

I. Ethical Standards

- A. Staff members at First Baptist Azle are ministers and leaders of the church. With that, they should maintain the standards outlined for leaders in 1 Timothy 3 (any question concerning those standards should be clarified with Senior Pastor).
- B. Failure to uphold these standards in a manner worthy of a minister of God, follow up may be had by the Senior Pastor and leadership of the church.
- C. Failure to rectify these issues may lead to termination of position.

II. Staff Conflict

- A. Conflict among the staff is inevitable. If a staff member has conflict with another staff member, they should always try to resolve that conflict with that person in a biblical manner and not spread it to other people.
- B. Should these attempts fail, the Senior Pastor should be brought in to help resolve the situation.
- C. While the staff may disagree behind closed doors, the staff should always be a united front outside of the office in conversations with the church.

III. Work Schedule

- A. The First Baptist Azle office work hours are Monday-Thursday, 9:00am-4:00pm (with an hour lunch break).
 - *NOTE: On Wednesdays, the staff is allowed to take an extra hour off at their convenience.*
- B. Staff will also be here for Sunday and Wednesday services to complete their duties.
- C. The office will be closed on Fridays and Saturdays (unless a staff member has switched days).
- D. If a staff member needs to switch a workday (Ex: Wednesday for Friday), they should fill out a Vacation/Personal Day Request Form at www.fbcazle.org/hr as soon as they can and also notify the Associate Pastor. Switched days should be the exception and not the norm.
- E. Phone calls should be answered by the Secretary. However, if the Secretary is not present, the phone should be answer by any staff on duty.

IV. Compensation Days

- A. The staff office hour schedule is fairly light (6 hours - Mon.-Thurs. + 4 hours - Wed. night + 5 hours Sun. morning = 33 hours). This is to help compensate for heavier seasons of ministry (Bibles studies, events, camps, etc).
- B. However, if there is a particularly heavy season of ministry where a significant amount of extra time is spent working outside of the normal work schedule, Compensation Days are allowed.
- C. Compensation Days shall be allowed at the discretion of the Senior Pastor and should be requested in advance.

V. Holidays

- A. The following holidays will be granted to all full time staff members:

NEW YEAR'S DAY
GOOD FRIDAY
MEMORIAL DAY
INDEPENDENCE DAY

LABOR DAY
THANKSGIVING DAY
CHRISTMAS DAY

- B. Holidays that fall on a Saturday or Sunday will be observed on the next office day.
- C. Extra days off may be given at the discretion of the Senior Pastor.

VI. Vacation Days

- A. Vacation Days are provided based on the length of continuous service. If a staff member begins during the calendar year, they will be pro-rated their Vacation Day allotment.
- B. Vacation Days are renewed each calendar year and do not rollover year to year.
- C. Vacation Days can be used only in full-day increments.
- D. If the office is closed during a use of Vacation Days, the staff member will be credited that days back.

Length of Continuous Service

6 - 12 months
1 - 4 years
5 - 9 years
10 - 19 years
20+ years

Vacation Allowance

Part Time

5 days
10 days
15 days
20 days

Full Time

5 days (1 Sunday)
10 days (2 Sundays)
15 days (3 Sundays)
20 days (4 Sundays)
25 days (5 Sundays)

- E. If a staff member would like to use a Vacation Day, they should fill out the Vacation/Personal Day Request Form at www.fbcazle.org/hr as soon as they can and also notify the Associate Pastor. From there the Associate Pastor will approve the day and officially document it.

- F. Upon separation from First Baptist Azle due to resignation, retirement, death, disability, or layoff, the individual (or his/her beneficiary) will be paid for all vacation allowance provided but not taken. **Individuals who resign without giving proper notice (at least two weeks) or who are discharged for misconduct, will not be paid for unused vacation.**

VII. Personal Days

- A. Personal Days are not to be used as Vacation Days, but rather to accommodate life's complications (sickness, doctor appointments, family issues, etc).
- B. Personal Days are renewed each calendar year and do not rollover year to year.
- C. Personal Days can be used in half-day or full-day increments.
 - 1-3 hours missed- Half-Day
 - 4+ hours missed - Full-Day
- D. Full time staff members are eligible for seven (7) Personal/Sick Days.
- E. Part time staff members are eligible for three (3) Personal/Sick Days.
- F. If a staff member would like to use a Personal Day, they should fill out the Vacation/Personal Day Request Form at www.fbcazole.org/hr as soon as they can and also notify the Associate Pastor. From there the Associate Pastor will approve the day and officially document it.

VIII. Resignation

- A. Should a staff member deem it necessary to resign, proper notice should be given (at least 2 weeks).
- B. The Senior Pastor should be the first notified and then a rollout/transition plan will be discussed.
- C. The staff member should leave the church gracefully, always seeking to maintain unity in the church.
- D. Upon separation from First Baptist Azle due to resignation, retirement, death, disability, or layoff, the individual (or his/her beneficiary) will be paid for all vacation allowance provided but not taken. **Individuals who resign without giving proper notice (at least two weeks) or who are discharged for misconduct, will not be paid for unused vacation.**