church. Examples of Ministry Councils include, but are not limited to, Senior Adult Ministry Council, Men's Ministry Council, Children's Ministry Council, etc.

Ministry Facilitators: The church has identified ministry areas around which ministry efforts are structured. Ministry Facilitators for each of these areas serve as a liaison with the Church Council and the Ministry Teams as we seek to Know, Show, Share, and Care.

Ministry Teams and Points of Contact: Ministry Teams are responsible for carrying out the ministries of the church with direction provided by the Church Council and Ministry Facilitators. Ministry Teams are made up of those that volunteer because they have an interest or passion for that particular ministry, and by those suggested by the Nominating Committee. Members may serve indefinitely and are not required to be church members, and do not require church approval. Deacons, including those not currently empaneled, are expected to participate on Ministry Teams as servant leaders (not necessarily as the Point of Contact). Ministry Teams maintain guidelines for how they carry out their ministry.

Deacon Administrative Council: The Deacon Administrative Council is responsible for all business and operational matters of the church and provides updates to the empaneled deacons and the church.

The Deacon Administrative Council approves Committee chairs from a list of candidates provided by the Nominating Committee. The Deacon Administrative Council approves Committee chairs from a list of candidates provided by the Nominating Committee. The Deacon Administrative Council serves as Trustees for the church, except as provided for in the Finance Committee Policy. Deacon Administrative Council members are selected by the empaneled deacon body. Deacon Administrative Council members select their chair and secretary.

Committees: The Personnel, Finance, Properties, and Weekday Preschool Committees provide oversight to church operational matters reporting to the church through the Deacon Administrative Council. These Committee chairs, which must be deacons, serve as members of the Deacon Administrative Council. With Deacon Administrative Council approval, a non-deacon may chair one of these committees. In such cases, the non-deacon chair will serve as an ex-officio member of the Deacon Administrative Council. The Deacon Administrative Council annually reviews the procedures maintained by the Committees. The Nominating Committee selects the members of these Committees for church approval.

Coordinators:

The Nominating Committee selects those to serve in Coordinator positions, with church approval. Coordinator positions include, but are not limited to the following: Church Historian, Media Center Coordinator, and Wedding Coordinator. Coordinators may serve indefinitely.

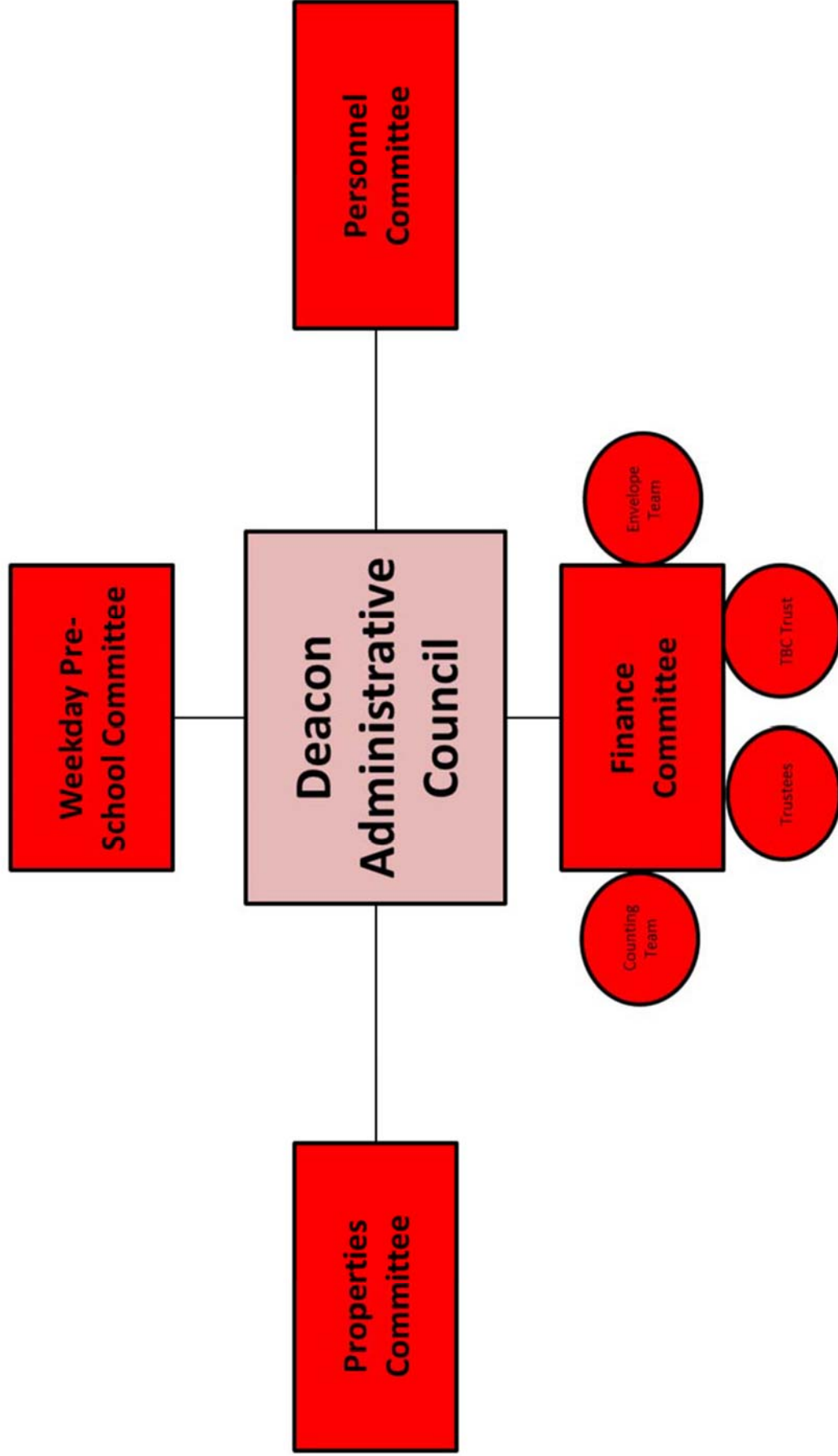
Nominating Committee:

The Nominating Committee and its chairperson are selected by the Church Council and approved by the church and reports to the church through the Church Council. The Nominating Committee works with the Deacon Administrative Council to name Committee chairs. The Nominating Committee, in consultation with the membership of teams and councils, selects Ministry Team Points of Contact and Council chairs. The Nominating Committee selects members of the Ministry Councils, with chairs approved by the Church Council. With approval of the Church Council, the Nominating Committee selects Ministry Facilitators for the ministry areas (Show, Share, Know, Care) and Points of Contact for the Ministry Teams. Church membership is a requirement to serve on one of the Committees, as a Ministry Facilitator, on the Church Council, or as a Point of Contact. A person may not serve as chairperson of more than one Committee or more than one Council at the same time. At a minimum, two deacons must be among those serving on the Committees with one of those serving as chair. Typically Committees and Councils consist of six members, serving three year terms, with two rotating off each year. (The Nominating Committee is an exception as it consists of six members serving four year terms with one rotating off each year. The Directors of the Men's and Women's Ministries serve indefinitely on the Nominating Committee providing continuity.) No person whose term expires after having served two consecutive years will be re-elected to that Committee or Council until a lapse of one year from the expiration of the last term, unless otherwise recommended by the Deacon Administrative Council or Church Council. The Nominating Committee fills vacancies on Councils and Committees as they occur. Coordinators, Ministry Facilitators and Ministry Team Points of Contact may serve indefinitely with approval of the Church Council. The Nominating Committee also selects candidates to fill the following positions with church approval: Sunday School teachers and leaders; Church Moderator, Vice Moderator, Church Clerk, and Assistant Church Clerk.

