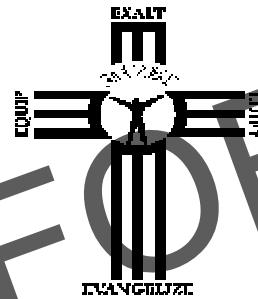


# **Church Organizational Manual**

Updated January 2007



BEFORE

**Sixth Mount Zion Baptist Temple**  
**3100 Butternut Drive**  
**Hampton, VA 23669**  
<http://www.smzbt.org>  
**(757) 896-6050**

# Welcome to Sixth Mount Zion Baptist Temple

## Happy New Day!

Thank you for joining the Sixth Mount Zion Baptist Temple Administrative Team! We know you have a great contribution to make to our success and we believe your employment here will be mutually beneficial and gratifying. We look forward to the opportunity of working together for the success of this church.

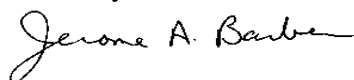
You have joined an organization that pursues excellence in ministry through a quality work ethic. It is the responsibility of the Administrative Team to ensure each ministry and the church operate decently and in order. Each member of the Administrative Team plays an essential role in achieving this mission. God has gifted us with diverse gifts, talents and energies which will bring Him glory in the workplace when used in harmony and unity. Your gifts, talents and energy are needed and expected to enhance the spiritual vitality of each ministry and of the church.

This Employee Handbook will provide answers to most of the questions you have about SMZBT church policies, procedures, as well as our benefit programs. It is your responsibility to read and understand this Employee Handbook. If anything is unclear, please discuss the matter with the Executive Administrator.

I thank God for the Temple Administrative Team. Without your support and prayers it would be difficult for me to do what God has called me to do here. As we continue to grow in Christ and labor for His Kingdom, let's be mindful that the Temple is here to **Exalt** Jesus Christ, **Evangelize** the World, **Equip** the Saints, **Edify** the body of Christ and **Extend** the Love of Christ. Never forget that you are a very special **GIFT** to the body of Christ and to the Administrative team. No matter what trials or tribulations come your way, be strong in the Lord and in the power of His might and pray, pray and pray. The Bible tells us in Isaiah 26:3 that He will keep in perfect peace those whose mind is stayed on Him. I extend to you my personal best wishes for your success and happiness at SMZBT.

Welcome again to our talented and professional team and thank you for choosing a career with us!

Sincerely,



Reverend Dr. Jerome A Barber, Pastor

# Introduction

Welcome to the Administrative Team of Sixth Mount Zion Baptist Temple (SMZBT). We hope your employment here will be personally, professionally and spiritually satisfying.

This Personnel Policy Handbook is intended to be a source of information and a general statement of church policy and has been prepared to inform you of Sixth Mount Zion Baptist Temple's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee. It is not a contract of employment. SMZBT reserves the right to terminate the employment relationship as deemed necessary. This is commonly known, as "employment-at-will". Nothing in this handbook is intended to alter the at-will-relationship. Furthermore, no ministry representative has the authority to enter into any agreement for employment for a specified period of time or make any representations contrary to the tenets of employment-at-will. If any provision of this handbook violates any federal or state law, that provision shall be deemed automatically deleted or modified to comply with applicable law.

## *Some Things You Must Understand*

- SMZBT, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Handbook at any time without prior notice as business, employment legislation, and economic conditions dictate.
- Any such action shall apply to existing as well as future employees.
- Employees may not accrue eligibility for monetary benefits that they have not become eligible for through actual time spent at work.
- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.
- No one other than the Pastor and/or the Executive Council may alter or modify any of the policies in this Employee Handbook. Any alteration or modification of the policies in this Employee Handbook must be in writing.
- No statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision.

This Employee Handbook replaces any and all other or previous SMZBT employee Handbooks or other SMZBT policies whether written or oral.

SMZBT acknowledges that this document may not answer all of your questions. If you need additional information, speak to your immediate supervisor. You will be provided all changes to the handbook in writing at employee meetings or issuance of revised copies of the handbook.

## **Sexual and Other Unlawful Harassment**

The Sixth Mount Zion Baptist Temple intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort – verbal, physical, visual – will not be tolerated particularly against employees in protected classes. These classes include, but are not necessarily limited to race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law.

