

NORTH CENTRAL BAPTIST NETWORK of KENTUCKY

Policy and Procedure Manual

2022

Team Handbook

Employee handbook



**NORTH CENTRAL
BAPTIST NETWORK**

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TEAM HANDBOOK

North Central Baptist Network exists to glorify God, to encourage and enable the ministries of its member churches, and to represent and serve Christ in all our activities and relationships. The constituents and others with whom we deal properly look at the officers and leaders of North Central Baptist Network as representatives of Christ and His work. The behavior and lifestyle of the officers and leaders can make an eternal difference, for the better or worse, in the lives of Christians and non-Christians that God brings into North Central Baptist Network's sphere of influence.

Because of this very unique and special nature of North Central Baptist Network, officers and leaders agree to manifest conduct and actions which project an image consistent with the expressed purpose and mission of this Network. Officers and leaders will favorably represent North Central Baptist Network and will avoid even the appearance of impropriety in his/her personal life wherever he/she is, as well as in his/her work life at church or other locations for the church.

Officers and leaders understand and agree that conduct that brings embarrassment to the Network or impedes its credibility with members and constituents is unacceptable. Personal actions inconsistent with what is normally expected of North Central Baptist Network officers, leaders, and other committed Christians are unacceptable. Officers and leaders agree that he/she will not be involved in any such conduct including, without limit, illegal drugs, abuse of prescriptive drugs, premarital or extramarital sex, cohabitation apart from the marriage relationship, sexual harassment of any kind, use of pornography, engaging in homosexual conduct, lying, or other personal conduct actually or apparently contrary to the doctrine of the Network. Conduct causing disruption in the Network, and the pursuit of outside interests, pursuits, or activities that would normally not be considered as compatible with North Central Baptist Network's mission.

Officers and leaders agree that the North Central Baptist Network has not only the right but also the Christian and moral responsibility to do everything possible to ensure the stated purpose and mission of the Network continues in its highest tradition and is not harmed or impeded by unacceptable behavior on the part of its officers and leaders. Officers and leaders who do not comply with the lifestyle described in these paragraphs should voluntarily resign their position.

SECTION 1. Accountability

Each Team is accountable to the NCBN messengers for general directives and overall Team mission. The Team is financially accountable to follow the procedures for requesting and dispensing funds. The Network Treasurer is restricted from approving checks for payment without following the appropriate procedure.

SECTION 2. Meeting Times and Agendas

Before each meeting, an agenda will be distributed by Team or Sub Team Leaders. Teams may meet at any time they deem necessary to carry out their mission. Each team needs to record minutes for their meetings and submit a copy to NMS and Network Ministry Assistant for record-keeping purposes.

SECTION 3. Qualities Essential to Team Leadership

1. Team Leaders will commit to serving out of a sense of God's call to impact the Kingdom.
2. Team Leaders will dedicate themselves to personal spiritual practices that will create an environment allowing the direction of the Holy Spirit to be perceived and followed.
3. Team Leaders are not committee chairpersons but rather Team Facilitators.

SECTION 4. Terms of Service

1. Team Leaders and Members will be elected to serve a three-year (3) rotating term, with a maximum of two (2) consecutive terms of service. The rotation will begin after year three (2025). This procedure is preferable to reduce the energy of recruiting during this transition period. With the beginning of rotation after the third year (2025), Team Members will be elected to serve a term of three years (3) unless they are elected to fill the unexpired term of a Team Member who has vacated his/her position. All Teams Members will be elected annually (this is so a person can be removed if he/she becomes inactive with the Team). No Team Member will serve more than six (6) consecutive years in the same capacity unless there is satisfactory evidence that the work would otherwise be seriously handicapped by the loss of experience or technical information.
2. A schedule of the meetings will be devised that will allow the Team and/or Sub Team Members to meet at least quarterly one week prior to the meeting of the Network Leadership Council. Additional meetings may be held at the discretion of the Team Members. Team Leaders will provide a meeting agenda and be prepared to facilitate the meeting in an effective manner. Minutes of all Team Meetings will be filed with the NMS and the Network Ministry Assistant for record-keeping purposes.
4. Team Leaders will seek to be learners as well as Leaders to help churches have the best resources available.
5. Team Leaders will cooperate with the Network Leadership Council to foster a cooperative spirit of unity in the Network.

SECTION 5. Leadership and Teams

A. Network Leadership Council

The Network Leadership Council will be made up of the general Officers and the empowered team leaders of the Network. The Network Leadership Council will serve to coordinate the Teams and, as needed, to make recommendations to the Network. Between annual and semi-annual meetings, the Network Leadership Council is empowered to make decisions on behalf of the Network. The Network Leadership Council will meet quarterly and as needed.

