

VILLAGE PARKWAY
BAPTIST CHURCH

PERSONNEL COMMITTEE

PERSONNEL POLICIES
AND PRACTICES MANUAL

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ARTICLE 1 GENERAL POLICIES

- 1.1 Definition of terms for staff and employees. Although all persons employed by Village Parkway Baptist Church (VPBC) are in that sense and for purposes of legal status "employees", nonetheless we view a calling to pastoral or ministerial positions to be substantially different from other types of employment. Therefore to maintain distinction within this Policy Manual the term "Staff" is used to refer specifically to pastors and ministers while the term "Employee" is used to refer to all others. Where the distinction is not critical to the meaning or intent the terms "position", "person", or "individual" are used all-inclusively to reduce redundancy and avoid awkwardness of expression.
- 1.2 Policies contained herein apply to VPBC Staff members and Employees, Village Parkway Christian School (VPCS) Principal, and Mothers Day Out (MDO) Director. The VPCS Principal and MDO Director are Staff members. This Policy Manual does not govern other employees of the VPCS and MDO. Policies for those employees are identified within respective manuals for each of those ministries.
- 1.3 Personnel policies, practices, and guidelines may be added or changed as deemed appropriate by the Personnel Committee after coordination and endorsement by the Pastor and Deacons and then acceptance by the church during a business meeting following one week's notice.
- 1.4 Policies and practices contained herein must be in agreement with the accepted Constitution and By-laws of Village Parkway Baptist Church. **When a conflict arises, it shall be resolved in favor of the VPBC Constitution.**
- 1.5 **Pre-existing** agreements and understandings that conflict with policies formulated herein will be honored to the extent that legal constraints are not violated. The intent is that no Staff member or Employee shall be damaged by a change in policy.
- 1.6 When a personnel situation or question arises for which there is no specific policy, the Pastor along with the Chairman of Deacons and Chairman of the Personnel Committee will reach a decision and effect an interim policy. The Personnel Committee then will consider the matter and implement a policy in accordance with section 1.3 above.

ARTICLE 2 PERSONNEL COMMITTEE

- 2.1 The Personnel Committee is a permanent committee that is responsible for developing, maintaining and administering personnel policies for all Staff and Employees; therefore, the Personnel Committee is charged with the following responsibilities.
 - 2.1a In cooperation with the Pastor, or his designated representative(s), survey the need for additions, deletions, and or job status changes for all positions as necessary.
 - 2.1b Together with the Pastor, prepare and maintain job descriptions for all positions.
 - 2.1c In coordination with the Pastor develop annual salary and benefits programs for new Staff and Employees, and then maintain all such programs.
 - 2.1d Annually prepare and submit salary and wage recommendations to the Finance Committee in support of said programs. Present for church membership vote at a regular business meeting.

- 2.1e** Monitor the Personnel Performance Evaluation Program (in concert with the Pastor).
- 2.2** With the advice, consent and/or recommendation of the Pastor, recruit and hire Employees for VPBC.

ARTICLE 3 CALL OR EMPLOYMENT

- 3.1** Staff members will be called by a special ad hoc committee, i.e. Pastoral (or other) Search Committee, and approved by vote of the church. Employees are recruited by the Personnel Committee and hired by the Pastor in concert with the appropriate ministerial Staff.
- 3.2** There will be a six (6) month probationary period for new Employees. No vacation time may be taken during the probationary period.

ARTICLE 4 STANDARD OF CONDUCT (Ministerial Staff)
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- 4.1** The Standard of Conduct for every Staff member is based on 1 Timothy 3:1-7 (*New American Standard Bible* translation), which reads:
 - 4.1a** It is a trustworthy statement: If any man aspires to the office of overseer, it is a fine work he desires to do.
 - 4.1b** An overseer, then, must be above reproach, the husband of one wife, temperate, prudent, respectable, hospitable, able to teach.
 - 4.1c** Not addicted to wine or pugnacious (belligerent), but gentle, uncontentious, free from the love of money.
 - 4.1d** He must be one who manages his own household well, keeping his children under control with all dignity.
 - 4.1e** But if a man does not know how to manage his own household, how will he take care of the church of God?
 - 4.1f** And not a new convert, lest he become conceited and fall into condemnation incurred by the devil.
 - 4.1g** And he must have a good reputation with those outside the church, so that he may not fall into reproach and the snare of the devil.