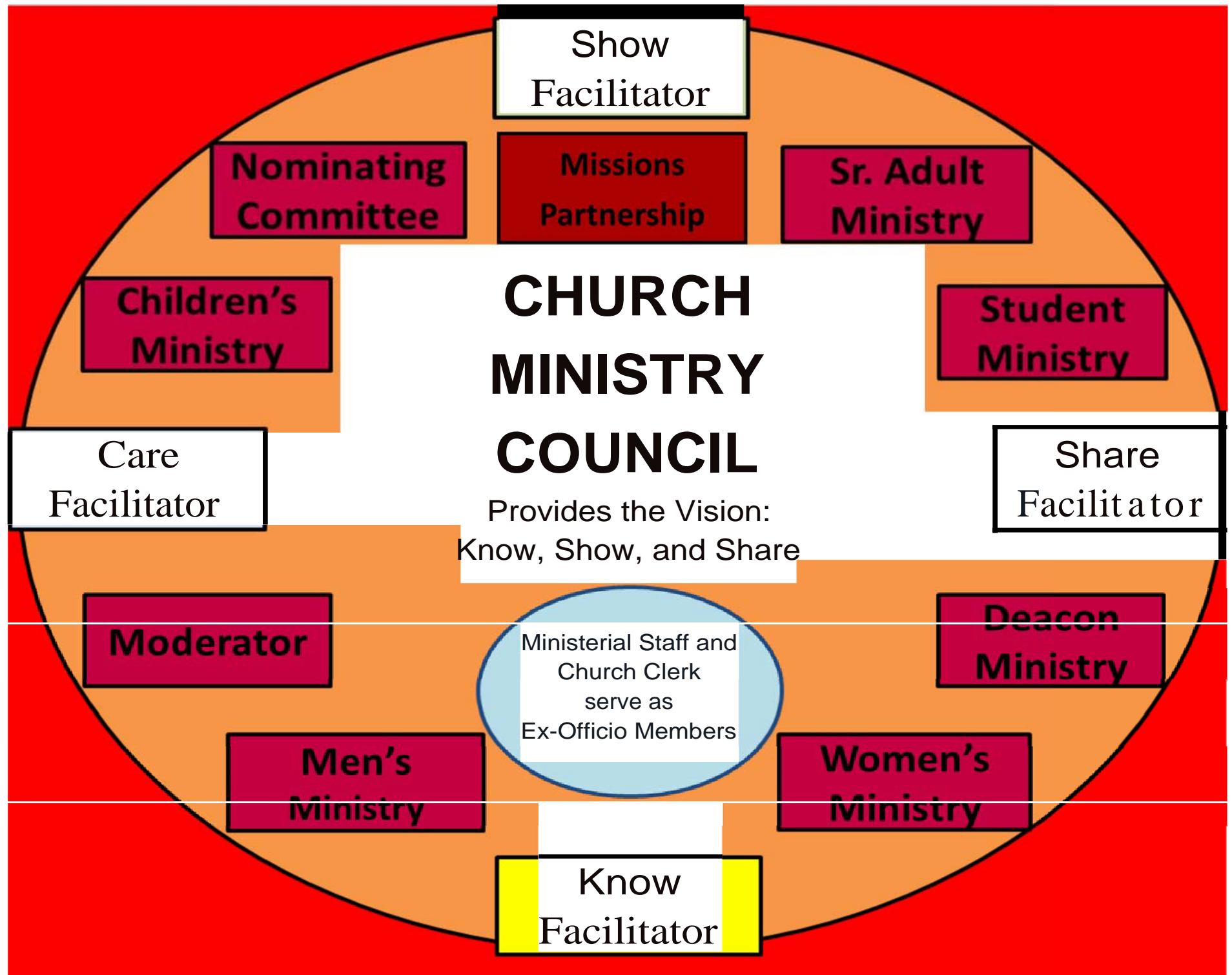
Ministry Maps

The three ministry maps that follow the Church Ministry Organization Policy in the Policy Manual are pre- sented for illustrative purposes only. A current copy will be maintained on the church web site.