1. Plan the Annual and Semi-annual Meetings - Will be responsible for planning the Annual and Semi-annual Meetings. They will determine the places, program, and preacher for each meeting. They will also help preserve the history of the Network.
2. Personnel – Will be responsible for making recommendations to the Network with regards to Network staff.
3. Will handle all matters relating to hiring the Network staff. Exception - this Team will not be charged with the responsibility of calling the Network Mission Strategist when a vacancy occurs.
4. Investigate and make recommendations to the Network for member churches regarding church status in the Network.

B. Administrative Team

Reports to: Leadership Council and Network

Principal Function: The Administrative Team will be comprised of those persons demonstrating a passion and giftedness in the area of administration. The primary function of the Admin Team is to administrate the overall operations and administration needs of the Network.

Duties:

1. Financial - Will handle all matters relating to finances and will recommend to the Network Council and Network in session an annual Ministry Budget.
2. Stewardship – Will handle all issues relating to ways to promote and encourage church involvement in mission giving to Baptist causes. Will promote good stewardship practices in conducting Kingdom business, such as audits, compliance oversight, and promotion of good accounting practices in the Network.
4. Property/Assets- Will handle all issues related to the property/assets of the Network such as the buildings, properties, contents, etc.

5. Leadership Enlistment - Will be responsible for seeking, recruiting, and recommending appropriate leaders for the various positions of service in the Network for approval by the Messengers in session.
6. Technology – To oversee and organize technological recourses for the Network office, employees, and volunteers.
7. Will handle all matters relating to the supervision of Network staff.
 - A. Staff reviews.
 - B. Employee issues.
 - C. Accountability.
 - D. Discipline

C. Church Health and Leadership Team

Reports to: Leadership Council and Network

Principal Function: The Church Health and Leadership Team will be comprised of those persons demonstrating a passion and giftedness for assisting churches to be spiritually healthy and in pursuit of their God-given vision. The Team will be responsible to assist churches in assessing church health issues including suggestions for promoting healthy practices. Leadership development is another vital concern for this Team. The Team will be available to assist churches with customized methods of leadership development. This Team will be organized to carry out the following duties:

Goals:

1. Fellowship –The objective here is to provide opportunities for relationships that strengthen each other through mutual support and prayer.
2. Bi-Vocational Ministers – The bi-vocational ministers have more than one source of income to support their families. Time management is a major issue for bi-vocational ministers. Therefore, the Team’s objective is to minister to these important men and at the same time be sensitive to the time they have available.
3. Church Enrichment – The programs of the church are important to the mission of making disciples. Such programs as Sunday School/Small Groups, Discipleship Training, Bible Drills, Music Ministry, etc., will be customized to help meet the needs of each congregation.
4. Minister’s Conference – Ministry can be a lonely experience. The focus here is to provide opportunities for relationships to be built among pastors, staff members, and their spouses.
5. Leadership Development – The focus here is to develop and engage leaders by increasing their capacity to influence others for Kingdom purposes.
6. To assist churches to plant relevant, reproducing churches.

D. Great Commission Team

Reports to: Leadership Council and Network

Principal Function: The Great Commission Team will be comprised of those persons demonstrating a passion and giftedness in the area of world evangelism development, community ministry, and church revitalization and planting. The Great Commission Team's mission is to assist churches to explore and engage in missions, ministry, church revitalization, and church planting in the community and around the world. A strong emphasis of this Team is to assist churches to network with other churches for the outward expression of the gospel. This Team will be organized to carry out the following duties:

Goals:

1. To assist churches and the Network in addressing the priority of evangelistic outreach.
2. To assist churches to network with other churches for the outward expression of the gospel by meeting practical, physical, and spiritual needs.
3. Prayer and Spiritual Awakening – Nothing lasting will be achieved for our Lord apart from prayer. The Team will lead in maintaining ongoing prayer for the churches and members of the churches in the specific area of Kingdom needs. The team will engage and encourage people to pray for renewal and revival and impacting of lostness in Henry, Trimble, Shelby, Oldham Counties, and beyond. This Team will also encourage and enable the development of prayer coordinators in all NCBN churches.
4. Event Ministries – This Team will oversee several event ministries such as community-wide revivals, servant evangelism, and other regional activities.
5. To assist churches to explore and engage in ministry and mission to the community and around the world.

E. Woman's Missionary Union (WMU)

Reports To: Leadership Council and Network

Principal Function: This group will be comprised of those persons demonstrating a passion for mission action and education. They will assist churches in establishing, planning, conducting, enlarging, and strengthening Woman's Missionary Union work through Women on Mission, Adults on Mission, Acteens, Youth on Mission, Girls in Action, Children in Action, and Mission Friends. The WMU will nominate and elect its own leadership Team. Although not a Team in a technical sense, the Network WMU will function as a Team, and the Network WMU Director will serve on the Network Leadership Council.