ARTICLE 5 INDIVIDUAL REQUIREMENTS (Staff & Employees)
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- 5.1** Staff and Employee actions and attitudes are constantly before the public. Therefore, these

individuals are first and foremost ambassadors of Jesus Christ and then of VPBC.

- 5.2** Staff and Employees are to work closely and in cooperation with church leadership, each other, and committees.
- 5.3** Staff and Employees are expected to carry out the decisions of the church.
- 5.4** Since church members are encouraged to become active in church programs, volunteers will on occasion work closely with Staff; therefore respect, understanding and cooperation on the part of the Staff and Employees are of essence.
- 5.5** Each member of the church is privileged to inquire about the program(s) of the church. Staff and Employees must be polite and courteous when responding to inquiries.
- 5.6** Staff and Employees must be able to accept interruptions of schedules in a congenial, cooperative manner.
- 5.7** Staff and Employees must be able and willing to receive visitors professionally and congenially at all times.
- 5.8** Some work may involve confidential matters of others. It is essential therefore, that all Staff and Employees honor a confidence.
- 5.9** Time, ideas, and church needs promote changes; therefore, each individual must have a spirit of flexibility and cooperation when and if there arises a need to change or realign major job responsibilities.
- 5.10** All Staff and Employees shall regularly check their mailboxes and church calendar for information to help prevent a conflict in direction.
- 5.11** Staff and Employees shall keep the receptionist informed of their whereabouts during office hours, especially when leaving church property, and to alert the receptionist when otherwise unavailable (i.e., attending meetings, in counseling sessions, etc.).
- 5.12** All Staff and Employees are responsible for maintaining their office or work space in an efficient manner conducive to work conditions.
- 5.13** At no time shall lunch be eaten in the outer office. The Staff and Employees are encouraged to leave the work area for the entire lunch period.
- 5.14** The front desk shall be responsibly occupied at all times during office hours.
- 5.15** Each Staff member and other Employee needs to assume responsibility for the security and protective care of church equipment.
- 5.16** Each Staff member and Employee should be alert to work overload of others, and be ready to assist when needed.
- 5.17** Staff and Employees designated by the Pastor will participate in staff meetings.

**ARTICLE 6
REPORTING RELATIONSHIPS**

- 6.1 Staff members shall report to the Pastor or, in his absence, to the Staff member designated to be in charge, or to the Deacons. Performance evaluations will be rendered at least annually by the Pastor.
- 6.2 Employees report to the Pastor or to the Staff member designated by the Pastor. Performance evaluations will be rendered by the Pastor or his designee.

**ARTICLE 7
WORKING SCHEDULES**

- 7.1 Staff members are expected to work a minimum of forty (40) hours per week unless their position is designated by the church as part-time.
- 7.2 Staff members will have one day off during the week in addition to Saturday. Their scheduled day off will be established and coordinated by/with the Pastor. At least one (1) Staff member will be in the office, or otherwise available, at all times during regular office hours.
- 7.3 Employees are expected to work the number of hours that their positions require with an hour for lunch. The church office will have one (1) secretary on duty continuously during office hours (8:00 to 4:00 Monday through Friday) including the lunch hour.
- 7.4 Since the church is a non-profit organization and is not engaged in interstate commerce, it is exempt from state and federal wage and hour laws and therefore does not participate in pay for overtime. Any overtime work must be requested and approved by the Pastor prior to time actually worked. Compensatory time off will be allowed to adjust for overtime worked by Staff and Employees, when pre-approved by the Pastor.

**ARTICLE 8
TELEPHONE CALLS**

- 8.1 VPBC will pay all *church business* long distance calls.
- 8.2 No personal long distance calls should be made on the church phones unless the call is billed to the calling person's home phone.
- 8.3 Because church phones are intended primarily for church business all individuals are asked to limit their personal calls, local or long distance.

**ARTICLE 9
PAY PERIODS**

- 9.1 The pay period will be semi-monthly. Individuals will receive their checks on the 15th and the last day of the month.

**ARTICLE 10
SALARY AND WAGE GUIDELINES**

- 10.1** Staff members will be called with a total salary package stipulated. Other benefits and allowances will be determined by the individual within the dollar constraints and governmental restrictions and guidelines.
- 10.2** The Personnel Committee will establish appropriate salary and wage rate ranges for each job classification in the personnel structure. These ranges will be reviewed periodically as necessary to ensure that salaries are properly aligned with responsibility level, cost of living fluctuation, budget constraints, and other pertinent factors.
- 10.3** All promotions, salaries, and wages of Staff and Employees will be considered by the Personnel Committee and then recommended to the Finance Committee for approval at annual budget planning time.

