

Indian Creek Baptist Church Salary and Benefits

Within each calendar year, vacations are regularly scheduled for all employees and paid leave is provided. No vacation or leave may be carried over into the next year, nor will employees receive additional pay for vacation or leave not taken. Part time staff with standard work schedules of at least 24 hours per week will receive paid vacation, holiday, and medical insurance on a prorated basis.

Salary:

- Salary will be distributed by check on the 15th and last day of the month

Vacation:

- Two weeks paid vacation annually at the completion of one year of service. Prior to the completion of one year of service, vacation will be prorated on the basis of one day for each month employed, not to exceed two weeks.
- Three weeks paid vacation annually including the calendar year five years service attained

Holidays:

- The church office will be closed one day to observe New Year's Day, Memorial Day, Independence Day and Labor Day. The office will be closed two days for Thanksgiving and Christmas
- When any of these holidays occur on Sunday, they may be taken the week before or after

Paid Leave:

- Leave will be granted due to personal illness; illness of a member of the immediate family which requires hospitalization, or death in the family. The immediate family includes spouse, child, parent, sibling, and spouse's parent. Prior to the completion of one year of service, leave will be prorated on the basis of one day for each month employed. Leave is not to exceed two weeks. After one year of continuous service, two weeks leave will be granted.
- Three days leave will be granted for the death of a member of the immediate family. One day will be granted for the death of grandparent, aunt, uncle, niece, nephew, and first cousin. Leave will be granted whether deceased person was related by blood or marriage
- The Personnel Committee may grant extended leave

Ministerial Staff Time Off

- All staff leave will be approved by the Pastor
- Pastor leave will be approved by the Elders
- The Personnel Committee and the Elders will approve any leave greater than allowed by this document
- Elders will approve periods of leave greater than four Sundays
- Two weeks of revival or conferences when serving as guest minister or leader of these events
- Two weeks to attend conferences or training.
- Two weeks mission trips to represent Indian Creek Baptist Church on mission
- One month study leave every five years not to exceed four Sundays. Total leave time in any twelve month period following an anniversary date greater than ten weeks will be approved by the Personnel Committee and the Elders. The Church shall consider assisting with costs of room, board, tuition and conference fees.

Medical Insurance

- Individual medical insurance is provided for full time employees.
- 75% of the cost of medical insurance for family members of full time employees is also provided.
- Individual medical insurance for part time employees is provided at a pro-rata percentage, based on the number of regularly scheduled hours worked. A part-time employee must work at least 24 regularly scheduled hours per week to be eligible for health insurance coverage.
- Part-time employees may elect to purchase additional health insurance for family members through payroll deductions.
- The Personnel Committee will select the health insurance provider and plan of coverage.
- Employees may choose a plan from the Church's selected provider with a lower deductible or greater coverage, but the Church's contribution will not change. Employees may not select a plan with a higher deductible, or less coverage.
- When family members of full time staff are insured elsewhere with the minimum coverage provided for employees, the employee may request upgraded medical healthcare and/or other insurance, such as vision, dental, life, long term care, or disability. The amount of additional coverage is limited to 50% of the employee's current premium not used for family coverage.
- Any current or new employee who currently has insurance coverage, but is turned down by the church's insurance company may continue with his current carrier. The church will contribute the same amount it would have contributed on behalf of the employee to the church's plan.

Matching Retirement Funding

- See attached "Rules and Procedures for Eligibility and Contributions" for 403(b)(9) Retirement Plan for Southern Baptist Churches.

Office Hours-Ministers

- Normal office hours are 9:00 am until 5:00 pm Monday through Thursday.
- Sunday is considered a work day for all full time staff.
- Normal worship services are on Wednesday night, Sunday morning, and Sunday night. Special services may occur at any time.
- Normal days off are Friday and Saturday unless changed by the pastor.
- Variations in hours can be negotiated with the pastor.

Office Hours - Other Staff

- Hours will be determined by the Personnel Committee and approved by the Elders.

Approved by the church and attested by:

Church Officer

Date