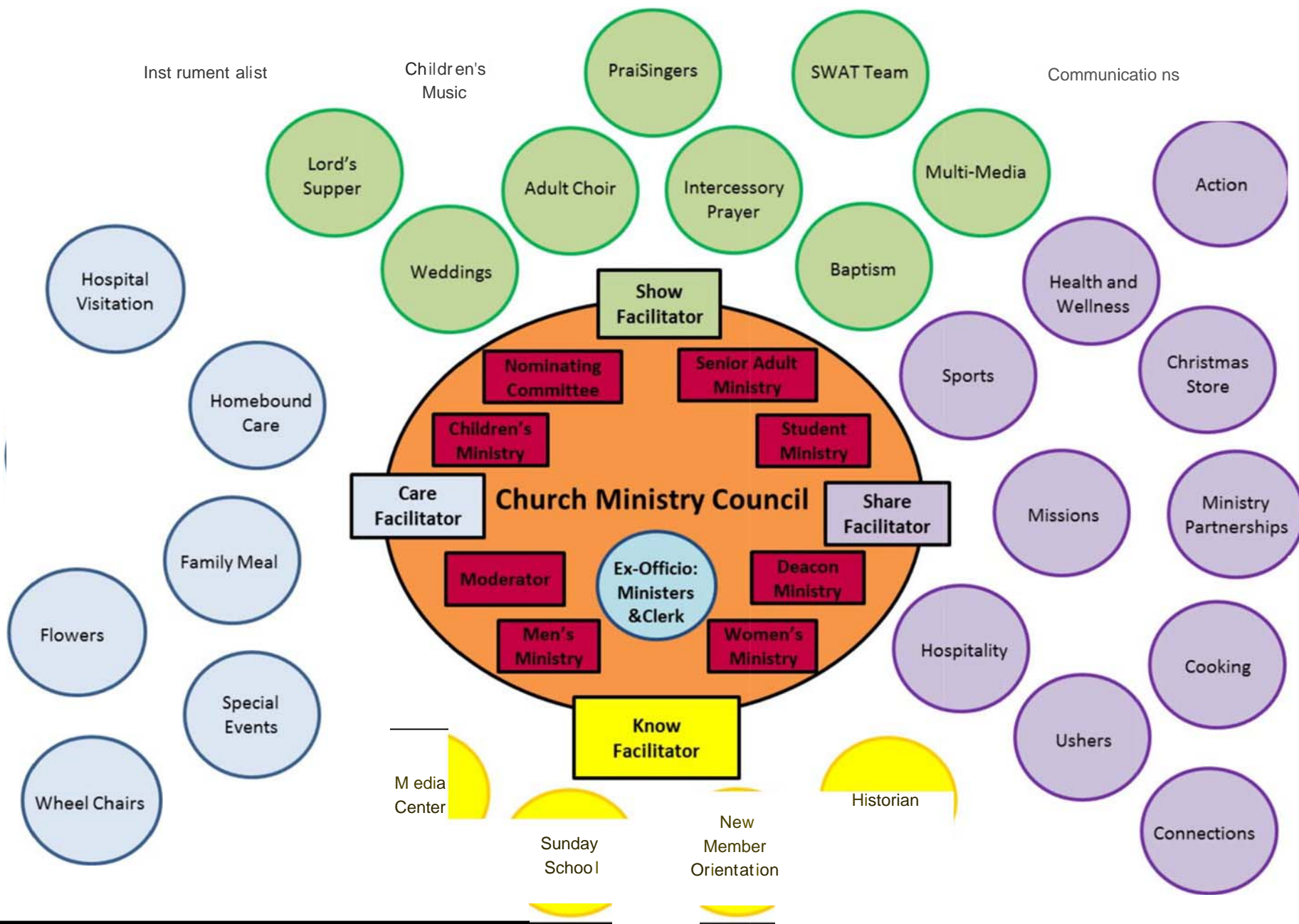
Deacon Administrative Council



Financial Controls, Security Issues, Safety Concerns, and Legal Liability



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Tabernacle Ministry Map

b. Child Protection Policy

Adoption date: 1/22/2017

Revision date:

The church is committed to safeguarding and protecting preschoolers, children, and youth age 18 and younger against the risk of child abuse. All those in positions of leadership share this responsibility, but the Ministers to Children and Students and the Weekday Preschool Director have overall responsibility for administering Child Protection Procedures.

The Policy applies to all volunteers and paid employees of Tabernacle Baptist Church who work with, supervise, chaperone, or lead in programs and ministries involving minors.

Child abuse is defined as the physical, mental, emotional, sexual, or verbal maltreatment; the neglect to the health and welfare of; or the exposure to any unreasonable risk to a minor. A minor is considered to be a victim of child abuse when the minor's physical or mental health or welfare is harmed, or threatened with harm, by acts or omissions of anyone responsible for his/her welfare.

Duties:

Ensure that all workers must be 18 years of age or older unless they are under the direct supervision of an adult worker. All persons (paid and volunteer) wishing to work with minors must complete a Ministry Application and will be interviewed by the appropriate pastoral team members. Both a sex offender and a criminal history background check will be completed on workers. (Note: These requirements may be waived if an applicant's employer has a current sex offender and/or a criminal history background check on file as a condition of employment and a copy of these reports can be obtained.)

Excluding paid employees, all workers must have been a member of Tabernacle Baptist Church for at least six months or a regular attendee for at least one year prior to working with minors.

A minimum of two adults will be present during any church activity where minors are present.

Workers are not permitted to spend time alone with a minor unless their contact is in an open/public setting. It is preferred that workers meet in small group settings, as opposed to a one-to-one environment. During private counseling sessions with a minor, the door will remain ajar with another worker in close proximity outside the room.

Windows in preschool, children's, and students' classroom doors will be left uncovered. If there is no window, doors will remain open. Under no circumstances will classroom doors be locked during class sessions.

Parental permission, including a signed waiver/release form will be obtained in writing for minors involved in church sponsored programs and activities which involve leaving church property or overnight activities.

Parental permission, including a signed waiver/release form will be obtained in writing when an overnight activity requires an adult to share a room with a minor. The adult should avoid occupying the same bed as a

minor, with the exception of a parent or guardian.

Transportation to and from church related activities will be provided by licensed and insured commercial transportation companies or in church vehicles driven by church authorized drivers.

If a minor needs assistance in a restroom, the door to the restroom must be kept open and a second adult will be notified prior to entering the restroom. Diapering should be done at diaper stations and in close proximity to other workers.

An identification system will be utilized during church sponsored events and activities so that when an adult drops off a child, they are the same adult or the adult's designee who picks up the child.

Detailed Child Protection Procedures are maintained and periodically reviewed by the Deacon Administrative Council. A current copy is kept on file by the church Administrative Supervisor and is available for members to review upon request. Procedures may also be found in the members section of the church web site.

C. Communication Policy

Adoption date: 4/22/2018

Revision date:

Throughout the course of the year, Tabernacle Baptist Church hosts and sponsors various events for the edification of the congregation and the enrichment of the surrounding community. In order to properly plan and promote events, Council/Committee Chairpersons and Team Point of Contact are responsible to submit their respective events through the Church Council to receive approval for promotion in accordance with the church Communication Plan. During their monthly meetings, the Church Council and Ministerial Staff will approve and designate submitted events within four levels of communication, each with a predetermined promotion schedule as outlined in the Communication Plan Procedures.

d. Deacon Policy

Adoption date: 1/22/2017

Revision date: 4/22/2018, 7/21/2019

Tabernacle Baptist Church calls individuals for service as deacon from its membership. Deacons fulfill the traditional role of assisting the Senior Pastor with the ministry of the church and caring for the ministry needs of the church's members. Each of these deacons is expected to serve a four year term. All deacons of Tabernacle Baptist Church are servant leaders and expected to serve through participation on Committees, Ministry Councils or Ministry Teams. Deacons are led by a chairperson and vice chairperson. A record of meetings is recorded by a secretary.

All deacons of Tabernacle are encouraged to be involved and part of the deacon body. There are four categories of deacons that make up the deacon body of Tabernacle.

Category One, Empaneled Deacons: The empaneled category is comprised of four panels of at least 10 deacons per panel. Each panel serves for four consecutive years. After the fourth year of service a panel moves to sabbatical status for a minimum of one year before becoming eligible to move back to empaneled status. Each year a Deacon Selection Committee selects a new panel of at least 10 from those deacons not currently empaneled that meet the qualifications to serve, plus any new deacons to be ordained. Empaneled deacons are required to regularly attend deacon meetings (a minimum of 75%) and participate as a member of a team in one of the four Mission and Ministry areas of Know, Show, Share and Care, or one of the church committees or councils.