**ARTICLE 11
ABSENCES**

- 11.1** All absences, planned or unplanned, shall be brought to the attention of the Pastor or his secretary.
- 11.2** All work-related injuries should be reported to the Pastor and financial secretary as soon as possible so that the insurance claims can be initiated. Illness requiring absence from the job should be reported to the Pastor.
- 11.3** Sick time cannot be used until it is earned (i.e., cannot “borrow” or take advance of sick time).
- 11.3a** Time off beyond earned sick time will not be compensated.
- 11.3b** Sick time is earned at eight (8) hours for each full calendar month worked (full-time employment) not to exceed ninety (90) days. Personnel who work more than twenty (20) hours per week but less than forty (40) hours per week also can accrue up to ninety (90) days sick pay with compensation at the number of hours per day the individual would normally be scheduled on the sick day.
- 11.3c** No compensation will be made for unused sick time.
- 11.3d** Routine medical and dental appointments will be charged against sick time.
- 11.3e** If absences due to illness exceed five (5) consecutive work days, the individual must obtain a doctor's certificate indicating that he/she was **medically** not able to work. More than three (3) periods of five (5) consecutive work days per year is considered excessive.
- 11.3f** If any Staff member or Employee is declared permanently disabled and unable to work by a physician, that member will be given any remaining portion of *earned* sick pay. In the case of an Employee, the church will be free to seek immediate replacement. Total sick pay will not exceed ninety (90) days for any individual.

**ARTICLE 12
LEAVE OF ABSENCE**

- 12.1** Any Staff member or Employee who is *temporarily* medically disabled or pregnant may be placed on leave of absence until declared physically able to return to work by a physician. This leave of absence ordinarily shall not exceed three (3) months. Individuals requesting leaves of absence because of pregnancy will be expected to work until two (2) weeks prior to the established delivery date, and return to work no more than six (6) weeks after delivery (unless the attending physician recommends otherwise).
- 12.2** Before using disability leave individuals must first use all accrued sick pay and vacation time. Absences in excess of that will be unpaid except as provided by insurance programs in effect at the time.
- 12.3** In all cases, an individual's return from leave of absence for disability will not be permitted without a written release from the attending physician.
- 12.4** Request for time off for events such as legal or civic duties shall be approved by the Pastor or his designee. These requests usually should not exceed one (1) day in duration, once a year (except for jury duty: see 12.6).
- 12.5** Personal errands, such as shopping and routine appointments, shall be accomplished at times other than church working hours.
- 12.6** Staff and Employees receive their usual compensation while performing jury duty in addition to the jury fees received. It is expected, however, that they will return to work when not actually required to be in attendance at court.

**ARTICLE 13
PAID TIME OFF**

- 13.1** *GENERAL.* The following definitions and general conditions apply to all paid time off (PTO). Unless otherwise specified, the time period is understood to be the calendar year. All time away not otherwise discussed in this Article must be approved by the Pastor.
- 13.1a** To distinguish among types of PTO and guidelines for taking advantage of each type, the following categories are used: **Holidays, Vacation, Professional, and Health-related** (covered in Article 12, Leave of Absence). Additionally, to guide determination of total time allowed away from the church for PTO, two overarching categories are herewith created and used: Discretionary and Non-discretionary. Discretionary PTO includes Vacation and Professional; these are times over which the individual has some choice as to when and whether to take. Non-discretionary PTO includes Holidays and Health-related; holidays are pre-defined for all, and no one chooses when or to what extent to experience a health-related issue (pregnancy excepted).
- 13.1b** For Discretionary PTO, maximum time away from the church shall not exceed seven weeks (35 working days plus 7 Sundays). Exception: A person with more than twenty-five years of service may be away up to eight weeks in the year(s) that he takes his bonus week of vacation.
- 13.1c** To maintain continuity in ministry, Staff members taking discretionary time away of four or more continuous days should plan their schedule to ensure being present at least four weeks between such discretionary periods of absence. Exceptions will be at the Pastor's discretion.

13.1d Absences to attend to church-related activities within the Staff member's area of responsibility are not considered as time away; they are considered as regular work times.

13.1e Following approval by the Pastor, all scheduled absences (other than defined holidays) shall be submitted to the church secretary for advance calendar clearance. Time away should be thoughtfully planned to avoid conflict with any major program emphasis within the church.

