

LEWISVILLE

BAPTIST CHURCH

EMPLOYEE HANDBOOK

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WELCOME



WE'RE SO GLAD YOU'RE HERE

Let's start with a little bit about who we are trying to be.

OUR VISION

CHURCH EVERYWHERE

Our picture of the preferred future is a church who is an indispensable member of her community, advancing the Gospel through fascination rather than force, filled with people who consider themselves representatives of Jesus and His church in all areas of their lives.

OUR MISSION

HERE TO SERVE

Show love, share life, and serve grace to everyone around us because He loved us first.

OUR VALUES

BETTER TOGETHER

You can't do it alone, and you're not supposed to.

NEXT STEPS

Helping each other take the next step toward God and good in our lives.

RHYTHM

Intentional time and space to rest in, be renewed by, and to respond to God.

GRACE MUST WIN

People before programs, preferences, and politics.

STAFF CULTURE



ABOUT OUR TEAM

In addition to striving for leadership excellence and spiritual maturity, there are some specific values that make our team our team.



same side of the rock

BELIEVE THE BEST
LOOK OUT FOR ONE ANOTHER
ASK HOW YOU CAN HELP
ACCEPT HELP

Who can do it with you?
Who else can do it?
Who can you celebrate?
Absorb blame, give away credit

HOT POT ATO



Take Your Vitamins & Get Your Shots.

COUNSELLING IS MANDATORY
YOU DON'T NEED PERMISSION TO GET REST
WHAT ARE YOU DOING RIGHT NOW TO GET BETTER?



No One Loses Their Birthday



UMBRELLA OF MERCY - TAKE THE SWING
GIVE EVERY IDEA ROOM TO BREATHE
NEUTRALIZE FAILURE BY LEARNING FROM IT

EMPLOYEE RIGHTS



OUR COMMITMENT TO YOU

Working at Lewisville comes with certain expectations, both *of* you and *for* you.

YOU HAVE THE RIGHT TO EXPECT

DIGNITY AND RESPECT
EMPOWERMENT
CARE
POSITIVE WORK ENVIRONMENT

YOU HAVE THE RIGHT TO A WORKPLACE FREE FROM

DISCRIMINATION
PERSONAL HARASSMENT
SEXUAL HARASSMENT
ABUSE OF AUTHORITY

SUPPORT

If you experience an event or an environment that seems contrary to the spirit of these commitments, please bring it to the attention of your supervisor or the Board of Deacons.

PROBATIONARY PERIOD

When you start with us, you'll have a 3 month probationary period. After successful completion you'll be a fully-vested permanent Lewisville Baptist employee.

PAYROLL

Employees are paid every second Friday. We provide automatic deposit and will require your banking information/void cheque. The pay period includes the two previous full weeks.

SALARY REVIEW

Salaries are reviewed by our Board before each fiscal year. Cost of Living, budget figures and scope of work will all be considered in this process.

CONFERENCE & FURTHER EDUCATION

We encourage and expect you to pursue growth and improvement personally and professionally. Some funds are available annually to support staff in pursuing conference, workshop, course and coaching opportunities. Application for access to these funds must be provided in writing to your supervisor and will be approved on rotation by the Board of Deacons. If you are intending to explore further formal/academic education, please let us know so we can explore ways to be supportive of your efforts.

EXPECTATIONS



EMPLOYEE CONDUCT

It takes years to build a reputation of character and only seconds to damage it. Our integrity comes from living up to our values through our actions, our words, and how we treat each other. We are committed to preserving and growing our reputation and integrity as people and as a church in our community. Be nice, be honest, and speak the truth in love. Be aware of your status as an emissary of this church and her reputation.

DISCRETION & CONFIDENTIALITY

The nature of ministry often requires discretion and confidentiality. You are expected to exercise mature judgement with regard to sensitive documents and conversations at all times.

OFFICE BUILDING SECURITY

The building hours are from 9am to 4:30pm Monday through Thursday. The building will be open during other events and services. Please ensure the main doors are locked and all lights are turned off if you are the last one out. Please lock your office at all times outside these hours.

STAFF MEETING

Teamwork is an important part of who we are and what we do. Each employee is required to regularly attend and participate in weekly staff meetings. (Part time employees may negotiate alternative accommodations on a case-by-case basis).

