



Administrative and Personnel Policy Manual

Organization and Government

Emmanuel Christian School is a ministry of Emmanuel Baptist church and functions as an integrated auxiliary thereof.

The EBC constitution states that, "Integrated auxiliary organizations may be created to supplement and support the purpose, mission, and ministry of Emmanuel Baptist Church. Auxiliary organizations should not distract or conflict with the primary objectives of a New Testament local church. Auxiliary organizations must have the approval of the church leadership team for major decisions and ministry philosophy.

I. History and Purpose

In 1972 ECS began as a burden to assist parents to train young people in a Biblical Worldview. ECS exists to aide in the discipleship, outreach, training, and equipping purposes of Emmanuel Baptist Church.

ECS is a service organization to both the local church and the Christian home as a partner in discipleship and training young people for effective Christian living. The goal of ECS is to educate in an environment that is academically excellent and passionately Christ-Centered. The education is holistic and seeks to train students spiritually, intellectually, socially, culturally, and physically.

II. Doctrinal Commitments

ECS holds to following fundamental doctrinal commitments and expects every teacher and staff member to wholeheartedly adhere to each without mental reservation.

- A. The inspiration, inerrancy, and sufficiency of scripture.**
- B. The fallen sinful condition of all humanity by birth and by choice (depravity of man).**
- C. The virgin birth and deity of Jesus Christ.**
- D. The vicarious penal substitutionary atonement of Jesus Christ for sinners.**
- E. The bodily resurrection of Jesus from the grave.**
- F. Salvation by grace alone, through faith alone, through Christ alone.**

For other specific doctrinal positions ECS follows the doctrinal standards of Emmanuel Baptist Church. ECS employees are expected to generally adhere to this confessional statement.

III. Authority

As a service organization, ECS operates under the authority of Emmanuel Baptist Church and is accountable to its Pastors and School Board.

A. School Board Members

1. The Board is made up of a minimum of 3 members of EBC: one representative from the Deacons, the Lead/Senior Pastor, and the School Administrator.
2. The deacons will select one representative to the school board annually.
3. Members will serve 3 year terms. (Elections are staggered)
4. A chairperson, secretary, and treasurer shall be elected each year for a one year term.
5. The Pastor serves as the President of the Board.
6. **The Principal will serve on the school board and hold one vote. He or she, however, shall recuse themselves for votes pertaining to salaries.

B. School Board Duties

1. It shall be the duty of the school board to establish broad policies and procedures for Emmanuel Christian School.
2. All salaries, budgets, and final human resource decisions are the responsibility of the school board.
3. The Board shall make an annual review of handbooks for students as well as faculty and staff policy manual.
4. Make regular reports to the congregation regarding the state of the school giving accurate financial reports.
5. Board Officer Duties
 - a) President = Establish meeting agendas and oversee vision and direction.
 - b) Chairman = Facilitate meetings. Preside in meetings and over votes carrying out the agenda. Present reports to the congregation.
 - c) Treasurer = Prepare financial reports for regular board meetings giving an accurate picture of the financial state of the school and share account balances. Sign checks for the school. Aide in the preparation of budget proposals.
 - d) Assistant Treasurer = Assist the treasurer as needed in preparing financial reports. Sign checks for the school. Aide in the preparation of budget proposals.

C. Fiscal Accountability

1. ECS shall administer its own funds and seek to cover its own expenses.
2. A balanced budget must be presented and approved before the beginning of each school year.

3. The budget will be prepared and approved by the school board and then submitted to the church leadership for approval. The approved budget should be included in the school's quarterly report to the congregation.
4. Without an approved balanced budget school will not start.

D. School Administrator

1. It shall be the duty of the Administrator to oversee day to day operations and decisions related to the school ministry and carry out the policies established by the Board.
2. The Administrator shall lead efforts to enhance the spiritual development of students and faculty.
3. The Administrator will nominate and recommend hiring of faculty and staff to the School Board.
4. The Administrator must be a member of Emmanuel Baptist Church in agreement with its doctrine and supportive of the leadership.
5. The Administrator will serve under the authority of the Board and report directly to the Pastor(s).

Faculty & Staff Policies

IV. General Employment Policies and Expectations

A. **Non-Discriminatory Hiring Policy**

Emmanuel Christian School does not discriminate on the basis of nationality, ethnicity, or socioeconomic background in the hiring of its employees.

B. **Employees of ECS must adhere to the policies and guidelines set forth in in their handbook.**

C. **Hiring**

Hiring is made by the School Board based on the recommendation of the Administrator. Termination of employment is made in like manner.

Employees of ECS must adhere to the policies and guidelines set forth in in their handbook.