13.2 *HOLIDAYS*. The church offices will be closed and all *full-time* Staff members and Employees will receive PTO for the following national holidays.

New Year's (2 days)	Memorial Day	Thanksgiving (2 days)
Martin Luther King	Independence Day	Christmas (2 days)
Monday after Easter	Labor Day	

13.2a When a holiday falls on Saturday, the Friday before will be considered the PTO day. For a Sunday holiday, Monday will be the PTO day. Individuals whose regular weekly time off includes a holiday will not be given any compensatory "holiday".

13.2b The Pastor or his designated Staff member will publish a schedule of holidays at the beginning of each calendar year.

13.3 *VACATION*. To determine the amount of vacation time available in a year, length of credited service (service date for ministerial staff) is used. Credited service is considered to have begun at the earliest date from which **continuous full-time** service started in a Southern Baptist Church, Association office, Convention office, or Mission organization.

<u>Credited Service</u>	<u>Vacation Earned</u>
1 - 5 years	2 weeks
5 - 15 years	3 weeks
15 - 25 years	4 weeks
25 + years	4 weeks + 1 bonus week each 5 yrs

13.3a Vacation time--being different lengths based on credited service--is earned at different rates. While the total length of vacation time is *available*, it is actually earned incrementally on a pay-period basis (24 pay periods). The following table clarifies.

<u>Weeks</u>	=	<u>Days</u>	x	8 hrs per day	=	<u>Hours</u>	/	<u>pay periods</u>	=	<u>hours earned per period</u>
1		5	x	8		40	/	24		1.6 hrs
2		10	x	8		80	/	24		3.3 hrs
3		15	x	8		120	/	24		5.0 hrs
4		20	x	8		160	/	24		6.6 hrs

Based on individual circumstances, and with approval of the Pastor, vacation time can be taken in advance of it being earned (and, in fact such may be required to coordinate schedules especially in the final months of the year). This table will be used to determine how much advance vs. how much earned vacation time is used. This calculation has primary application to the situation where an individual terminates employment before the end of the year, in which case that person would be required to reimburse for advanced but unearned vacation time taken [partial days rounded to nearest full day in the individual's favor].

13.3b Permanent part-time hourly Employees who work fewer than forty hours but more than twenty hours per week accrue vacation time at a rate commensurate with scheduled hours worked. For example, a part-time hourly Employee with two years service working twenty hours per week would earn one week of vacation (i.e., one-half that earned by the full time Employee with two years service).

13.3c Subject to the Pastor's approval, new Staff members or Employees may request to schedule one week of vacation during the first year of employment *but* following the six-month probationary period. Any individual who does not continue service beyond the probationary period shall not be paid or compensated for unused vacation time.

- 13.3d** Annual vacation time is to be used in the year it is earned. The Staff member or Employee shall not forego vacation in one year to increase the length of vacation in a following year. Nor shall anyone be paid or otherwise compensated in lieu of vacation time earned but not used. An exception may be made for an individual who must suddenly and unexpectedly discontinue service, such as due to a catastrophic disability. A standing exception applies in cases of termination (see Section 21.5)
- 13.3e** Requests for all vacation time shall be submitted to the Pastor for approval. The Pastor will coordinate time off, taking into consideration the workload and time off requests of other individuals. There may be instances where a requested time away must be shifted to a different time due to schedule conflicts.
- 13.3f** Full-week vacation dates must be submitted to and approved by the Pastor at least two weeks in advance of the requested time. Preference in dates shall be given based on seniority. The Pastor will arbitrate any conflicts. Also, to receive advance of pay otherwise payable during the vacation time, request must be made to the Pastor and coordinated with the financial secretary. Approved advances will not be paid until the last work day preceding the start of vacation.
- 13.3g** The purpose of vacation is to relax, refresh, renew and take respite from daily responsibilities; therefore full-week vacations are highly encouraged. However, of total vacation time available one week may be split (i.e., into two partial weeks, such as 3 days now and the remainder later) but only with the Pastor's approval. All other vacation time must be taken as full-week.
- 13.4** *PROFESSIONAL PTO.* This includes time to attend revivals, conferences, conventions and workshops [hereafter, "gathering" is used to mean any and all such activities]. The Pastor or Staff member may be specifically called to lead or speak at a gathering, or he may attend as a matter of choice. He may be paid (such as to lead a revival), or not. The gathering may be in the local area, or require overnight travel. For all such professional PTO (in any combination) time away shall not exceed three weeks (15 working days, and 3 Sundays). [Note: As discretionary PTO, this applies against the total PTO maximum.]
- 13.4a** For discretionary attendance at a gathering when the church will be paying the associated travel and lodging costs, no more than two per year per Staff member shall be scheduled. Attendance at local gatherings is not limited in number, so long as the other restraints (e.g., total time away) are observed.
- 13.4b** Discretionary attendance at gatherings shall be approved by the Pastor. The purpose of such gatherings must be in the area of the Staff member's ministry responsibility. To the extent that such gatherings offer advance notice of dates and attendance is planned, a budget request shall be submitted (preferably at the beginning of the church fiscal year).
- BUDGET NOTE:** For travel to non-local gatherings, cash advances may be allowed five days before departure. Advances should not exceed 110% of the estimated reimbursable expenses. Reimbursable expenses include actual costs for event registration, lodging, meals, and transportation. If a private automobile is used, transportation costs will be paid to the driver at the current IRS per-mile rate. Good planning and advance travel arrangements frequently allow travel by air to be more cost-effective than by surface. Unless there are clear advantages to the contrary, the most economical travel package will be arranged. [Be sure to factor in en-route lodging and meal costs.]
- 13.4c** When a Staff member attends a gathering where the agenda or activities are of general interest or importance to the congregation, he will be encouraged to give a report to the church on a Sunday evening following his return. The Pastor will consider the need and practicality of such reports.