Duties:

1. Offer to churches information and materials for doing effective WMU work.
2. Encourage church-wide participation in Weeks of Prayer for International Missions, North American Missions, State Missions, and Network Missions.
3. Promote WMU Focus Week in the churches.
4. Provide training that will aid church WMU leaders in doing more effective WMU work.
5. Communicate with church WMU leaders regularly through newsletters, letters, or phone calls.
6. Conduct regular meetings of the WMU Council.
7. Promote attendance of church WMU leaders at Network, state, and Southern Baptist Convention WMU events.
8. Assist in the summer camp program when requested.
9. Be available for individual church consultation and her leaders concerning WMU work.
10. Director serves as a member of the Network Leadership Council and is an ex-officio member of the Great Commission Team with voting rights.
11. Offer to churches information and materials for doing effective WMU work.
12. Encourage church-wide participation in Weeks of Prayer for International Missions, North American Missions, State Missions, and Associational Missions.
13. Promote WMU Focus Week in the churches.
14. Provide training that will aid church WMU leaders in doing more effective WMU work.
15. Communicate with church WMU leaders regularly through newsletters, letters, or phone calls.
16. Conduct regular meetings of the WMU Council.
17. Promote attendance of church WMU leaders at associational, state, and Southern Baptist Convention WMU events.
18. Assist in the summer camp program when requested.
19. Be available for individual church consultation and her leaders concerning WMU work. Director serves as a member of the Associational Leadership Council and is an ex-officio member of the Great Commission Team with voting rights.

SECTION 6. Sub Teams

The Teams will have permission to form Sub-Teams that promote the vision and mission of the North Central Baptist Network. Each Sub-Team will be asked to serve under the guidance of the appropriate Team (example: Pastor's Fellowships could be set up as a Sub-Team under Church Health and Leadership Team, etc.).

SECTION 7. Team Guidelines and Operational Protocols

- A. The Ministry Teams have permission under the guidance of the Leadership Council to form Temporary Sub-Teams to carry out short-term assignments consistent with the mission of the team.
- B. Each Team is accountable to the Network Leadership Council and the Network for general directives and overall Team Mission. The Team is financially accountable to follow the protocols for requesting and dispensing funds. Accurate and complete records must be kept by each team and monthly activities submitted to the Leadership Council prior to its meeting.

C. Leadership Enlistment will seek to be as representative as possible when recommending persons to serve on the Ministry Teams. The number of persons on each Team shall be determined by the Network Leadership Council in consultation with the Ministry Team in order to maximize team effectiveness.

D. All Teams will operate under the financial guidelines approved by the Network Leadership Council and Network in the annual budget.

SECTION 8. Financial Guidelines and Operational Protocols

A. General Guidelines

1. The Treasurer, in consultation with the Administrative Team, shall be responsible for overseeing the processing of all NETWORK monies.
2. Reimbursements for expenditures shall be accompanied by vouchers and/or receipts. No checks will be made payable to cash.
3. It is the responsibility of the Administrative Team to ensure the financial records and accounts of the NETWORK are reviewed annually.
4. Any special solicitation of funds from churches, other organizations, or individuals for any NETWORK ministry for either budget or non-budget ministries, must have the prior approval of the Network Missions Strategist.
5. The NETWORK shall keep and maintain a list of all fixed assets.

B. Budget Funds

1. The Administrative Team, in consultation with the Network Missions Strategist, is responsible for planning and administering the annual budget of the NETWORK.
2. Each Empowered Team will present a yearly itemized budget request to the Administrative Team. The Administrative Team will consider the request in light of the NETWORK's mission, priorities, projected receipts, etc.
3. All "undesignated" receipts shall be interpreted as being for the NETWORK general fund.
4. "Designated" monies for budgeted accounts shall be applied to the appropriate budget account and utilized for their intended purposes. Any unused designated funds may carry forward to the next fiscal year.
5. Expenses for budgeted programs or events shall be charged only to the appropriate Empowered Team accounts.
6. There shall be written documentation of any financial agreements with outside agencies (such as NAMB, Lifeway, the KBC, etc.).
7. The fiscal year for the NETWORK shall be January 1 – December 31.

C. Expenditures

1. The Treasurer, in consultation with the Network Missions Strategist, shall see that expenditures are consistent with budget allocations as approved by the NETWORK. Appropriate documentation, such as invoices and receipts, is to be submitted in a timely manner of purchase and/conclusion of the event.
2. Expenditures for Empowered Teams budget items need a “Fund Request Form” completed and approved prior to issuing of checks. The Fund Request Form will be available in the NETWORK office or online. The approval process will be concluded in a timely manner.
3. Approval of non-budgeted requests must be made in consultation with the Administrative Team and the Network Missions Strategist.
4. The following persons are authorized to sign checks for the NETWORK: Treasurer, Network Missions Strategist, Administrative Team Lead, Ministry Assistant.

SECTION 9. Property Management Guidelines

A. Property Titles and Ownership

All NETWORK properties will be held in the name of North Central Baptist Network.

B. Mortgages and Debts

The properties of the NETWORK may be encumbered only with the express consent of the messengers acting in session at a semi-annual meeting.

