

EXECUTIVE BOARD MINUTES

Baptist General Convention of Texas

Heath Kirkwood, Presiding, Chair

8:30 am

Tuesday, September 23, 2025

Heath Kirkwood, Chair of the BGCT Executive Board, called the meeting to order for the September Executive Board 2025 and calls on Suzie Liner to open the meeting with prayer.

Kirkwood gave thanks to the DoubleTree hotel for their hospitality and welcomed the following:

Convention Officers:

- Ronny Marriott, President, Lead Pastor, FBC, Richardson
- Debbie Potter, First VP, Children's Pastor, Trinity BC, San Antonio
- Joseph Adams, Second VP, Senior Pastor, FBC Mt. Pleasant

Fellowship Presidents:

- Dillard Fisher, Bivocational/Small Church Membership

BSM Co-Presidents:

- Joel Williams, BSM Co-President

BGCT Staff

WMU Officer:

- Tamika Jones, Executive Director/Treasurer of WMU of Texas

WMU OF TEXAS REPORT

Kirkwood welcomed Tamiko Jones, Executive Director/Treasurer of WMU of Texas and called on her to bring the report. Jones shared what WMU is doing around the state and discussed the following:

- Summer 2025 highlights
- Border backpack outreach
- Mary's House
- Leadership retreats

TEXANS ON MISSIONS REPORT

Kirkwood welcomes John-Travis Smith, Associate Executive Director, Texans on Missions, to give his report. Smith discussed the following:

- Kerr County Floods – Hill Country
- Relief phase
- Deployed volunteers all year and provided trainings

REPORT ON REGISTRATION OF ATTENDANCE AND MINUTES

Kirkwood welcomed Ward Hayes, CFO/Treasurer, to join him on stage to bring the report on attendance. Hayes conveyed 23 regrets. Kirkwood stated that we have enough for a quorum. Kirkwood called on Hayes to bring the report on the resume of minutes. Hayes discussed May 2025 Executive Board minutes and referred everyone to the Executive Board website. No discussion on the minutes; vote approved as presented.

TEXAS BAPTIST MISSIONS FOUNDATIONS UPDATE

Kirkwood calls on Jerry Carlisle to bring the report from Texas Baptist Mission Foundation. Carlisle discussed following:

- Celebrating 40 years generosity 1985-2025
- Last 10 years
 - Dollars doubled
 - Reduced cost CP dollar
 - Donors increased 30%
 - Number of gifts has quadrupled

THE CENTER FOR CULTURAL ENGAGEMENT COMMITTEE

Kirkwood calls on Katie Fruge and John Litzler to bring the Public Policy update from the Christian Life Commission. Fruge and Litzler discussed the following:

- Texas Lottery Commission has dissolved
- Line-item veto for \$60M Summer EBT program
- 2 special House sessions
- Letter to President Trump about the safe return of Ukrainian children as part of peace talks
- Bill signing ceremony

PRESIDENT REMARKS

Kirkwood introduced Ronny Marriott, President, Lead Pastor, FBC, Richardson to come bring the convention President remarks. Marriott discussed the following:

- How do we treat the least of these brothers
- To see Christ, you must see the hurt
- Earn the right by loving people
- Love our enemies
- Be an example of unity not conformity
- BGCT needs to set standard so Kingdom can advance

ELECTIONS OF 2025 EXECUTIVE BOARD OFFICERS

Kirkwood calls on Marriott to bring the elections of 2025 Executive Board Officers:

Kirkwood nominates Suzie Liner – Sector 2 for Chair of Executive Board 2026, Second Mark Lindsey – Sector 2. Don Graham – Sector 28 brings motion to vote in by acclamation – none opposed nomination stands.

Kirkwood calls on Pete Pawleck – Sector 25 who nominated Keith Warren – Sector 6 for Vice Chair of Executive Board 2026, Second, Mark Kemp – Sector 29. No other nominations; none opposed; nominations stand.

RECOGNITION OF OUTGOING BOARD MEMBERS

Kirkwood calls on Julio Guarneri, Executive Director to give recognition of outgoing board members:

Guarneri expresses thanks and recognizes: Luis Amario, Randy Bigbee, Bobby Contreras, Josh Fultz, Charles Hill, Mark Kemp, Paul Kim, Paige Titze, Nancy Lawrence, Isaac Thompson and Heath Kirkwood – Chair.

GC2 DIRECTOR'S REPORT

Kirkwood calls on Sergio Ramos to bring GC2 Director's Report.