Category Two, Sabbatical Deacons: This category consists of the panel that has completed four years of consecutive service and earned a year of sabbatical. Also in this category are any deacons who for personal reasons feel they need a break from the empaneled category, but desires to move back to empaneled status at some future date. A deacon should not stay in the sabbatical status for more than three years before moving back to empaneled status or to member status. Sabbatical deacons are welcome and encouraged to attend deacon meetings, but there is no attendance requirement and they will not be eligible to represent the deacon body on the DAC. Sabbatical deacons are encouraged to continue their service on teams, committees and councils.

Category Three, Member Deacons: Member deacons are those that for personal reasons can not currently commit to deacon service, or do not meet the qualifications to serve.

Category Four, Deacon Emeritus: Deacon Emerita are permanent members of the empaneled group and have earned the right to participate as they wish. Deacon emerita have all voting rights of an empaneled deacon, but do not have any attendance or service responsibility requirements. The qualifications for being rewarded Deacon Emeritus status are detailed in greater detail below.

Deacons who are members of Tabernacle, but no longer attend will not be considered part of the deacon body. A list of these deacons will be maintained in the church office and classified as non-participating deacons until such time as they may transfer membership or resume participation at Tabernacle.

New deacon candidates may serve one year on a panel as a yokefellow before a commitment to be ordained is required.

The chairperson, vice chairperson and secretary are elected by the deacon body. In August, members of the deacon body select a nominating committee of five members to nominate a vice chairperson, **secretary, and a Deacon Administrative Council (DAC) representative (from the new incoming panel of deacons)** for the following year. The current vice chairperson will succeed to the chairperson position. The election of deacon officers is conducted at the September deacons' meeting. The chairperson of the deacon body may appoint a Parliamentarian to assist him/her in the conduct of the meetings of the deacon body. The rules contained in the current edition of *Robert's Rules of Order* will govern the meetings of deacons in which they are not inconsistent with the Church bylaws or any special rules of order.

The deacon body is available to review ministry plans and programs with the church staff and provide counsel on the ministry and mission efforts of the church. Through the Deacon Administrative Council, they also review the annual church budget, all long-term financial obligations and ministerial staffing changes.

The deacon body meets on the Tuesday after the second Sunday of each month. The chairperson of the deacons may request that certain meeting dates be changed to accommodate other church or denominational meetings. The chairperson (or the vice-chairperson in the absence of the chairperson) of the deacons may call special deacon meetings by giving a one week notice to the deacons. Members of the empaneled deacon body are expected to attend all deacon meetings.

DEACON QUALIFICATIONS

A deacon is a person of genuine and growing Christian experience. A deacon possesses depth of insight, Christian understanding and sound judgement in practical issues of life. A deacon's attitude toward the Church and the Kingdom of God is marked by vision filled with hope and faith and good will. A deacon will be faithful to responsibilities and exhibit a positive attitude toward the Church and its total enterprises.

A deacon's reputation in the community is above reproach in integrity and ethical conduct. A deacon speaks the simple truth in love at all times and under all circumstances. A deacon is temperate in all personal habits and behavior. A deacon is committed to the conviction of God's ownership of all things, developing a growing sense of stewardship in personal experiences and to practicing the Biblical principle of the tithe as the minimum standard of giving. A deacon is committed to the full gospel of Jesus Christ as the ultimate answer to both the personal and social needs of our world. A deacon is one whose life has been tested and found dependable and trustworthy in the church and community. A deacon's home relationship is exemplary and wholesome.

In addition, to serve as a deacon, Tabernacle requires that a person must: have been a Christian for at least 5 years, have been a member of Tabernacle for 3 years, be 25 years of age or older, and be involved in the life and ministry of the Church.

Deacon Selection Process

Annually, the deacon chairperson, vice chairperson and secretary nominate a Deacon Selection Committee to the church in the April church conference. The Deacon Selection Committee's charge is to recommend to the church the new panel of deacons to replace that panel whose term will next expire as well as any vacancies that have occurred on any panel whose term has not expired. This selection committee consists of seven members, including the chairperson. The Deacon Selection Committee is chosen to represent a cross-section of the church membership and includes at least three deacons serving on the empaneled deacon body. After approval by the church, the Deacon Selection Committee is charged with bringing to the church nominations for deacons to serve on the new panel. Deacons are nominated based on the Biblical qualifications (1Timothy 3: 1-13) of a deacon and any member of the church meeting these qualifications is eligible to be selected. Deacons are

elected by a vote of the membership of the church.

During the first three weeks of May, the Deacon Selection Committee solicits suggestions from the church family for members of the new deacon panel. Suggestion forms are placed in both *The Tidings* and the worship guide for the convenience of the membership.

The Deacon Selection Committee prayerfully considers all suggestions from the church membership along with any other church member believed to meet the Biblical qualifications of a deacon. Those individuals meeting the qualifications are contacted by the Deacon Selection Committee to determine the individual's willingness to serve as a deacon on the empaneled deacon body. Prior to asking the individual for a commitment to serve, the committee will explain the requirements and expectations of all deacons serving on the deacon body. If the individual under consideration agrees that he or she meets the requirements, and will covenant to meet the expectations, he or she will be asked to serve on the deacon body. A deacon ordination service is held in the fourth quarter for any individual not previously ordained. The Deacon Selection Committee recommends the new deacon panel first to those currently empaneled deacons, and then to the Church at the July business conference.

Deacon Administrative Council

The Deacon Administrative Council serves as the administrative arm of the deacon body and as the Board of Directors for Tabernacle Baptist Church, Inc.. The Deacon Administrative Council relieves the deacon body from routine administrative tasks so they may focus on the ministry needs of the church.

One member from each of the four panels is elected to serve on the Deacon Administrative Council, in addition to their service on a Ministry Team. The election takes place at the September deacons' meeting each year, ~~and is based on a plurality of votes.~~ In addition to the four members from the panels, the following may serve on the Deacon Administrative Council by virtue of position: Deacon chair, vice chair and secretary ; and chairs of the Finance, Personnel, Properties and Weekday Preschool Committees. In addition, the past chairperson shall serve as an ex officio member of the Deacon Administrative Council. The Deacon Administrative Council elects its own chair, vice chairman and secretary annually. The Deacon Administrative Council has the same authority as granted to the full deacon body of the church. The Finance, Personnel, Properties and Weekday Preschool Committees report to the church through the Deacon Administrative Council. The Deacon Administrative Council annually reviews procedures maintained by these Committees. Deacon Administrative Council members are expected to attend all committee meetings unless illness prevents their attendance.

Deacon Emeritus

Deacon emeritus status is bestowed on deacons of Tabernacle Baptist Church in recognition of their years of faithful and meritorious service to Tabernacle Baptist Church. A deacon emeritus may serve and participate in the same activities as an empaneled deacon or may choose as many or as few and he/she wishes.

To be considered as deacon emeritus, a deacon must have 20 years of service as a deacon of Tabernacle Baptist Church and must be at least 65 years of age. Notwithstanding, candidates may be nominated upon consideration of any special circumstances such as physical disability and the like that the committee shall deem to be appropriate.