C. Use of Network Property

All property owned by the NETWORK through purchase, donation, or bequeath will be used and disposed of solely at the discretion of the NETWORK and in a manner consistent with the NETWORK constitution and bylaws.

D. Protection of Network Property

The Leadership Council is responsible for assuring that the titles to properties are properly recorded and that title insurance is secured. The Administrative Team is responsible for obtaining adequate insurance for church properties, and for assuring the policies are properly observed.

E. Inspections

The Administrative Team or its designees will inspect all NETWORK properties not less than twice annually for maintenance needs and unsafe conditions. Their findings should be reported to

the Leadership Council. When unsafe conditions are identified, the Administrative Team or its designees should arrange for prompt appropriate action and re-inspect within thirty (30) days to assure that safe conditions have been restored. The Administrative Team will maintain records of its inspections, reports, and any corrective actions taken by themselves or others.

F. General Safety Policies

1. All facilities should have the prompt availability of first-aid supplies.
2. Fire extinguishers should be available and maintained.
3. Staff should have adequate training covering fire safety, evacuation, and the use of alarms.
4. Contact numbers for police, medical assistance, and other appropriate persons should be readily available.

SECTION 10. Employee Handbook

A. Preface

This Employee Handbook has been prepared as a guide to all who serve on the staff of North Central Baptist Network. Its purpose is to aid in the effective interpretation of rules and regulations regarding employees of the Network

This Handbook is intended to serve as a tool for the effective administration of Network policy, and not as an answer to all questions likely to arise.

The policies contained in this handbook are subject to revision, additions, or deletions with the approval of the Leadership Council and or the Network in session at any regular meeting.

Each employee is required to sign the attached form indicating they read and agree with the terms of this Handbook. The signed form will be placed in the Employee's Personnel File.

The Employee Handbook is to remain on file in the Network office at all times.

The information herein should be made available to members of churches of the North Central Baptist Network upon request.

B. Introduction

The North Central Baptist Network exists to glorify God, encourage and enable the ministries of its member churches, and represent and serve Christ in all our activities and relationships. The constituents and others with whom we deal properly look at North Central Baptist Network employees as representatives of Christ and His work. The behavior and lifestyle of the employees can make an eternal difference, for the better or worse, in the lives of Christians and non-Christians that God brings into North Central Baptist Network's sphere of influence.

Because of this unique and special nature of the North Central Baptist Network, employees agree to manifest conduct and actions that project an image consistent with the expressed purpose and mission of this Network. The employee will favorably represent North Central Baptist Network and will avoid even the appearance of impropriety in their personal lives wherever they are, as well as in their work-life, at church, or other locations for the church.

Employees understand and agree that conduct that brings embarrassment to the Network or impedes its credibility with members and constituents is unacceptable. Personal actions inconsistent with what is normally expected of North Central Baptist Network employees and other committed Christians are unacceptable. Employee agrees that they will not be involved in any such conduct including, without limit, illegal drugs, abuse of prescriptive drugs, premarital or extramarital sex, cohabitation apart from the marriage relationship, sexual harassment of any kind, use of pornography, engaging in homosexual conduct, lying, or other personal conduct actually or apparently contrary to the doctrine of the Network, conduct disrupting to the Network, and the pursuit of outside interests, pursuits or activities which would typically not be considered as compatible with North Central Baptist Network's mission.

Employees agree that the North Central Baptist Network has not only the right but also the Christian and moral responsibility to do everything possible to ensure the stated purpose and mission of the Network continues in its highest tradition and is not harmed or impeded by unacceptable behavior on the part of its officers and leaders. Employees who do not comply with the lifestyle described in these paragraphs should voluntarily resign their position.

C. NETWORK MISSION STRATEGIST/NMS

Reports To: Leadership Council and Network

1. Job Description

1. Lead the work to carry out the shared mission/vision of the Network. The mission/vision must be large enough that no individual or church can accomplish it alone. It must be clearly and consistently articulated.
2. To maintain a close relationship with each church, pastor, and key leaders, the Network Mission Strategist/NMS will:
 - A. Actively connect with the churches in the Network by visiting worship services or other activities to be sensitive to the special needs of each church.
 - B. Be available to counsel with pastors.
 - C. Be available for pulpit supply.
 - D. Encourage fellowship between all churches.
 - E. Become knowledgeable of each church.
 - F. Keep a log of activities and report to the Administrative Team.
3. Give leadership and support to the Leadership Team and Network teams.
 - A. Advise on all aspects of the Network programs and ministries.
 - B. Work with Network officers and teams in developing Network strategies.
 - C. Seek to lead non-associated Baptist churches to join the Network.
4. Promote the Work of the Network.
 - A. Supervise the Associate Mission Strategists