DRESS CODE

We don't endorse a formal dress code and don't expect you to dress in clothing that makes you feel uncomfortable. We do expect proper hygiene, adequate grooming, and clothing that is neat, clear, modest, and respectable to the team and the public you may encounter.

During programming, meetings with church members or outside connections, or for services and events, we expect your deeper consideration to appropriate dress for the given scenario.

RESIGNATION

In the event of a resignation, we ask that you provide a minimum of 2 weeks notice. A written resignation is effective only when the team lead accepts it.

HOURS



MAKE HAY WHILE THE SUN SHINES.

Our church offices are open from 9am to 4:30pm, Monday to Thursday. For most positions, we don't have defined work schedules - it's up to you to determine the work hours where you can perform your best work. There are meetings, programs and other events that require work at specific times, and in some cases outside regular office hours (evenings, weekends).

Our full-time positions are based around a 37.5 hour work week. The trust you're given to manage your own schedule should result in respect of this expectation. We also expect and encourage self-care, rest and proper boundaries. Take your breaks, get your rest, manage your time and have a life outside work. We are not interested in your success or productivity at the expense of your physical, emotional or spiritual health. Full-time ministry positions are also afforded a mid-week day off (Fridays) in lieu of the expectations of Sundays.

We do not pay overtime unless specifically approved by your lead under special circumstances. If you have occasion to work more than usual during a specific event or season (extra days, evenings), we encourage you to take this time back as soon as appropriate in collaboration with your team lead or supervisor.

SNOW STORM POLICY

A decision to close the office due to a weather event will be made within a reasonable time before the start of the work day. If a storm intensifies during a work day, a decision to close early may be made at that time. If you don't feel safe to drive because of deteriorating road conditions, you may make up the time within a week or work from home that day. Please plan ahead to bring work home in advance of an absence where possible.

SICK DAYS



EMPLOYEES' RESPONSIBILITY

It's your responsibility to manage your lifestyle and personal affairs so that you can first be your best and second do your best work. You're encouraged to pursue the right balance at home so you can have regular, reliable and prompt attendance at work. Your reliability plays a vital role in team building and productivity of the team as a whole.

GENERAL SICK LEAVE GUIDELINES

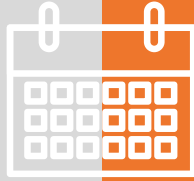
If you're full time, you accumulate 2 days each month for sick leave for up to 24 days each year. Part timers accumulate 1 sick day per month. You can take sick leave in advance of days being accumulated, however they must be accrued in the fiscal year to avoid pay deduction. Accumulated sick days do not carry over to the next fiscal year (January 1). When an employee is out sick for more than 3 consecutive days, a Physician's Certificate may be required. There is no cash value for sick benefits accumulated upon retirement, termination or dismissal.

YOU CAN TAKE A SICK DAY WHEN

- You or a dependant are ill (physical or mental in nature)
- You have a routine appointment with a physician, dentist, hospital or optometrist provided it's not possible to schedule on your own time.

IF YOU ARE TAKING A SICK DAY

Please let the office know by email, calling, or texting the Office Administrator and other affected supervisors or co-workers.



VACATION

Full Time - paid more than 34 hours per week for more than 42 weeks per year
Part Time - all others

Ministry Staff = ministry, programming, care, leadership
Support Staff = facilities, administration

Ministry Staff

Year 1: 3 Weeks (incl. 3 Sundays)
Year 2-9: 4 Weeks (incl. 4 Sundays)
Year 10+: 5 Weeks (incl. 5 Sundays)

Support Staff

Year 1: 2 Weeks
Year 2-5: 3 Weeks
Year 5+: 4 Weeks

1 Week = 5 regular work days (incl. Sunday), whether full or part time

Staff are expected to attend Sunday services each week when not ill or on vacation. Ministry Staff will be afforded 1 Sunday per quarter to be absent without cause outside of vacation or sick time. These Sundays can be used to visit other churches and services, attend training opportunities, or simply to prioritize self care.

All other absences and/or time off will be subject to approval or individual contract negotiation.

Vacation schedules will be maintained by Office Administrator and subject to approval of supervisors. Requests for vacation time should be submitted well in advance wherever possible.