D. **Contracts and employment agreement**

1. Employment contracts are given on an annual basis.
2. Letters of intent will be sent to all faculty during the month of February of each year. Faculty member will be asked to declare their intent for the following year by March 1. Discussions to return, not to return, or not to retain a faculty or staff member will be discussed at that time.
3. Contracts are extended during in-service training.

E. **Personnel Qualifications for Employment**

1. All employees are to be regenerate growing Christians that meet the church membership expectations listed below. They are to be spiritually mature, ministry minded individuals with a heart for discipleship and Christian education.
2. K-12 teachers should have a bachelor's degree from a recognized college or university. Any exceptions must be approved by the board.

F. Church Involvement

1. Employees of ECS are expected to be members of EBC unless already integrally established as a member of another Evangelical church in the area. Exceptions to EBC membership must be approved by the School Board.
2. Employees leaving other churches are expected to give EBC first preference in their decision-making process.
3. Each faculty & staff member must have an annual pastoral recommendation form on file with the ECS office.
4. School staff should not undermine the church publically, but be in agreement with its doctrine and supportive of the leadership. Issues of disagreement, concern and offense should be dealt with in a biblical fashion.
5. Because ECS is an integral ministry of EBC, all staff regardless of their church membership are seen as an extension of the EBC family. In order to create synergy, community, and unity, staff & teachers who have membership at other churches are requested to attend special events at EBC unless they conflict with an event at their own church. Examples of such events are: special meetings, seminars, conferences, concerts and dramas.

G. Relationship to the Administrator

The Administrator is in charge of all the day-to-day operations of the school ministry. The decision of the Administrator is final in all matters of school administration. Staff will follow the chain of command as outlined in the organizational chart when dealing with problems. The administration will follow an open door policy with faculty and will encourage open communication. Feedback is an integral part of the communication process and should be given and received in the spirit of I Cor. 13. The staff is to be committed to being part of the solution and not the problem. A spirit of love should control all communications, both vertically and horizontally.

H. Chapel Attendance

1. Regular chapel attendance is expected of all faculty. Regular absences need to be approved by the school board with an explanation from the administrator. Infrequent absences must be approved by the Administrator. Infrequent chapel absences would be for things like doctor appointments and counseling situations.
2. Staff members should attend chapel and create a rotation schedules to cover duties during the chapel time.

I. Attendance and Work Hours

1. ECS is more than a “job”; it is a ministry calling. With this in mind, we expect each employee to consider school activities part of their ministry and seek to be involved at reasonable levels depending on ability and life stage.
2. Regular work hours
 - a) 7:30 -7:40 AM Arrival Time
 - b) 7:40 AM Devotional & Announcements
 - c) 3:15 PM Departure Time
3. Outside duties: From time to time there are some outside duties that teachers are expected to attend and be involved in. Absences should be approved by the administration. Those include but are not limited to the following.
 - a) Orientation Night
 - b) Parent-teacher meetings
 - c) Kindergarten Graduation (elementary teachers)
 - d) Senior High Graduation (Secondary Teachers)
 - e) Meetings for in-service training and administrative work as requested by the administrator.
 - f) Baccalaureate service

J. Dress

1. Faculty and Staff should adorn themselves in a way that would adorn the Gospel of Jesus and not distract form their identity as a Christ follower.
2. We expect personnel to exercise maturity and discernment in their personal appearance. We ask that the following Biblical principles be considered when making clothing choices.
 - a) Modesty: Shamefacedness that comes from the heart.
 - b) Appropriateness: What is best to wear for the particular occasion.
 - c) Gender Distinction: God designed genders to be distinct and for that distinction to be reflected in their dress.
3. In order to create a culture of professionalism that reflects a spirit of academic and spiritual excellence, we request that clothing generally be in a “business casual” style for normal school days.

4. Faculty and staff should seek to be a positive example to students and uphold the spirit and guidelines of the student dress code during normal school days and at school activities.

K. Evaluations

1. For continual improvement and accountability each employee will receive formal and informal evaluations at least annually.
2. Evaluations are used to aide in the development of personnel.
3. The Administrator will conduct faculty evaluations.
4. The Administrator or immediate supervisor will conduct staff evaluations.
5. The Pastor and a school board member will conduct the administrator's evaluation.
6. The School Board may select representatives to attend any evaluation meetings if deemed necessary.

L. Professional Development

1. Each teacher is to be continually reviewing, refreshing, adapting, and improving their class materials.
2. Personal & Professional Development should be a priority of every teacher and staff member.
3. ECS offers some official development strategies such as teacher conventions, and in-service training.
4. When funding becomes available, faculty may apply for financing of course work for continued education that may develop into a graduate degree.
5. Certification of teachers is desired. Applications should be made through the American Association of Christian School (AACCS) or the Association of Christian Schools International (ACSI). ECS will reimburse fees required for certification.