Annually, the Deacon Selection Committee will review the list of eligible deacons. After consultation with the Senior Pastor and deacon chair, the committee may choose to nominate or not nominate candidates to the deacons to be honored as deacon emerita.

e. Finance Committee Policy

Adoption date: 1/22/2017

Revision date: 4/22/2018

Members, and those who attend regularly, are expected to contribute a combination of their time, talent and financial resources in support of the church's ministry. The Finance Committee plans, directs and evaluates the financial affairs of the church. The Finance Committee reports to the church through the Deacon Administrative Council.

Duties:

Works with the staff in managing all funds and financial resources of the church according to sound business practices and procedures.

Prepares a unified annual ministry budget for consideration and approval by the deacons and the congregation.

Establishes guidelines for expenditures and ensures that expenditures are appropriately documented and authorized.

Reports quarterly the financial status to the church.

Ensures that tithes, offerings, and fees are collected and secured in the church's safe.

Works with the Counting Team to ensure that all donations are accounted for properly.

Ensures that funds are spent according to the church policies and procedures, and, if designated, the instruction of the contributor.

Administers trust accounts.

Works with the Personnel Committee regarding the affordability of changes or additions to ministerial and staff positions, and to develop the annual personnel ministry budget.

Develops and maintains a schedule of fees to be charged for use of church equipment and facilities.

The Finance Committee consists of six members. At least two members of the committee must be deacons with one of those serving as chair (unless otherwise approved by the Deacon Administrative Council). Members of the Finance Committee serve staggered terms of three years. After completing a term of three years, a person is ineligible to be a member of the committee for one year.

Maintains a Financial Procedures document that reflects the detailed controls and instructions for managing the financial affairs of the church. These Procedures are annually reviewed by the Deacon Administrative Council. A current copy is kept on file by the church Administrative Supervisor and is available for members to review upon request.

f. Nominating Committee Policy

Adoption date: 1/22/2017

Revision date: 4/22/2018,

7/21/2019

The Nominating Committee selects and enlists church members for leadership roles in various church programs, including Sunday School leadership positions and to serve on Committees, Councils, **Coordinators and as Facilitators**. The Nominating Committee reports to the church through the Church Ministry Council.

The Nominating Committee consists of six members. The Men's Ministry Director and the Women's Ministry Director will serve indefinitely and four others will be selected by the Church Council and approved by the church to serve four year terms with one rotating off each year. At least two members of the committee must be deacons with one of those serving as chair.

Duties:

Selects members of the Committees (Personnel, Finance, Properties, and Weekday Preschool) and works with the Deacon Administrative Council to select their chairs, with church approval.

Selects members of the Ministry Councils and works with the Church Ministry Council to select their chairs, with church approval.

Works with the Church Ministry Council to select Ministry Facilitators and Ministry Team Points of Contact.

Enlists those to serve in Sunday School leadership positions, the Church Moderator, Church Clerk, and Assistant Church Clerk with approval of the Church Ministry Council.

Identifies the passions and talents of congregants and helps to connect them with places of service.

g. Personnel Committee Policy

Adoption date: 1/22/2017

Revision date: 4/22/2018,

The church Personnel Committee administers church personnel policies and procedures for all church employees. The Personnel Committee reports to the church through the Deacon Administrative Council.

Duties:

Responsible for employment, performance evaluation oversight, and compensation of all church employees.

The Personnel Committee consists of six members. At least two members of the committee must be deacons with one of those serving as chair (unless otherwise approved by the Deacon Administrative Council). Members of the Personnel Committee serve staggered terms of three years. After completing a term of three years, a person is ineligible to be a member of the committee for one year.

Maintains a Personnel Procedures document that reflects the detailed controls and instructions for managing employment matters of the church, including position descriptions. Procedures are annually reviewed by the Deacon Administrative Council. A current copy is kept on file by the church Administrative Supervisor and is available for members and employees to review upon request.

h. Properties Committee Policy

Adoption date: 1/22/2017

Revision date: 4/22/2018

The Properties Committee is responsible for managing and maintaining the properties of the church, including buildings, grounds, and vehicles.

Duties:

Responsible for the care, maintenance, and safety of all buildings (including the TLC, the garage, and pavilion), grounds, and parking lots, including establishing procedures concerning use of all property and equipment.

Assists the Facilities Manager and staff to insure the proper care, use, enhancement, and appearance of all buildings and grounds and in setting schedules and priorities for repairs, upkeep, and preventative maintenance.

Ensures that the appropriate transportation equipment is available to meet transportation needs for church ministries, including administering use.

Recommends annual budget for maintenance and replacement of buildings, equipment, grounds, and parking lots.

Makes semi-annual inspection of all buildings and grounds and reports the condition to the Facilities Manager and the Deacon Administrative Council.

Responsible for resolving scheduling conflicts of church facilities and equipment.

The Properties Committee consists of six members. At least two members of the committee must be deacons with one of those serving as chair (unless otherwise approved by the Deacon Administrative Council). Members of the Properties Committee serve staggered terms of three years. After completing a term of three years, a person is ineligible to be a member of the committee for one year.

Maintains a Properties Procedures document that reflects the detailed controls and instructions for managing the physical assets of the church. Procedures are annually reviewed by the Deacon Administrative Council. A current copy is kept on file by the church Administrative Supervisor and is available for members to review upon request.

i. Church Security Policy

Adoption date: October 23, 2016

Revision date:

Principle:

We seek to provide a safe and secure environment in which our members and guests can worship undisturbed. In pursuit of creating such an environment, we have proactively planned and trained to prevent or minimize any event, whether it is a disturbance, physical attack or natural disaster, which disrupts our ability to worship our Lord.

Strategy:

In order to create a safe and secure environment for our members and guests, a security plan will be implemented that addresses standard Security Team operating procedures, selection and approval of Security Team members, and the training necessary for all components (i.e. Security Team members, Greeters, Ushers, and Church Leadership) to operate at a high level of preparedness.

Security Advisory Team:

In collaboration with Church Leadership, a Security Advisory Team is hereby approved and created. The Security Advisory Team will maintain oversight of all Church Security Operations to include the Security Team Manual and the detailed operating procedures contained within, the selection and retention of members of the Security Team and any training required in order for the team members to operate with a high degree of professionalism and at the highest possible level of preparedness.

j. Wedding Policy

Adoption date: 1/22/2017

Revision date: 4/22/2018

The church Wedding Coordinator serves as a liaison between the church and the wedding party to ensure that the wedding and rehearsal are accomplished according to church policy and procedures.

The wedding ceremony is under the direction of the Senior Pastor who has final authority over the worship experience.

Tabernacle's Wedding Coordinator will be utilized for each wedding held at the church. All requests to the church by the wedding party will be directed to the Wedding Coordinator. Individuals wishing to use the church facilities for weddings must read and agree to all parts of church policy and procedures before a wedding will be placed on the church calendar.