### **1. Workplace Harassment**

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

### **2. Responsibility**

All Sixth Mount Zion Baptist Temple employees, and particularly supervisors, have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or the management person with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and effective action, whether or not the victim wants the church to do so.

### **3. Reporting**

While Sixth Mount Zion Baptist Temple encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify your supervisor immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to a manager or other management representative. If you do not feel it appropriate to report an incident of harassment to your direct supervisor or manager you may make such report to the Pastor. Appropriate investigation and disciplinary action, if warranted, will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination. Sixth Mount Zion Baptist Temple will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will

be taken for any employee making a good faith report of alleged harassment. Sixth Mount Zion Baptist accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences.

#### **4. Policy Statement on Sexual Harassment**

##### *What Is Sexual Harassment?*

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve same sex harassment.

Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of an employee showing offensive pictures to another employee.

Generally, two categories of sexual harassment exist. The first, "quid pro quo," may be defined as an exchange of sexual favors for improvement in your working conditions and/or compensation. The second category, "hostile, intimidating, offensive working environment," can be described as situation in which physical contact of a sexual nature when such conduct creates an intimidating or working environment includes, but is not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors. It is also against Sixth Mount Zion Baptist Temple policy to download inappropriate pictures or materials from computer systems.

Sixth Mount Zion Baptist Temple prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual. Sixth Mount Zion Baptist Temple will promptly investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

### **Substance Screening:**

Both employees and applicants for employment will be subject to substance screening under the circumstances set forth below. “Substance screening” means requiring subject individuals to submit samples of blood, urine, or other bodily substance for testing, as determined by the Church.

- A. Applicants: Following a conditional offer of employment, but prior to assuming any job, a job candidate will be subject to substance screening, during a pre-placement physical. Any refusal to submit to the screening will stop any further action affecting employment.
- B. Periodic Screening: The church may, from time to time, decide to screen all or a portion of the employee population.
- C. Suspected Abuse: Any employee who the church determines, at its sole discretion, (1) to have, without Church authorization, possessed, transferred, sold, or purchased a prohibited substance on a church work site or while performing church business, or (2) to have exhibited diminished productivity or any other indication of impairment, will be subject to substance screening for suspected “substance abuse”.

“Church work site” shall mean any office, building, or other property (including parking lots) owned, operated, or utilized by the Church, or any other site at which an employee or others are to perform work for the Church.

“Possess” means to have a substance in or on (1) the employee’s person, personal effects, motor vehicle, tool box, or other container, or (2) any area substantially entrusted to the control of the employee such as desks, files, and lockers. This applies equally to motor vehicles, containers, etc., whether provided by the Church, the employee, or anyone else.

Any refusal to submit to screening pursuant to this provision will be considered an act of insubordination, subject to disciplinary action, up to and including possible termination.

### **Random Testing:**

The church will, at its discretion, engage in random screening of employees.

### **Post Accident/Incident:**

Any employee whose acts or omissions contributed to a job-related accident or job-related incident that did or reasonably could have resulted in personal injury or property damage, as determined by the Church in its sole discretion, will be subject to

substance screening. Any refusal to submit to screening will be considered an act of insubordination, subject to disciplinary action, up to and including possible termination.

In the event an employee is impaired, the following steps will be taken: (a) make the necessary arrangements to have the employee taken home; (b) dissuade the employee from attempting to go home or drive by him or herself, if possible; (c) if the employee refuses any assistance, then make sure that the representative(s) can verify that the employee refused such assistance. Also call the local police, state police, sheriff, etc. to warn them of the employee's condition and his/her refusal of assistance. Inform the law enforcement officials of the employee's name and make of car. Do not physically restrain the employee.

**Inspections:**

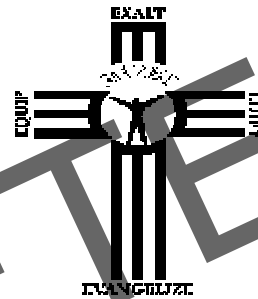
For purposes of assuring compliance with the prohibition against possession of certain substances as provided herein, employees may be subject to inspections on Church worksites where there is reasonable cause to suspect that an employee possesses a prohibited substance, under the policy. These inspections may include searches of the employee's person and property subject to his/her control, including but not limited to, vehicles brought onto Church work sites, parcels, containers, lockers, desks, or any other receptacles.