Staff are asked to avoid vacation during Annual General Meeting, Easter Season, Fall Kick-Off Season and Christmas Eve, unless specifically approved by supervisor.

Bonus: Often our board afford our staff team some bonus time off (ie the days between Christmas Day and New Year's Day, etc.), however these are confirmed on a year-to-year basis and not directly part of the employment agreement or benefits.

Yearly Holidays:

- | | |
|-------------------|-----------------|
| New Year's Day | Labour Day |
| Family Day | Thanksgiving |
| Easter Monday | Remembrance Day |
| Victoria Day | Christmas Day |
| Canada Day | Boxing Day |
| New Brunswick Day | |



MATERNITY LEAVE



MATERNITY LEAVE

To qualify for maternity leave, you'll need to be a Lewisville Baptist employee for a minimum of thirteen weeks prior to the expected due date (and also have a baby).

You'll get your regular pay check during the two week waiting period for EI benefits. Visit this link for more info about EI maternity benefits:

<https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html>

If you do not return to work after the leave period, we will consider it a voluntary termination.

Please let us know at least four months before the probable delivery or adoption custody date. Barring an emergency, please notify us a minimum of two weeks prior to the date you intend to start your leave.

CHILD CARE LEAVE

If you are the natural parent of a newborn or unborn child, or adopting or have adopted a child, you can get leave of absence without pay of up to thirty-seven consecutive weeks to care for the child. Barring an emergency, please provide four weeks written notice of the start date and duration of the leave

Where a natural mother intends to take a child care leave in addition to a maternity leave, she can start the child care leave immediately after the maternity leave. The combined maternity leave of 17 weeks and childcare leave of 37 weeks taken cannot total more than 52 weeks.

Where Lewisville Baptist employs both parents, the child care leave may be shared by the child's parents but the leave is only 37 weeks in total, regardless of how it is divided, and it must be taken consecutively.

An employee on Child Care Leave needs to notify us in writing of any change to the planned return to work date, four weeks before the expiry of the leave.

If you don't come back to work after the leave period we'll consider it a voluntary termination.

FATHER BENEFIT

Upon the birth of your child, you'll receive up to three days paid leave which can be taken anytime during the hospital stay, including the day of discharge.

In the case of complications, exceptions for leave may be granted.



OTHER LEAVE

MARRIAGE LEAVE

Congratulations! Please enjoy two days leave from work with pay when you tie the knot.

BEREAVEMENT

You'll be granted up to five consecutive days with pay as a support after the passing of an immediate family member (parent, sibling, spouse, child or significant other, parent-in-law, sibling-in-law). One day off with pay will be provided in the event of the passing of someone close to you.

OTHER LEAVE

Other instances of leave may be afforded and will be negotiated on a case-by-case basis (ie Compassionate Care, Court duty, etc).



BENEFITS

Fully-vested employees working a minimum of (20) per week are eligible to participate in the CBAC benefits plan, and those earning the required annual minimum (as outlined by CBAC) can participate in the pension plan. For details on benefits package please visit: <https://baptist-atlantic.ca/our-convention/departments/pension-benefits/>

TECH & RESOURCES



COMPUTER USAGE

Please take necessary precautions to ensure your computer does not become infected with viruses or other forms of malware, including software updates. If you require assistance, please contact our Technical Director or your Team Lead.

Reasonable personal use is permitted, however illegal downloading activity and pornography will not be tolerated.

Computers will be upgraded and replaced on a rotation schedule. Buy-back of older machines will be offered if no other ministry use is apparent.

CELL PHONE

Each permanent employee of Lewisville (minimum 10h/week equivalent) is afforded the opportunity to participate in our cell phone plan. Your cell bill will be covered by the church up to the limits provided in the plan. (For details of the plan, visit: <https://baptist-atlantic.ca/tools-resources/pastors-resources/>)

The device is owned by and is the responsibility of the employee. You may keep your number and device when entering and exiting the plan. Personal use is permitted, however Lewisville retains the right to terminate the cell benefit if your conduct and/or usage fall outside the bounds of integrity. Data overages and personal travel/roaming fees will be charged back to the employee at the administrator's discretion. Addition of a non-employee spouse to the plan is only permitted if express permission is granted by supervisor/Deacons Board.