- (1) Interview and recommend candidates to the Administrative Team.
- (2) Ensure they assist in carrying out the mission/vision of the Network.
- B. Supervise the Network's Ministry Assistant and the building and grounds personnel.
 - (1) Interview candidates for all positions.
 - (2) Recommend the employment or termination of the Ministry Assistant and building and grounds personnel to the Administrative Team. With their approval, the Ministry Assistant or building and grounds personnel may be hired or dismissed.
- C. Consult with the Ministry Assistant in maintaining a calendar of activities in cooperation with the Leadership Team.
- D. Stay informed of current Network finances.
- F. Prepare the agenda of the Fall and Spring Semi-Annual Meetings.
- G. Assist in strengthening the ministries and teams of the Network.
- H. Enlist churches in support of Network programs and world missions.
- I. Identify missions needs within the Network's geographical boundaries that call for a Christian response.
- J. Attend conferences relating to Network work as time and resources permit.

2. Conditions of Employment

1. Possess a Bachelor of Arts degree or equivalent and a Master of Divinity degree or the equivalent.
2. Possess a minimum of five (5) years of church ministry experience.
3. Be employed by the Network upon recommendation from a duly-appointed search committee. The Network Mission Strategist/NMS candidate may be approved by a two-thirds majority of voting messengers either through 1) a specially-called meeting of the messengers of the North Central Baptist Network (with two weeks' notice of the vote, including information on the candidate being recommended), for the sole purpose of voting on the recommended candidate; or 2) at the Fall or Spring Semi-Annual Meeting by the Network-in-Session (with two weeks' notice of the vote, including information on the candidate being recommended).
4. This call shall be at-will and for an unspecified period. This agreement may be terminated by thirty (30) days written notice given either 1) by the Network Mission Strategist/NMS to the Moderator and Leadership Team, or 2) by the Network-in-Session.
5. Must reside within or near the Network's field.
6. Be evaluated by the Administrative Team before the annual budget development.

3. Financial, Vacation, and Other Arrangements

1. The full-time Network Mission Strategist/NMS's job calls for a forty (40) hour workweek, including night meetings, visits to the churches, and a published schedule of office hours.
2. The Network Mission Strategist/NMS's compensation (salary, minister's housing allowance, insurance, retirement, etc.) shall be examined by the Administrative Team at least once a year. Any recommendations shall come from the Administrative Team before budget formation.
3. Travel expenses will be provided for the Network Mission Strategist/NMS in the budget. Expenses shall be reimbursed as reported monthly according to IRS rules.
4. The Network Mission Strategist may conduct one revival per year outside the North Central Baptist Network. He may conduct up to four revivals within North Central Baptist Network.

5. May substitute revivals for mission trips. He may participate in up to four mission trips per year.
6. May do pulpit supply or serve as interim staff within the Network for no more than 90 days so long as it does not interfere with Network duties. The Network Mission Strategist/NMS must use discretion.
7. The Network Mission Strategist/NMS may keep all honorariums received.
8. The Network Mission Strategist/NMS will be given two weeks' vacation per year during the first five years of service. After five years of employment, a third week of vacation is earned. Annual leave cannot be carried over.
9. Sick/personal leave will be given one day per month per year totaling 12 days per year. Sick leave shall be cumulative to a total of sixty days. Sick/personal leave may not be used in conjunction with vacation without special permission by the Administrative Team. Upon leaving the employ of North Central Baptist Network, unused sick leave is canceled and will not be compensated. Extended leave for emergencies may be granted, without pay, with the approval of the Administrative Team.
10. Holidays observed by the Kentucky Baptist Convention staff (generally all major holidays and the week from Christmas Eve through New Year's Day) are given as holiday leave.
11. The Network will supply office space for the Network Mission Strategist/NMS and equipment in keeping with its work programs.

4. Sabbatical Leave

Rationale: Sabbatical leave is an extension of a biblical concept. In the Old Testament (Exodus 23:10-11, Deuteronomy 15:1-2), after six (6) years, the land was given one year for replenishment in the Sabbatical year. Sabbatical Leave for missionaries, pastors, and church educators are planned for time to be renewed. This "extended time" is qualitatively different from "vacation" or "days off." It is an opportunity for the individual to strategically disengage from regular tasks to view ministry and mission from a new perspective. A sabbatical enables a missionary, pastor, or educator to return to his responsibilities with new energy, spiritual vision, and greater effectiveness.

1. Ideas for Using Sabbatical Leave - The following ideas are only a few examples of what missionaries, pastors, and educators have used a Sabbatical Leave to accomplish:

- A. Visit other Networks that seem to be successful in a ministry our Network needs to develop.
- B. Attend conferences for personal spiritual development as well as leadership development.
- C. Participate in a mission trip.
- D. Fresh mentoring or coaching by respected teachers.
- E. Renewal-focused study, retreats.
- F. Begin or continue a degree program at a divinity school, seminary, or university.
- G. Extended time spent in spiritual formation.
- H. The development of a new ministry skill set.
- I. A vital pursuit of continuing education.