Searches shall include requests for an employee to empty out the contents of his/her wallet, and/or purse and pockets of outer clothing for inspection. Any refusal to submit to such inspection will be considered an act of insubordination, subject to disciplinary action up to and including possible termination.

BEFORE

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**Updated April 2007**



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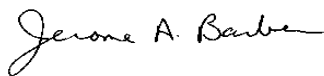
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Welcome again to our talented and professional team and thank you for choosing a career with us!

Sincerely,



Rev. Dr. Jerome A. Barber, Pastor

# Introduction

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### **1. Workplace Harassment**

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, email jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements that may not directed to the targeted individual, but take place within his/her hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

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### **3. Reporting**

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action will be taken, if warranted. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed.

Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action, up to and including termination. Sixth Mount Zion Baptist Temple will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment. Sixth Mount Zion Baptist accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences.

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discrimination against another individual. Sixth Mount Zion Baptist Temple will promptly investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

**AFTER**

## Substance Screening

### Definitions

The term “substance screening” means requiring subject individuals to submit samples of blood, urine, or other bodily substance for testing, as determined by the church.

The term “Church work site” means any office, building, or other property (including parking lots) that is owned, operated, or used by the church, or any other site at which an employee or others are to perform work for the church.

“Possess” means to have a substance in or on (1) the employee’s person, personal effects, motor vehicle, tool box, or other container, or (2) any area substantially entrusted to the control of the employee such as desks, files, and lockers. This applies equally to motor vehicles, containers, and so forth, whether provided by the church, the employee, or anyone else.

### Reasons for Screening

Both employees and applicants for employment will be subject to substance screening under the following circumstances.

- A. Applicants: After a conditional offer of employment, but before assuming any job, a job candidate will be subject to substance screening as part of a pre-placement physical. Refusal to submit to the screening will void the conditional offer of employment.
- B. Suspected Abuse: Any employee who the church determines, at its sole discretion, (1) to have, without church authorization, possessed, transferred, sold, or purchased a prohibited substance on a church work site or while performing church business, or (2) to have exhibited diminished productivity or any other indication of impairment, will be subject to substance screening for suspected “substance abuse.”
- C. Random Testing: The church, at its sole discretion, will engage in random screening of employees.
- D. Periodic Screening: The church may, screen employees from time to time.

Any refusal to submit to a substance screening pursuant to this provision will be considered an act of insubordination, subject to disciplinary action, up to and including possible termination.

### **Post Accident/Incident**

Any employee whose acts or omissions contributed to a job-related accident or job-related incident that resulted or reasonably could have resulted in personal injury or property damage, as determined by the church in its sole discretion, will be subject to substance screening. Any refusal to submit to screening will be considered an act of insubordination, subject to disciplinary action, up to and including possible termination.

In the event an employee is impaired, the supervisor will take the following steps:

1. Make the necessary arrangements to have the employee taken home.
2. Dissuade the employee from attempting to go home or drive alone.
  - a) If the employee refuses any assistance, then make sure that the representative(s) can verify that the employee refused such assistance.
  - b) Call the local police, state police, sheriff, etc. to warn them of the employee's condition and his/her refusal of assistance. Inform the law enforcement officials of the employee's name and make of car.
  - c) Do not physically restrain the employee.

### **Inspections**

For purposes of assuring compliance with the prohibition against possession of certain substances as provided herein, employees may be subject to inspections on church work sites where there is reasonable cause to suspect that an employee possesses a prohibited substance. These inspections may include searches of the employee's person and property subject to his/her control, such as vehicles brought onto church work sites, parcels, containers, lockers, desks, or any other receptacles. Searches shall include requests for an employee to empty out the contents of his/her wallet, and/or purse and pockets of outer clothing for inspection. Any refusal to submit to such inspection will be considered an act of insubordination, subject to disciplinary action up to and including possible termination.