CREDIT CARD

If your position affords you a corporate credit card, you are responsible for it at all times. Please don't share it, and report to the office immediately should it be lost or stolen.

Purchases above \$500 should be pre-approved by Office Administrator. Each card holder will submit a monthly reconciliation of their credit card bill, attaching all corresponding receipts and assigning appropriate budget line codes. If purchasing services (meals, gift cards) please provide receipt, code and detailed record of people involved and/or usage. Office Administrator and card holder will both sign off on monthly reconciliation (form will be provided). Please make yourself available to provide context for each purchase to Office Administrator before signing off. Periodic spending summaries and highlights will be provided to Associate, Treasurer and Deacons Board via Office Administrator.

ORGANIZATIONAL STRUCTURE



Please see the **Office Administrator** if you have a question, concern, or request pertaining to:

- Finances
- Administration
- Facilities

The Office Administrator will exercise their own judgement, liaise with Treasurer and/or Board of Management, and escalate to the Associate where necessary in order to provide the needed support or interpretation.

Please see the **Associate** if you have a question, concern, or need for support in the areas of:

- Ministry Practicalities
- Leadership or Organizational Management
- Human Resources
- Conflict

The Associate will exercise their own judgement, liaise with all levels of leadership, and escalate to the Deacons Board or Senior Pastor where necessary in order to provide the needed support or interpretation.

The **Senior Pastor** is available to all staff for matters of:

- Personal Counselling, Guidance
- Discipleship
- Theology
- Vision Interpretation

The Senior Pastor acts as shepherd leader for the entire ministry of the church, staff, ministries and congregants. The Senior Pastor will also proactively connect with each staff member periodically and staff should be ready to share updates, answer questions and receive input with grace and deference.

The **Board of Deacons** will provide ultimate oversight in the areas of vision and direction, Human Resources, salary and budget. The Senior Pastor and Associate will meet regularly with the Deacons Board and act as liaisons and advocates between staff and the Board.

All levels of leadership exercise an open door policy. Please use discretion and respect by limited unnecessary interruptions by booking time in advance where possible.

ORGANIZATIONAL STRUCTURE



REVIEW PROCESS

Regular staff review will be led by the Associate. Periodic one-on-one check-ins for mutual feedback will be initiated by the Associate. Annual formal review will take place in concert with representatives from The Deacons Board, the Senior Pastor and/or the Associate, and/or direct supervisor. Employees will also be asked to participate in self-evaluation, ministry planning and goal-setting exercises. Details emerging from the reviews will be kept on file by leadership and minutes/summary will be provided to employee.

Items of review will include:

- Job Description Adherence and Relevance
- Performance, Achievement
- Team Dynamic
- Personal/Professional Growth and Maturity
- Adherence to Vision and Values

DISMISSAL

Grounds for immediate dismissal include:

- Criminal Activity
- Egregious Moral Indiscretion
- Significant Violation of Values

Outside of the immediate dismissal guidelines, an employee's dismissal should never be a surprise. Regular review and feedback will be provided in the areas of performance, attendance, misconduct, team contribution, and both personal and professional maturity. Efforts will be made to provide support and guidance to an employee not meeting expectations. Dismissal is a last resort.

PROMOTION

The nature of our organization does not include a formal promotion procedure. In the event that growth or vision drives a staffing expansion or restructure, priority will always be given to qualified applicants from within the existing staff team. The Deacons Board will periodically review each position's scope of work and are responsible to curate compensation accordingly.

RESOURCES



Apendix of Links:

<https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html>

<https://baptist-atlantic.ca/our-convention/departments/pension-benefits/>

<https://baptist-atlantic.ca/tools-resources/pastors-resources/>

Counselling:

Touchstone Counselling Group: <https://tchstone.ca>

The Way: <https://thewaycounselling.wixsite.com/website>

Changing Tides: <http://www.changingtides.org>

Church Contact Info

Deacons Board: deacons@lewisvillebaptistchurch.com

All Staff: staff@lewisvillebaptistchurch.com

Senior Pastor: gord@lewisvillebaptistchurch.com

Associate: sunny@lewisvillebaptistchurch.com

Office Administrator: office@lewisvillebaptistchurch.com

We love you, and we're glad you're part of the team!