V. Salaries and Benefits

A. Pay and Salary

1. ECS employees have the option of having their salaries paid in either 10- or 12-month installments.
2. Pay rates are of a confidential nature between the individual and school's authorities. Personnel shall not discuss their pay with other employees.

B. Tuition Benefits

1. Employees of ECS are eligible for discounted tuition for their own children and dependents.
2. Employees hired before 2016 receive 100% tuition benefit for their children and benefits.
3. Beginning in 2016 ECS employees will be eligible for the following tuition benefits for their children and dependents that may be combined with other discounts.
 - a) Full-time Employees will receive 75% tuition discount.
 - b) Part-time employees will receive a 50% tuition discount.
4. If eligible, these tuition discounts may be combined with the following.
 - a) EBC Member discount = 25% off tuition.
 - b) Full-time ministry discount = 25% off tuition.

For example: A faculty member who's spouse is a pastor or missionary would receive 75% discount (ECS faculty) plus a 25% ministry discount that totals 100% of their tuition. A faculty member who is also a member of EBC would receive 75% faculty discount plus 25% EBC member discount totaling a 100% tuition discount.

C. Medical Benefits

ECS has some medical insurance options available to employees. Details of the current health coverage options are available from the administration.

D. Medical Leave

1. Sick leave is provided for fulltime employees for personal illness, illness of children and dependents as well as for medical appointments.
2. Maternity/paternity leave. Twenty (20) full days of paid leave will be provided for those fulltime employees in the event of a birth or adoption. This includes the sick days mentioned above.
3. Individuals have the option to continue their maternity/paternity leave beyond 20 days in keeping with FMLA guidelines. These days beyond 20, however, are unpaid.
4. Exceptions due to extenuating circumstances must be approved by the school board.

E. Personal Leave/Vacation Days

1. Full-time employees are entitled to five (5) paid personal day a year.
2. Days should not be used immediately before or after holiday breaks.
3. No more than two days should be used in the months of September or May.
4. Unused days may be “cashed” in for bonus pay or “carried over” to the next year.
5. Exceptions related to special circumstances must be approved by the Administrator.
6. Days are subject to the administrator’s approval and requests should be made at least one week ahead of time. Since the Administrator is seeking to find substitute teachers, if more than one request is made for the same time period, the Administrator reserves the right to accept requests on a first-come, first-served basis.

F. Bereavement Leave

An employee may take a maximum of three (3) days leave (with pay) should a member of their immediate family, the employee’s parents immediate family, or the employee’s children’s immediate family die.

VI. Physical Property and Classroom Cleanliness

A. Classrooms

1. Every classroom should be considered a multifunctional space that is for use by the church and school.
2. Teachers are expected to clean their own rooms during the school year.
3. If your classroom is used for a Sunday School class or group on weekends please assist in the teardown/setup for that event on Fridays and Mondays.
4. If a classroom is also used for a Sunday School Class or Children's ministry one bulletin board or defined wall should be reserved for that ministry or class to use.

B. Signage & Bulletin Boards

1. The purpose of a signage policy is to promote a spirit of excellence in our building aesthetics and to keep the primary ministry focus of the local church apparent.
2. As a general rule, in keeping with a spirit of excellence, as well as in teaching our students professionalism, there should not be any handwritten signs placed on the walls, shelving, or doors.
3. We ask that a grace-filled, positive tone be used in the syntax of signage sentences. (Examples: "Please" vs "do not" or "reserved for" vs "only for")
4. Paper signs outside of bulletin board areas need to be printed in color and/or laminated neatly.
5. Hallway signs and student art should be limited to designated areas.
6. Advertisements for school related events and fundraisers should not be up during the weekend on the 1st and 2nd floor hallways. We ask this in order to keep a sense of worship and local church emphasis during weekend services.
7. Any permanent or semi-permanent (more than one week) signage on the exterior of the building must be professionally done and approved by the church leadership.

VII. Miscellaneous Policies

A. School Trips

1. Off Campus trips need to be approved by the Administrator.
2. Overnight trips must be approved by the Administrator & Pastor.

B. Senior Trips:

Senior trips should have a twofold function of fun and ministry. Trips should include a ministry component as well as an amusement aspect.

C. Fund Raisers

1. All fundraisers must be approved by the administration both for purpose and process.
2. Any fundraising initiatives targeted at a capital or physical improvement to the property of EBC needs approval by the church leadership.
3. Fundraisers happening during the school day or involving the entire student body must be approved by the School Board.
4. If ECS has a budgetary deficit the board reserves the right for school-wide fundraisers to be used to supplement the budget before any specific fundraisers are held.

D. Private Music Lessons

1. Teachers who have musical gifts may use the instruments and facilities of Emmanuel so long as their studio is run through the Emmanuel Music Academy.
2. Private lessons should not be held during the school day unless part of the school's music curriculum or part of the Emmanuel Music Academy.