

**HIGHLAND BAPTIST OF NEW LONDON, INC  
(HIGHLAND BAPTIST CHURCH)  
CHURCH POLICIES AND PROCEDURES**

POLICY		PAGE
<b>A.</b>	<b>BAPTIST FAITH AND MESSAGE 2000</b>	<b>1</b>
<b>B.</b>	<b>MARRIAGE POLICY</b>	<b>10</b>
<b>C.</b>	<b>PERSONNEL POLICY</b>	<b>11</b>
	<b>1. Cooperative Spirit</b>	<b>12</b>
	<b>2. Equal Opportunity Employer</b>	<b>12</b>
	<b>2. Church Organization</b>	<b>12</b>
	<b>3. Appearance</b>	<b>12</b>
	<b>4. Outside Employment</b>	<b>12</b>
	<b>5. Attendance Requirements</b>	<b>13</b>
	<b>6. Work Hours</b>	<b>13</b>
	<b>7. Holidays</b>	<b>14</b>
	<b>8. Vacations</b>	<b>14</b>
	<b>9. Jury Duty</b>	<b>15</b>
	<b>10. Sick Leave</b>	<b>15</b>
	<b>11. Bereavement Leave</b>	<b>16</b>
	<b>12. Leave without Pay</b>	<b>16</b>
	<b>13. Confidentiality</b>	<b>16</b>
	<b>14. Disciplinary Action</b>	<b>16</b>
	<b>15. Grievance &amp; Appeal Procedure</b>	<b>16</b>
	<b>16. Part-Time Staff</b>	<b>17</b>
	<b>17. Pay Procedures</b>	<b>17</b>
	<b>18. Housing Allowance</b>	<b>17</b>
	<b>19. Payroll Deductions-Taxes Non-Exempt Employees</b>	<b>17</b>
	<b>20. Payroll Deductions-Senior Pastor &amp; Ministerial Staff</b>	<b>17</b>
	<b>21. Payroll Deductions-Miscellaneous</b>	<b>17</b>
	<b>22. Overtime</b>	<b>17</b>
	<b>23. Job Descriptions (See Section D of this Manual)</b>	<b>18</b>
	<b>24. Performance Appraisal</b>	<b>18</b>
	<b>25. Personal Matters</b>	<b>18</b>
	<b>26. Resignation and Termination</b>	<b>19</b>
	<b>27. Severance Pay</b>	<b>19</b>
	<b>28. Forfeiture of Vacation Pay</b>	<b>19</b>
	<b>29. Re-employment</b>	<b>19</b>
	<b>30. Safety and Security</b>	<b>20</b>
	<b>31. Moral Failure Policy</b>	<b>20</b>
	<b>32. Tobacco Use</b>	<b>22</b>
	<b>33. Substance Abuse</b>	<b>22</b>

**HIGHLAND BAPTIST OF NEW LONDON, INC  
(HIGHLAND BAPTIST CHURCH)  
CHURCH POLICIES AND PROCEDURES**

<b>POLICY</b>		<b>PAGE</b>
<b>D.</b>	<b>JOB DESCRIPTIONS</b>	<b>23</b>
	1. <b>Paid Staff Positions</b>	<b>23</b>
	2. <b>Non-Staff Positions</b>	<b>29</b>
<b>E.</b>	<b>CHURCH LEADERS</b>	<b>31</b>
	1. <b>Ordained Deacon Letter of Commitment</b>	<b>32</b>
	2. <b>Prospective Deacon Questionnaire</b>	<b>33</b>
	3. <b>Moderator and Vice Moderator</b>	<b>36</b>
	4. <b>Church Clerk</b>	<b>36</b>
	5. <b>Treasurer</b>	<b>37</b>
	6. <b>Children Ministry Team Leader</b>	<b>37</b>
	7. <b>Sunday School Ministry Team Leader</b>	<b>38</b>
	8. <b>Men's Ministry Team Leader</b>	<b>38</b>
	9. <b>Women's Ministry Team Leader</b>	<b>38</b>
<b>F.</b>	<b>STANDING COMMITTEES</b>	<b>39</b>
	1. <b>Personnel Committee</b>	<b>39</b>
	2. <b>Nominating Committee</b>	<b>40</b>
	3. <b>Finance Committee</b>	<b>40</b>
	4. <b>Buildings and Grounds Committee</b>	<b>41</b>
	5. <b>Cemetery Committee</b>	<b>42</b>
<b>G.</b>	<b>MINISTRY TEAMS</b>	<b>43</b>
	1. <b>Baptism Ministry Team</b>	<b>43</b>
	2. <b>Fellowship Ministry Team</b>	<b>43</b>
	3. <b>Men's Ministry Team</b>	<b>44</b>
	4. <b>Women's Ministry Team</b>	<b>44</b>
<b>H.</b>	<b>FINANCIAL POLICY</b>	<b>44</b>
<b>I.</b>	<b>CEMETERY POLICY</b>	<b>51</b>
<b>J.</b>	<b>EMERGENCY AND SAFETY POLICY</b>	<b>53</b>
<b>K.</b>	<b>FORMS</b>	<b>54</b>
	1. <b>Reimbursement Form</b>	<b>54</b>
	2. <b>Expenditure Request Form (Purchases over \$500.00)</b>	<b>55</b>
	3. <b>Credit Card Expense Form</b>	<b>56</b>
	4. <b>Time Off Request Form</b>	<b>57</b>
	5. <b>Weekly Time Sheet – Hourly Employees</b>	<b>58</b>
	6. <b>Facility Use Request Form (Includes Fees &amp; Rules)</b>	<b>59</b>
<b>L.</b>	<b>ADMENDMENTS</b>	<b>61</b>
<b>M.</b>	<b>STATEMENT OF PURPOSE</b>	<b>61</b>