Marriage is a lifetime commitment. To help the bride and groom with life adjustments that come with marriage, they must go through a program of premarital counseling with a certified marriage counselor, the officiating minister, or some other certified Christian counseling professional. If the officiating minister is not a member of the Pastoral Team of Tabernacle Baptist Church, the minister and/or counselor must submit a letter to the Senior Pastor verifying the couple has participated in a program of premarital counseling.

The Wedding Coordinator maintains a Procedures document that provides additional details and requirements that are not defined in this overview Policy statement. Procedures are reviewed annually by the Deacon Administrative Council. A current copy is kept on file by the church Administrative Supervisor and is available for members to review upon request.

k. Weekday Preschool Committee Policy

Adoption date: 1/22/2017

Revision date: 4/22/2018

The Weekday Preschool Program is a vital ministry and an integral part of Tabernacle Baptist Church. The Weekday Preschool Program provides a high quality Christian educational program to church and community children ages two through five years and is licensed by the Georgia Department of Early Care and Learning. The Weekday Preschool Committee oversees the operations of the program related to budget, personnel in accordance with the church personnel policies and procedures, physical space, licensure, and educational programming. A full-time director is employed by the church and reports to the Senior Pastor and designated staff. The Weekday Preschool Committee reports to the church through the Deacon Administrative Council. The Weekday Preschool Program generates its own operating funds through registration fees and tuition.

The Weekday Preschool Committee consists of the following by virtue of their positions: Weekday Preschool Director, Weekday Preschool Assistant Director, and the Minister to Children. Three additional members are selected by the Nominating Committee (with two among those being deacons and with one of those serving as chair unless otherwise approved by the Deacon Administrative Council). These members of the Weekday Preschool Committee serve staggered terms of three years. After completing a term of three years, a person is ineligible to be a member of the committee for one year.

Duties:

Determines financial needs and a budgeting process for the Weekday Preschool program including long-range budgeting and sound financial planning.

Prepares an annual operating budget for consideration by the Finance Committee, the Deacon Administrative Council and approval by the church.

Works with the church Administrative Supervisor to establish guidelines for the collecting, depositing, and documenting of funds generated by the program.

Develops program protocols, expectations, and policy for parents.

Provides guidance and support on programming to assure high standards for the education, safety, and care of the children. Ensures compliance with state licensing regulations.

Maintains a Weekday Preschool Program Procedures document that includes a parent handbook and Weekday Preschool staff handbook, and details facility usage and shared financial arrangements with the church. Procedures are annually reviewed by the Deacon Administrative Council. A current copy is kept on file by the church Administrative Supervisor and is available for members to review upon request.

L. Conflict Resolution Policy

Adoption date: 1/22/2017

Revision date:

As Christians, members are called upon to resolve disagreements amongst themselves. However, recognizing that in some instances reconciliation through dialog may not be achieved by the persons in conflict, this policy provides a means for achieving resolution with the assistance of a third party. The aggrieved person is to address the issue privately with the other person, without bringing unnecessary strife and disagreement to the Church. It is intended to handle any dispute arising between any members of Tabernacle Baptist Church out of church related activities. This includes members and staff.

Open communication, cooperative negotiation, and a spirit of forgiveness often clear away the hardness of hearts left by conflict and make reconciliation and peace possible. (Romans 12:14; Matthew 18:15-17). If a member has a concern about or complaint against another member, he or she should address it directly with that person and deal with it in a Christ like manner.

In case of the need to involve a third party to assist in conflict resolution, the following will serve as the Conflict Resolution Committee: Deacon Officers (chair, vice chair and secretary), Chairperson of the Personnel Committee, and Moderator. If a conflict of interest arises involving two or more members of the Conflict Resolution Committee, the unaffected members of the Conflict Resolution Committee may choose to select replacement members from the empaneled deacon body to assist in resolving the conflict. All parties involved in conflict resolution are expected to be respectful and discreet.

Reconciliation is the desired outcome from this process. However, in the event that either of the parties is unsatisfied with the recommendation of the Conflict Resolution Committee or the results of the mediation, they may request to meet with the full deacon body who may, or may not, elect to present the matter to the Church.

m. Personnel Policies

Adoption date: 1/22/2017

Revision date: 7/21/2019

The following policies apply to all employees of Tabernacle Baptist Church of Carrollton, Inc. referred to hereafter as “the church”.

I. EMPLOYEE CLASSIFICATIONS

- A. Ministerial Personnel
- B. Clerical Personnel
- C. Maintenance Personnel
- D. Food Services
- E. Nursery Personnel
- F. Interns (Part-time, short-term employees hired to assist a minister in the performance of his or her duties).
- G. Ministry Aides (Part-time, short-term employees hired to assist a minister in the performance of his or her duties).
- H. Full-time employees are those who work a minimum of 37 1/2 hours per week.
- I. Part-time employees are those who work less than 37 1/2 hours per week.

II. WORK SCHEDULE

- A. **The church office will be open for regular office hours from 8:30 a.m. to 5:30 p.m. Monday through Thursday and from 8:30 a.m. until 1:00 p.m. on Friday except on designated holidays and other occasions approved by the church in church conference or in the event of inclement weather.**
- B. The work schedule of the ministerial staff is based upon the requirements of each person’s position description and contingent upon their duties and workload.

- C. Full-time clerical staff hours will be during regular office hours.
- D. Maintenance staff will work flexible schedule established by the Facilities Manager.
- E. Part-time staff will work a flexible schedule established by the supervising staff member.
- F. Clerical and maintenance staff will have one hour for lunch. The Administrative Supervisor will schedule lunch periods for clerical employees in such a way so as to insure that the church's phones will be answered and that visitors will be greeted during lunch periods.
- G. Overtime required by employees other than ministerial staff will be approved in advance by the Senior Pastor or Administrative Supervisor.

III. HOLIDAYS

- A. The following holidays are designated as non-work days with pay for full-time employees, except in those cases where the church in conference, has approved the scheduling of an activity requiring staff support. The church office will be closed for the observance of these holidays.
 - 1. New Year's Day
 - 2. Monday after Easter
 - 3. Memorial Day
 - 4. July 4th
 - 5. Labor Day
 - 6. Thanksgiving Day
 - 7. Friday after Thanksgiving
 - 8. Christmas Eve
 - 9. Christmas Day
- B. When a holiday falls on Saturday, the day off will be the preceding Friday. For any holiday that falls on Sunday, the day off will be the following Monday.

IV. TIME OFF

- A. All leaves of absence must be approved by the appropriate minister or supervisor. Leaves of

absence by the Senior Pastor must be approved by the Personnel Committee.