- 13.4d** Employees also will be required to attend conferences or workshops to enhance their job skills in accordance with arrangements made by the pastor and the Personnel Committee.

**ARTICLE 14
SICKNESS OR DEATH IN THE FAMILY**

- 14.1** In the event of serious illness or death in the family of an individual, the Pastor, at his discretion, may allow the person to be absent from work at their regular rate of pay. The total allowance for paid time off for family sickness or death per year should not exceed four (4) days. Any additional time off must be counted as vacation or time off without pay. Any exceptions will be subject to approval by the Pastor.

**ARTICLE 15
VOTING & PARTICIPATION IN POLITICAL ACTIVITIES**

- 15.1** An individual may be granted a reasonable amount of time off by the Pastor to vote in local, state and national elections if the person cannot go to the polls either before or after their normal working hours.

**ARTICLE 16
MEDICAL, DISABILITY, LIFE, & RETIREMENT INSURANCE**

- 16.1** Staff members. VPBC will cooperate with Staff to provide medical, disability and life insurance, and retirement coverage as part of the overall compensation package. Insurance coverage will be provided through a provider selected by the church, unless the individual requests coverage through another provider.
- 16.1a** Unanticipated increases in the cost of insurance by a church-selected provider during the budget year will be absorbed by the church.
- 16.1b** Insurance coverage for ministers called from other Southern Baptist Churches or associations will be arranged to ensure that there will be no lapse in coverage.
- 16.2** Employees. Arrangements for insurance coverage will also be made available to full-time Employees. These arrangements will be according to the benefits schedule that is applicable to the current budget year.

**ARTICLE 17
STAFF AND EMPLOYEE RECOGNITION**

- 17.1** As soon as practical after the arrival of a new Staff member, the membership will honor that individual and his family by:
- 17.1a** Publicizing from the pulpit the arrival of the new minister.
- 17.1b** Publicizing the reception in VPBC's bulletin and other media.

- 17.1c Hosting a reception on a Sunday evening.
- 17.2 When a Staff member is being called to another ministry, appreciation for his service will be shown in the same manner as in sections 17.1a - 17.1c, with the exception of a love offering being taken. The church will underwrite the amount necessary to make the gift at least 1/2 of one (1) percent of the annual salary .
- 17.2a When an Employee of long standing (five (5) years or more) departs, recognition will be the same as in section 17.1a - 17.2 above.
- 17.2b If circumstances dictate, the Pastor may, with concurrence of the Personnel Committee, determine that a reception is inappropriate. In that case, an individual's departure would be acknowledged in another appropriate manner.
- 17.3 The church will recognize Staff members and Employees on their fifth anniversary of service at VPBC and every five (5) years thereafter by presenting monetary awards. Unlike the service date for vacation calculations, the date beginning service at VPBC is the date of hire or call, without regard to full- or part-time status.
- 17.3a Gifts will be a percentage of annual salary in the amounts of:

5th Anniversary	1/2 of one percent (.5%)
10th "	One percent (1%)
15th "	One and 1/2 percent (1.5%)
20th " & above	Two percent (2%)
- 17.3b The Personnel Committee will oversee the giving of gifts for anniversaries and will encourage church members to show their appreciation.