Sergio gives the following GC2 update:

- Center on Core Vision to help all Texas Baptists churches fulfill the Great Commandment
- Clear vision through meetings and gatherings
- Hungry for tools to strengthen churches
- Committed to transparency and including staff to be part of the process
- Global partnerships – MOU's
- Ambassador group
- Working with institutions and universities to align with vision

Kirkwood calls for break.

Kirkwood calls meeting back into session.

REPORT ON TBIP

Kirkwood calls on Craig Christina, Associate Executive Director to bring the report on Texas Baptist Indemnity Program (TBIP). Christina spoke on the following:

- Began receiving calls from churches about insurance program
- Conducted feasibility study
- Start captive insurance program
- Met with Dallas partner who has an insurance company
- Soft launch by end of October; by November open to all BGCT/SBC churches
- Our commitment:
 - To keep costs of premiums low
 - Serve like-minded churches
 - Follow guidelines similar to those of Guidestone
 - Churches giving undesignated gifts to BGCT will receive deeper discounts

Christina asked if there were any questions; various questions and comments.

CFO/TRESURER'S REPORT

Kirkwood called on Hayes to bring the financial update. Hayes shared following summary of the Treasurer's report:

Statement of Financial Position

- Cash position = \$12.8M (strong liquidity)
- Endowments & Investments are \$264M
- Reserve fund is \$8.6M
- BGCT Cooperative Program is steady but lower
 - 97.1% of prior year
- Investments
 - Investment Income benefiting CP is steady
 - Unrealized gains (increase in market value) \$9.2M thru July
 - 10 yr. rolling avg. of total return 8.3% (7.4% 2024)
- Budgeted Revenue
 - CP Gifts \$28.0M (101% of prior year)
 - Investment income \$8.0M (108% of PY estimate)
 - Donor Designated revenue \$8.6M (125K decrease)
 - MHD budgeted income down \$140K
 - BGCT WW budget up slightly
 - Total Budgeted Revenue of \$47.9M is 105% of 2025

NOMINATIONS FOR BOARDS OF AFFILIATED MINISTRIES

Kirkwood brings the Committee on Nominations for Boards of Affiliated Ministries:

2027 Term

Recommendation for nomination to East Texas Baptist University Board of Trustees:
Charles Whiteside – FBC Kilgore

Kirkwood advises that nomination was already voted on in committee meeting and does not need a motion or second, vote passed.

RECOMMENDATIONS TO FILL VACANCIES ON COUNCILS

Kirkwood brings the recommendations to fill vacancies on councils:

Western Heritage Council:

2028 Term

Charlie Nassar - Top Rail Cowboy Church – Greenville
Chris Maddox - Cowboy Church of Ellis County - Waxahachie

Texas Baptist Missions Foundation Council:

2027 Term

Carla Robinson - Park Cities Baptist Church - Dallas

2028 Term

Paul Kim - Forest Community Church – Plano
Jerry Ramirez - First Baptist Church – Lubbock
Bill Brian - First Baptist Church – Amarillo
Bill Bevill - First Baptist Church – Corpus Christi
D.M. Edwards - First Baptist Church – Tyler
David Paul - Sugar Land Baptist Church – Sugar Land
Charles Whiteside - First Baptist Church – Kilgore

Missions Funding Council:

2028 Term

Joseph Adams - FBC – Mount Pleasant
Rene Maciel - First Woodway Baptist Church – Woodway
Wisdom Asita - First African Baptist Church – Fort Worth

Institutions Audit Council:

2028 Term

Maggie Pepper - First Baptist Church - San Angelo
Corbin Couch - First Baptist Burleson
Jill Larson - The Heights - Richardson

2027 Term

Jennifer Clements - Park Cities Baptist Church – Dallas

2026 Term

Deborah Woods - First Baptist Church of Farmers Branch
Heather Fairman - First Baptist Church of Anna

Hispanic Education Council:

2028 Term

Sylvia Villareal - Cliff Temple Baptist Church - Dallas
Fernando Rojas - Azle Avenue Baptist Church – Fort Worth
Jeremy Johnston - First Baptist Church - Hallsville

GC2 Press Advisory Council:

2028 Term

Reagan Miller - Lakeshore Drive Baptist Church – Hudson Oaks
David Goddard - First Baptist Church – Temple

Christian Life Commission:

2028 Term

Steve Bezner - Houston Northwest Baptist – Houston
Kevin Lintz - University Baptist – Fort Worth

Chaplaincy Endorsement Council:

2028 Term

Jim Browning - FBC - Floresville
Amy Hall - Madison Heights Baptist Church – Madison Heights, VA
Ken May - FBC – Stephenville
Ben Sprouse - Memorial Baptist – Staunton, VA
David Cross - Westgate Memorial Baptist - Beaumont