The Network may grant a one (1) to three (3) month Sabbatical Leave to the Network Mission Strategist/NMS after six (6) consecutive years of employment not interrupted by prolonged personal paid leave or a leave of absence. After the first Sabbatical, the Network Mission Strategist/NMS will be eligible for Sabbatical Leave every six (6) years thereafter.

Sabbatical Leave is not an earned personal benefit but a privilege that the North Central Baptist Network may grant. If available, the Network Mission Strategist/NMS may use his conventions and conference budget to defray some of the expenses of the Sabbatical.

2. Time and Compensation

- A. Sabbatical Leave is understood to be separate from the Network Mission Strategist/NMS yearly vacation time.
- B. Full wages and benefits continue during a sabbatical. No compensation will be given for unused Sabbatical time.
- C. The Network Mission Strategist/NMS may add one (1) week of personal vacation to the beginning or the end of the Sabbatical.

3. Guidelines

The Network Mission Strategist/NMS shall submit a brief written description of the Sabbatical and how it will benefit himself, his ministry, and the North Central Baptist Network. This request will be forwarded to the Leadership Team and the Administrative Team at least three (3) months before the Fall or Spring Semi-Annual meeting.

Approval of the sabbatical request will be based upon, but not limited to:

- 1) The overall effect of the individual's absence upon the smooth functioning of daily activities.
- 2) Projected benefits to North Central Baptist Network.

The written request will be reviewed and prayerfully considered by the Leadership Team and the Administrative Team. After careful and thoughtful consideration, the request will be approved or rejected within thirty (30) days of receipt. If approved, the Leadership Team and the Administrative Team will present their recommendation to the Network in either the Fall or Spring Semi-Annual meeting for final approval.

Because the North Central Baptist Network wants to benefit from the Sabbatical Leave, there is a one (1) year subsequent commitment. If the individual leaves the Network in less than one (1) year following a Sabbatical Leave, they will be financially responsible for repaying their salary paid during their Sabbatical Leave, payable within (6) months.

It is understood that the Network Mission Strategist is relieved from all routine and emergency duties during the time granted. The other Network Staff members and/or Network leaders are to handle the routine and emergency matters. The Network Mission Strategist would be available in an extreme emergency and for consultation by telephone.

5. Grievances/Termination

Should there occur at any time a grievance on the part of the Network or the Network Mission Strategist; either party may consult with the Moderator and Team Leader of the Administrative Team.

The relationship between the Network and its Network Mission Strategist may be terminated by either party.

- A. Resignation. The Network Mission Strategist may resign at any time by giving written notice to the Moderator or other Network Officer's. Such resignations, if given without conditions, are final and binding when delivered. Any resignation with conditions is subject to approval by the Network and is binding only on such approval. The Network Mission Strategist should give at least a thirty-day notice.
- B. Dismissal. The Network may by majority vote dismiss the Network Mission Strategist provided that notice has been given to the member churches and the Network Mission Strategist at least one week prior to the pending action, and the Network Mission Strategist is given an opportunity to be heard. In the event of a vote of dismissal, the termination is effective immediately except that salary and benefits shall continue for not less than thirty days. Any resolution to dismiss may contain other provisions expanding these benefits.
- C. Suspension. The Leadership and Administrative Team may, in circumstances that deems appropriate, suspend with or without pay at its discretion, the Network Mission Strategist, pending action to remove the Network Mission Strategist by the Network in regular or specially called session.

D. MINISTRY ASSISTANT

Reports to: Network Mission Strategist and Leadership Council

1. Job Description

The Network Ministry Assistant shall:

1. Be responsible for correspondence for the Leadership Team, Network Ministry Teams, Associate Mission Strategists, and the Network Mission Strategist/NMS.
2. Record all monetary transactions in the Network's bookkeeping program: receipts, deposits, and checks; and keep the Network bookkeeping program ledger up to date.
3. Prepare, at least weekly, documents reflecting all Network receipts, deposit income, and provide documentation to the treasurer.
4. Prepare a monthly newsletter in communication with the Network Mission Strategist/NMS.
5. Maintain office files.
6. Maintain the office in the absence of the Network Mission Strategist/NMS.
7. Prepare reports and other materials for all meetings of the Network.

8. Prepare and publish annual and monthly calendars of activities in cooperation with the Network Mission Strategist/NMS and the Leadership Team.
9. Attend meetings of the Leadership Team, the Administrative Team, and other teams as requested.
10. Attend the Network Fall and Spring and Semi-Annual Meetings.