B. Annual Vacation

1. Full time ministerial staff: Although generally negotiated at the time of employment, the following guidelines apply. (Note: Ministerial vacation is based on years of full-time continuous service in a Southern Baptist or Cooperative Baptist Fellowship church.)
 - a. 10 workdays for less than 10 years of service.
 - b. 15 workdays for 10-19 years of service.
 - c. 20 workdays for 20 or more years of service.
2. Full-time clerical and maintenance staff will be granted annual vacation as follows:
 - a. 10 workdays for less than 10 years of service.
 - b. 15 workdays for 10 - 19 years of service.
 - c. 20 workdays for 20 or more years of service.
3. Salaried part-time staff will be granted annual vacation with pay as follows: (Note: "Workweek" is defined as the normal days worked on a part-time basis each week.)
 - a. 1 workweek for less than 10 years of service.
 - b. 2 workweeks for 10 - 19 years of service.
 - c. 3 workweeks for 20 - 30 years of service.
 - d. 4 workweeks for 30+ years if service.
4. Vacation time is earned and accumulated at a rate of 1/12th the annual amount for every completed month of service.
5. Up to 5 days of annual vacation can be carried over from one year to another.
6. Annual vacation may be used in 1/2 day increments.

C. Sick Leave

1. Sick leave is earned by full-time employees and accumulated based on the employee's employment anniversary date at a rate of 1 day per month up to a maximum of 60 days accumulation.
2. Upon request, employees must present evidence satisfactory to the Personnel Committee or their supervisor of their inability to work due to illness or accident.
3. Sick leave may be used in 1/2 day increments.

4. In cases of the illness or accident of an employee's immediate family member (i.e. parent, mother-in-law, father-in-law, child, grandparent, grandchild, brother, sister, or spouse.) the employee may request permission from the Senior Pastor to use sick leave to be with the family member.
- D. Maternity Leave: Maternity leave, without pay, will be granted for a period as prescribed by the employee's physician, up to a maximum of 6 months.
- E. Jury Duty: Employees will be granted paid time off for jury duty.
- F. Bereavement: Employees will be granted up to 3 days off with pay in the event of the death of an immediate family member (i.e. parent, mother-in-law, father-in-law, child, grandparent, grandchild, brother, sister, or spouse.)
- G. Professional Development
 1. Full-time ministerial staff will be granted up to 10 days per year to participate in activities designed to enhance his/her performance, including professional seminars, formal study, research, writing, and related activities.
 2. Every 5th year of consecutive service, the Senior Pastor will be eligible for an additional 15 days of Professional Development leave. When eligible, the Senior Pastor may submit a written request for additional Professional Development leave to the Personnel Committee for their consideration.
- H. Convention Leave: Ministerial staff will be granted up to 5 days per year to attend the Georgia Baptist Convention, the Southern Baptist Convention, and/or the Cooperative Baptist Fellowship Conventions.
- I. Revival/Seminar Leadership: Ministerial staff will be granted up to 10 days per year to lead revivals or teach seminars/conferences at assemblies and other churches.
- J. Overtime - Non-exempt employees will be paid overtime (1 1/2 times normal hourly wage) for working more than 40 hours in a Fair Labor Standards Act (FLSA) work week.
- K. Leave Sharing Program
 1. The Leave Sharing Program allows employees to voluntarily transfer sick leave or annual vacation (herein referred to as "leave") from their unused balances to the sick leave balance of fellow employees who need additional leave coverage for illness as outlined in the "Sick Leave" provision of Tabernacle's Personnel Policy .
 2. Eligibility and Conditions: Transfers of leave will be governed by the following rules of eligibility and conditions:
 - a. Donations of leave will be made and used in 1/2 day increments.
 - b. In any leave year, a donor may donate no more than 4 days of leave.

- c. Employees may donate only accrued leave. Unearned leave may not be donated.
- d. Recipients may not receive more than 20 days of donated leave during a leave year and not more than 40 days of donated leave during any 5 consecutive year period.
- e. Recipients must have exhausted all leave balances before receiving donated leave from the Leave Sharing Program.
- f. Any donated leave remaining to the credit of a leave recipient when the medical emergency terminates will be restored to the donor(s) to the extent administratively feasible. Restored leave is subject to the leave accrual limitations imposed by the Personnel Policy.
- g. Recipients may (but are not required to) reimburse donor(s) when they have accrued leave.
- h. Donated leave may be used in addition to the 60 day sick leave accrual limit imposed by the Personnel Policy.
- i. Employees may not directly or indirectly intimidate, threaten, or coerce any other employee to donate leave.
- j. All transfers of leave must be approved by the Personnel Committee.
- k. The Administrative Supervisor will administer the Leave Sharing Program.
- l. All forms and agreements related to the donation or receiving of leave will be maintained in the employee's personnel file.
- m. Exclusions: Medical conditions resulting from the following actions are excluded from eligibility for leave sharing benefits.
 - 1. Any occupational-related accident or illness in which Worker's Compensation benefits have been awarded.
 - 2. Injuries or illnesses occurring as the result of illegal or immoral activity.
 - 3. Injuries or illnesses that are intentionally self-inflicted.
 - 4. Injuries or illnesses occurring during a period of disciplinary suspension.

V. EMPLOYMENT

- A. Employment at-will: The church is an employment at-will employer. The employee or the church may terminate the relationship at any time, for any reason, with or without notice. The church's policies and/or practices are not intended to create a contract of employment, nor are they intended to alter an employee's at-will relationship with the church.
- B. Equal Employment Opportunity
 - 1. The church is committed to equal employment opportunity for all qualified persons without regard to race, sex, age, national origin, physical or mental handicap, political affiliation, or marital status. Prospective employees for non-ministerial positions who are not members of the church must be approved by the Senior Pastor and Personnel Committee before employment is offered.
 - 2. All employment decisions will be made in compliance with applicable labor laws.

- C. Employment of Minors: Employees under the age of 18 are required to provide a valid work permit or high school diploma prior to employment. The employment of minors is restricted by the terms and conditions of the work permit as well as the provisions of state and federal law.
- D. Employment of Relatives: The employment of relatives of persons already on the staff is permitted only with the approval of the Senior Pastor and Personnel Committee.
- E. As a condition of employment, all employees must agree to and adhere to the current statement of faith.
- F. New Employee Orientation: All new employees will be given a copy of relevant documents such as the Personnel Policy, compensation agreement, a current position description, and insurance and tax forms to be completed. The supervisor will discuss these and other matters concerning employment that may be unclear with the new employee.
- G. Probationary Period: All newly hired hourly employees will be on a 90 day probationary status. During this time, no benefits will accrue, but shall be credited for the 90 days at the end of this period if performance is acceptable and employment of the individual continues.
- H. Personnel Records: The church will maintain a personnel file on each person employed, including a record of all correspondence pertaining to employment, a resumé or application form, and any other document pertinent to the employment of the individual.
- I. The Personnel Committee will review the job descriptions of all employees in even numbered years. Job descriptions will also be reviewed when a vacancy exists.
- J. Ministerial Employees
 - 1. Senior Pastor: In the event the pulpit becomes vacant, the Nominating Committee and the Deacon Officers shall present to the church for approval a list of 7 persons with the designated chairperson to serve as a Senior Pastor Search Committee. This committee shall present its nomination for Senior Pastor to the Deacons for approval before presenting the candidate to the church.
 - 2. Ministerial Staff (other than the Senior Pastor): When a vacancy in the ministerial staff occurs, the Nominating Committee shall recommend to the church a Search Committee of 7 persons. After an appropriate person is agreed upon by the Search Committee and approved by the Senior Pastor, the candidate will be presented to the Deacons for approval before being presented to the church.
 - 3. Pulpit Supply: When there is a vacancy in the pastorate, a Pulpit Supply Committee consisting of 5 members will be appointed by the chairperson of the Personnel Committee, the chairperson of the Nominating Committee, and the chairperson of the Deacons to secure ministers to preach at the Sunday services on a temporary basis and to recommend to the Personnel Committee an Interim Preacher or Senior Pastor for consideration by the Deacons and by the church.
 - 4. As a condition of employment, all ministerial candidates are required to submit To a screening test for illegal drugs (as outlined in the Substance Abuse section