**ARTICLE 18
CHRISTMAS GIFTS**

- 18.1 All Staff and Employees will receive a Christmas gift. Gifts will be figured at 1/2 of one (1) percent (.5%) of annual salary. Gifts will be prorated for a partial year's service with a minimum gift of \$25.

**ARTICLE 19
EVALUATIONS**

- 19.1 Each Staff member and Employee will be evaluated at least once per year, or as needed, by the Pastor. Additionally, new Staff and Employees will be evaluated at ninety (90) days, and again at six (6) months.
- 19.2 During February of each year, evaluations will be rendered for each Staff member and Employee. During the previous October, typically at Staff Retreat, a minimum of three (3) goals for the coming year will be set with each individual. These goals, jointly established by the individual and the Pastor, should enhance the person's area of responsibility and further the ministry of the church.

ARTICLE 20
STAFF RECRUITMENT & MOVING EXPENSES

- 20.1** VPBC will pay pre-approved travel, hotel and meals expenses incurred by Search Committee Members in the recruiting of a pastor or minister. Receipts are required for reimbursement. Reimbursable items and amounts are:
Hotels: Actual amount **Meals:** Per diem (per day) \$25.00 per person
Travel: Actual amount **Auto Mileage:** Current IRS per mile rate
- 20.2** Expenses covered are those incurred by the Search Committee and those for the minister and his spouse for two trips to San Antonio before accepting the position.
- 20.3** After accepting a position, a full-time minister and his spouse will be allowed an additional house-hunting trip not to exceed three (3) days. [Reimbursable expenses same as section 20.1 above].
- 20.4** The church will pay moving expenses for the full-time minister and his family.
- 20.4a** Movement of household goods and personal effects: Reasonable & customary expenses.
- 20.4b** Storage of household goods for up to three (3) months: Reasonable & customary expenses.
- 20.4c** Temporary living expenses for no more than seven (7) days, unless approved by the Finance Committee. Hotel and meal expenses same as section 20.1 with meal expenses not to exceed \$75.00 per day, per family.
- 20.4d** Hotel and meal expenses en route to San Antonio, same as section 20.4c.

ARTICLE 21
TERMINATION

- 21.1** Resignation: A minimum of two (2) weeks' notice for voluntary termination from any position is desirable. The resignation shall be in writing and delivered to the Pastor.
- 21.2** Termination of the Pastor's employment comes by recommendation of the Deacon body to the church.
- 21.3** Release or discharge of Staff other than the Pastor: The Pastor may take the initiative to terminate employment of a Staff member after full counseling between that member, the Pastor, the Chairman of Deacons and Chairman of the Personnel Committee.
- 21.4** The church may--following VPBC Constitutional guidelines--effect immediate termination of an individual's employment for cause [ref. Article 22] and with the welfare of the church body in view.
- 21.5** Earned vacation will be prorated and paid in all cases of resignation or dismissal [refer to Section 13.3 to determine how much prorated vacation time is due].
- 21.6** Pay and allowances will be prorated and paid in all cases of resignation or dismissal. Severance packages may be provided in accordance with VPBC Constitutional guidelines. Exceptions to severance package guidelines could be made for humanitarian reasons or for the well-being of the church. Exceptions applied to Staff require approval of the Deacon body and vote of the church. Exceptions for Employees require Personnel Committee approval.

ARTICLE 22 CAUSES FOR INVOLUNTARY TERMINATION
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- 22.1** Immoral and/or illegal behavior: as defined by Biblical standards of morality, e.g., adultery, fornication, homosexuality, sexual perversion, drunkenness, vulgarity, lying or stealing.
- 22.2** Incompetence: defined as failure to perform the job satisfactorily after sufficient period of time on the job, and at least three (3) documented counseling sessions have been held between the Pastor and the individual.
- 22.3** Insubordination: defined as deliberately acting or speaking in a disrespectful manner interpreted as intractably contrary to the policies, wishes, or instructions of the Pastor or superiors. Two (2) or more documented instances of insubordination could result in involuntary termination.
- 22.4** Two (2) consecutive unsatisfactory evaluations will result in involuntary termination.