2. Conditions of Employment

The Network Ministry Assistant shall:

1. Be an active member of a North Central Baptist Network church.
2. Possess administrative training and experience.
3. Demonstrate good relational skills, especially in keeping confidence and making a good impression in person, on the telephone, and through electronic communication. Most of all, the Assistant should understand this role as a servant position, designed to empower the mission and connectional efforts of our churches and members.
4. Demonstrate a working knowledge of computers and software currently used by the Network. When the Assistant does not possess the expected competence, she (or he) should participate in training as requested (and provided at Network expense) to develop that competence.
5. Work thirty (30) hours per week, as scheduled with the Network Mission Strategist/NMS. When special circumstances necessitate attendance to meetings or events not part of the worker's daily in-office schedule, compensatory time will be arranged between the worker and the Network Mission Strategist/NMS to hold to the thirty-hour limit.
6. Be employed by a vote of the Administrative Team in consultation with the Network Mission Strategist/NMS. The announcement of the worker's election will be published to the churches of the Network at the earliest possible date.
7. Employment shall be for an indefinite, unspecified period, provided that the worker demonstrates the areas above of competence and adherence to Network expectations and assuming the sufficiency of Network monetary resources.
8. The Network Mission Strategist/NMS will routinely supervise the work of the Ministry Assistant. In the event of a Network Mission Strategist/NMS vacancy, the supervisory authority will move to the Administrative Team. The supervisor will serve to ensure appropriate quality of work for the Network and, as much as possible, to promote the Assistant's personal growth, job satisfaction, and fulfillment.
9. The Ministry Assistant will meet, at least annually, with the Administrative Team for job evaluation.
10. The Ministry Assistant may terminate her (or his) employment by submitting a notice in writing at least two weeks before the planned departure date unless providentially hindered.
11. The Network may terminate the employee at will by written notice given either 1) by the Network Mission Strategist/NMS to the Administrative Team for their approval or 2) by the Network-in-Session. It is requested that a two-week notice be given if feasible and circumstances do not dictate otherwise.

3. Financial, Vacation, and Other Arrangements

1. Salary will be recommended by the Administrative Team and approved by messengers of the Fall Semi-Annual Meeting.

2. Work will be paid on an hourly basis, both for in-office and for required meetings up to the aforementioned number of hours per week.
3. The Ministry Assistant will be allowed one (1) week of vacation after six months of employment, followed by the second week of vacation at the end of the first twelve months. After that, the worker will receive two (2) weeks of leave with pay annually. No more than two (2) weeks' vacation may accumulate beyond the anniversary date on which the Assistant was elected.
4. Sick/personal leave will be given one day per month per year totaling 12 days per year. Said days may accumulate, up to a total of 60 days. These days may be used for family emergencies (funeral or sickness, for example) and personal illness. Sick/personal leave may not be used in conjunction with vacation without special permission by the Administrative Team. Extended leave for emergencies may be granted, without pay, with the approval of the Administrative Team.
5. Network office closure will coincide with holidays observed by the Kentucky Baptist Convention staff (generally all major holidays and the week from Christmas Eve through New Year's Day).
6. Other than government-mandated benefits, this position carries with it no medical or life insurance or retirement (except as done by pre-tax salary reduction at the request of the worker.)
7. All professional expenses such as office supplies and refreshments will be reimbursed fully with the submission of a receipt. Business mileage will be reimbursed at the allowable IRS rate with proper documentation.

4. Grievances/Termination

Should there occur at any time a grievance on the part of the Network or the Ministry Assistant; either party may consult with the Moderator and Team Leader of the Administrative Team.

The relationship between the Network and its Ministry Assistant may be terminated by either party.

- A. Resignation. Ministry Assistant may resign at any time by giving written notice to the NMS or other Network Officer's. Such resignation, if given without conditions, are final and binding when delivered. Any resignation with conditions is subject to approval by the Leadership Council and is binding only on such approval. Ministry Assistant should give at least a two-week notice.
- B. Dismissal. The NMS may dismiss the Ministry Assistant in consultation with the Leadership Council and the Admin Team. In the event of dismissal, the termination is effective immediately except that salary and benefits shall continue for not less than 10 days. Any resolution to dismiss may contain other provisions expanding these benefits.

E. ASSOCIATE NETWORK MISSION STRATEGIST/ANMS

Reports To: Network Mission Strategist and Network Leadership Council

1. Job Description

1. Follow the mission/vision of the Network.
2. From his area of expertise, give leadership and support to all Network churches.
3. To maintain a close relationship with each church, pastor, and key laypersons assigned by the Network Mission Strategist/NMS.
 - A. To be sensitive to the special needs of the churches assigned.
 - B. Be available to counsel, coach, or advise pastors and laypeople alike within the churches assigned.
 - C. Be sure the Network Mission Strategist/NMS is aware of any issues within the assigned area.
 - D. Be accountable to the Network Mission Strategist/NMS and the Administrative Team.
 - E. Identify missions needs within the boundaries of his assigned area.
4. Advise and promote all aspects of the Network's programs and ministries.
5. Consult with the Network Mission Strategist/NMS and Ministry Assistant to coordinate calendars of ministry events.
6. Attend conferences relating to Network work as time and resources permit.
7. Perform additional duties as assigned by the Network Mission Strategist/NMS.

