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| Book | Poplar Springs Baptist Church Policy Manual |
| Section | 3000 Personnel Policies |
| Title | Call and Separation of Employment of Ministerial Staff |
| Number | 3500 |
| Authority | Article VIII Section 3 of the Church By-Laws |
| Adopted | July 14, 2019 |

Section 1. Call: Whenever a vacancy occurs, a pastor shall be called by the church to serve until the relationship is dissolved at the request of either the pastor or the church. The call of the pastor shall take place at a meeting especially set for that purpose of which at least one week's notice has been given the membership. The election shall be upon the recommendation of a special committee recommended by the nominating committee and approved by the church to seek out and nominate as pastor a minister of the Gospel whose Christian character and qualifications fit the nominee for the office. The committee shall bring only one name at a time for the consideration of the church and no nominations shall be made except by the committee. Election shall be by standing vote or by ballot at the discretion of the congregation with an affirmative vote of eighty (80%) percent of those present and voting necessary for an extension of a call. Should the minister recommended by the committee fail to receive an 80% vote, the committee will be instructed to seek out another minister and the meeting at which the vote was taken shall be adjourned without debate.

Section 2. Separation of Employment: The Pastor shall serve under a continuing call until the pastoral relationship is dissolved at the request of the Pastor or the church.

- A. Resignation: The Pastor may resign but shall normally provide four week's notice before the termination of services. By agreement with the deacons, in consultation with the Personnel Committee, such a resignation may be effective with lesser or greater notice.

- B. Removal: A Pastor may be removed by a majority vote of the members present and voting only at a properly called meeting in regard to which written notice has been provided all members of the pending action, and the pastor is provided an opportunity to be heard.
- (1) The officers and the members shall make every effort to follow Biblical principles including the processes set forth in Matthew 18 in dealing with conflicts regarding pastoral staff.
 - (2) Removal shall be effective immediately upon the adoption of a motion terminating the Pastor, but salary and benefits shall continue for not less than thirty days. Any resolution to dismiss may also contain recommendations concerning other financial aspects of the termination including severance pay.
- C. The procedures described in this policy shall be in effect for all called full-time ministerial staff in addition to the pastor.