of this policy), an academic credential check, a credit check, a nation-wide criminal history check, and a nation-wide sex offender registry check.

K. Non-ministerial Employees

1. For new positions and when vacancies exist in established positions, approval of the Personnel Committee is required prior to proceeding with this employment procedure.
2. As a condition of employment, all non-ministerial employees are required to submit to a screening test for illegal drugs (as outlined in the Substance Abuse section of this policy), a nation-wide criminal history check, and a nation-wide sex offender registry check.

VI. TERMINATION OF EMPLOYEES

A. Non-ministerial Staff

1. Unless reason for dismissal deems the forfeiture of this benefit, non-ministerial employees terminated by the church will be given two weeks compensation plus compensation for any unused, earned annual vacation.
2. Employees resigning shall give a minimum of 2 weeks' notice, or at the option of the supervisor or Senior Pastor, can be relieved of their duties immediately. Employees resigning from the church will be paid for unused annual vacation provided a 2 weeks' notice of termination has been given.

B. Ministerial Staff (other than Senior Pastor): Ministers other than the Senior Pastor may be terminated at the discretion of the Senior Pastor in consultation with the Personnel Committee and the Chairperson of the Deacons.

C. Senior Pastor: The Senior Pastor may be terminated upon a recommendation of the Personnel Committee to the Deacons and then to the church at large. Recommendation to terminate shall be by majority vote of the church in conference called for that purpose with a minimum of 2 weeks public notice being given (i.e. an announcement on two consecutive weeks during the morning worship service).

VII. WORKING ENVIRONMENT

- A. All ministers and employees of Tabernacle are expected to conduct themselves in the performance of their duties and relationships with other employees in such a way that visitors, members and the community would see, and know that they endorse and practice biblical truths to maximize the outreach efforts and mission of the church.
- B. The Personnel Committee should strive to identify and implement actions to facilitate best practices and organizational outcomes that would make Tabernacle the standard for organizational excellence in its outreach community.
- C. All employees, ministers, deacons, officers, volunteers and members are expected to utilize Tabernacle's Personnel Procedures to effect Christ like attitudes that will promote cooperation, continuous improvement, ethics and spiritual growth.

VIII. EMPLOYEE EVALUATIONS

- A. Performance Evaluations will be conducted for all employees with at least six months of

service as of June 1st on an annual basis. The Senior Pastor's performance will be evaluated by the Personnel Committee.

- B. Written evaluations will not be made public, and will become part of the employee's personnel record.

IX. EMPLOYEE COMPENSATION

- A. Compensation Agreement: The chairpersons of the Finance and Personnel Committees, in cooperation with the Senior Pastor, will complete a compensation agreement for new employees and forward this agreement in writing to the employee when they are hired.
- B. Annual compensation increases will be effective at the start of the next fiscal year.
- C. Christmas Bonus: All church employees receive 1% of their annual salary as a Christmas bonus, with a minimum bonus of \$25.00.
- D. Service Awards: Service awards will be given to ministers and regular full-time staff on their anniversary of employment every five years. This special gift will be a percentage of current annual salary based on the following formula:
 - 1. 5 years - .75% of current salary
 - 2. 10 years - 1.50% of current salary
 - 3. 15 years - 2.25% of current salary
 - 4. 20 years - 3.00% of current salary
 - 5. 25 years - 3.75% of current salary
- E. Ministerial FICA: The church will pay to all ministerial staff, classified as self-employed by the Internal Revenue Service, an amount equal to one-half of their FICA tax liability.
- F. Housing Allowance: In January of each year, employees receiving a housing allowance must submit their housing expense for the previous year to the Financial Administrative Assistant. If their housing allowance was equal to or less than expenses, no further action is required. If the housing allowance exceeded expenses, the difference will be included as income on the minister's W-2 Form.

X. EMPLOYEE BENEFITS

Employee benefits are provided subject to the review and approval of the Personnel and Finance Committees and in accordance with the PROCEDURES manual.

XI. WORKPLACE APPEARANCE, CONDUCT AND CONFIDENTIALITY

- A. Church employees shall dress appropriately for their position and duties during all church functions and activities. The Personnel Committee, in consultation with the Senior Pastor, reserves the right to make the final determination of what is appropriate.
- B. Church employees shall act professionally, positively, and responsively in their positions, maintaining a high level of Christian, moral, and ethical values.
- C. Employees who handle highly sensitive and confidential information are responsible for its security. Employees may not disclose, duplicate, or use confidential information except as required in the performance of their duties.

XII. HARASSMENT POLICY

The church is committed to providing a work environment that is free from discrimination. In keeping with this commitment, the church maintains a strict policy prohibiting unlawful harassment, including, but not limited to, sexual and racial harassment. (Refer to Procedures Manual, Section VII Compliant Process.)

XIII. SUBSTANCE ABUSE POLICY

It shall be a condition of employment for all employees to submit to substance abuse testing.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at the church.

The church is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, the church has established the following policy as partial fulfillment of the requirements to become certified as a “Drug-free Workplace” in the state of Georgia.

A. It is a violation of church policy:

1. For any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
2. For any employee to report to work under the influence of or while possessing in his or her body, blood, or urine illegal drugs in any detectable amount.
3. For any employee to report to work under the influence of or impaired by alcohol.
4. For any employee to use prescription drugs illegally (i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed). However, nothing in this policy precludes the appropriate use of legally prescribed medications.

B. Violations of this policy are subject to disciplinary action up to and including termination. (Refer to Policy VI.)

C. Employee Assistance: The church offers resource information on employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file, which is located in the administrative office. In addition, we will distribute this information to employees for their confidential use.

D. The church will not discriminate against applicants for employment because of a past history of drug abuse. It is the current abuse of drugs, preventing employees from performing their job properly, that the church will not tolerate.

XIV. IN ABSENCE OF SENIOR PASTOR

In the absence of the Senior Pastor where designated in this document as having functional authority, that authority shall be exercised by the Personnel Committee.