2. Conditions of Employment

1. Possess a Bachelor of Arts degree or equivalent.
2. Possess a minimum of five (5) years of church ministry experience.
3. Be retained by the Network upon recommendation from the Network Mission Strategist/NMS and approved by the Administrative Team.
4. This call shall be at-will and may be terminated by written notice given either 1) by the Network Mission Strategist/NMS to the Administrative Team for their approval or 2) by the Network-in-Session. It is requested that a two-week notice be given if feasible and circumstances do not dictate otherwise.
5. Should reside within or live near the Network field.
6. Be evaluated by the Network Mission Strategist/NMS and the Administrative Team before the annual budget development.

3. Financial, Vacation, and Other Arrangements

1. The part-time Associate Mission Strategist job offers a stipend for performing the ministries outlined in the job description on pages 10-11 of this Handbook.
2. The Associate Network Strategist is considered self-employed by the Network and is responsible for all taxes due on his stipend.
3. In January of each year, a 1099-NEC will be issued by the NCBN/SBA for tax purposes. This form will not be issued if the income is less than \$600 for the year.
4. Travel reimbursement for expenses will be provided for the Associate Mission Strategist in the budget. Expenses shall be reimbursed as reported monthly according to IRS rules

5. The Associate Mission Strategist will be given two (2) weeks' vacation per year during the first five years of service, plus one additional day for each year of service beyond five years, not to exceed three weeks. Annual leave cannot be carried over.

4. Grievances/Termination

Should there occur at any time a grievance on the part of the Network or the Associate Network Mission Strategist; either party may consult with the Moderator and Team Leader of the Administrative Team.

The relationship between the Network and its Network Mission Strategist may be terminated by either party.

A. Resignation Associate Network Mission Strategist may resign at any time by giving written notice to the NMS or other Network Officer's. Such resignations, if given without conditions, are final and binding when delivered. Any resignation with conditions is subject to approval by the Leadership Council and is binding only on such approval. Associate Network Mission Strategist should give at least a two-week notice.

B. Dismissal. The NMS may dismiss the Associate Network Mission Strategist in consultation with the Leadership Council and the Admin Team. In the event of dismissal, the termination is effective immediately except that salary and benefits shall continue for not less than 10 days. Any resolution to dismiss may contain other provisions expanding these benefits.

F. Other Policies

1. Maternity Leave

Any employee may continue to work during pregnancy subject to the consent of attending physician and time away will be governed by the written statement of a physician. Employees may use accumulated vacation and or sick leave during this time. After that length of an absence, extended time without pay may be granted by the Leadership Team.

2. Jury Duty

Absence for jury duty will not affect your regular pay. If summoned for jury duty, the notice is to be presented to the Network Mission Strategist for scheduling purposes. Any payment for jury duty goes directly to the employee.

3. Military Leave

If an employee enters military service, he/she will be granted a leave of absence without pay. He/she will be entitled to re-employment in accordance with government regulations. If he/she is a member of a reserve unit, he/she may be granted up to two (2) weeks a year for required reserve duty. These two (2) weeks are granted without pay. He/she may elect to take vacation for this period and be paid accordingly.

4. Funeral Leave

Employee may be granted up to three (3) days off with pay upon the death of a member of the immediate family. This time is intended to allow he/she to attend or make necessary arrangements for services. Immediate family includes spouses, children, and parents. He/she may be granted up to two (2) days for sisters, brothers, parents-in-law, sister-in-law, brother-in-law, children-in-law, and grandparents. The Network Mission Strategist should be notified as soon as possible when it becomes necessary for he/she to take funeral leave. Any additional days will be considered by the Administrative Team.

5. Overtime Hours

All overtime hours must be approved before the employee is eligible to work hours beyond their normal work schedule.

If an hourly (non-exempt) employee works more than 40 hours a week in any given week, that employee will be compensated for the 40 hours at regular pay and time and a half for all hours over (40).

Salaried and salaried exempt employees will be granted time off or comp time of equal hours for all hours worked over 40. Any time off will be at the discretion of the Network Mission Strategist/NMS. Any time off shall be taken within thirty (30) days of overtime occurrence.

6. Disciplinary Action

All employees should be considered representatives of the North Central Baptist Network and should display at all times a Christian attitude in the performance of their work. If neglect of duty or questionable conduct is noticed or reported, the Network Mission Strategist/NMS should attempt to solve the problem. If unsuccessful, the Leader of the Administrative Team should place the matter on the agenda for a Team meeting.

7. Conferences, Conventions, and Educational Meetings

Attendance by the Staff to Conferences, Conventions, and Educational Meetings will be governed by the Association in its annual budget allocations. Attendance at such functions will be scheduled with the approval of the Network Mission Strategist/NMS.

G. EMPLOYEE HANDBOOK SIGNATURE FORM

I have read and agree with the terms of the Employee Handbook:

Employee Name _____

Employee Signature _____

Date _____