Baptist Student Ministry Council:

2028 Term

Austin Lambert - First Baptist Church - Sherman
John Wheat - Trinity Baptist Church - Kerrville

Baptist History and Distinctives Council:

2028 Term

Sharon Darwin - First Baptist Church – Dallas
David Mahfouz - First Baptist Church – Warren
Betty Booth - First Baptist Church - Tyler

Affinity Ministries Council:

2028 Term

Rolando Aguirre - Park Cities - Dallas

Kirkwood advised all nominations were approved in committee meetings and does not need a motion or second. Kirkwood asked if there are any questions. None. All nominations passed.

Kirkwood called the Board into an Executive Session and asked non-board members to leave the room. (See executive minutes if needed).

Kirkwood calls on non-board members to return. Kirkwood calls meeting back into session.

AUDIT COMMITTEE REPORT

Kirkwood calls on Gene Pittman to bring the Audit Committee report and recommendations. Pittman brings following recommendation:

Recommendation to Secure 2025 Independent Auditor. Audit Committee recommends the firm Batts Morrison Wales & Lee conduct the financial audit for the year 2025. Such audit is estimated to cost \$67,725 based on a one-year contract. Kirkwood advised the recommendation was passed in committee meeting and does not need a motion or second. There were no questions, no opposition. Vote: The motion passed.

EXECUTIVE COMMITTEE

Kirkwood calls on Suzie Liner to bring 2 recommendations from the Executive Committee. Liner brings the following recommendations:

Recommendation to adopt policy 420.3 as part of the Baptist General Convention of Texas' Policy Manual. (Please refer to the addendum attachment). Kirkwood advised this recommendation was approved in committee, so it does not need a motion or second. There were various questions and comments, no opposition. Vote: The motion passed.

Recommendation for Covenant Solutions Initial Officers, Board of Directors, and Investment. (Please refer to the addendum attachment). Kirkwood advised this recommendation was approved in committee, so it does not need a motion or second. There were various questions and comments, no opposition. Vote: The motion passed.

ADMINISTRATION SUPPORT COMMITTEE

Kirkwood calls on Keith Warren, Chair – Administration Support Committee to bring the following recommendations:

Recommendation to Amend Policy 822 Background Investigation. We recommend amending the BGCT's background investigation policy to more comprehensively address controlled substance possession and driving while intoxicated. (Please refer to the addendum attachment). Kirkwood advised this recommendation was approved in committee, so it does not need a motion or second. There were no questions, no opposition. Vote: The motion passed.

Recommendation to Revise Policy 846 Family Medical Leave Act. These recommendation changes are better structured around our current policies. (Please refer to the addendum attachment). Kirkwood advised this recommendation was approved in committee, so it does not need a motion or second. There were no questions, no opposition. Vote: The motion passed.

Recommendation to Revise Policy 807 Harassment Policy. Regarding the BGCT's Harassment policy, HR has made recommendations for procedural changes. (Please refer to the addendum attachment). Kirkwood advised this recommendation was approved in committee, so it does not need a motion or second. There were no questions, no opposition. Vote: The motion passed.

FINANCE COMMITTEE

Kirkwood calls on Charles Hill, Chair of Finance Committee to bring the following recommendations:

Recommendation for 2026 Proposed Budget. The proposed 2026 budget is based on expected Cooperative Program and other income receipts. This percentage distribution is necessary to provide adequate funding for the Texas mission field. Kirkwood advised this recommendation was approved in committee, so it does not need a motion or second. There were no questions, no opposition. Vote: The motion passed.

Recommendation for 2026 Texas World Missions Initiatives and Partnerships Allocation.

We recommend a 2026 proposed allocation of \$1,100,000 of Cooperative Program Texas Worldwide Missions Initiatives and Partnerships as follows:

- International Missions & Partnerships \$ 850,000
- North American Missions & Partnerships 250,000
- Total World-Wide Missions \$ 1,100,000

Kirkwood advised this recommendation was approved in committee, so it does not need a motion or second. There were various questions and comments, no opposition. Vote: The motion passed.

ADJOURNMENT

Kirkwood closes meeting with prayer and adjourns meeting.

Addendum

Executive Board

09/23/25

Executive Committee

09/22/25

Item of

Consideration: Recommendation to adopt policy 420.3

**Highest Authority
For this item:** Executive Board

Originating Source: Sexual Abuse Task Force Implementation Committee

Background: In May of 2023, the Executive Board formed a Sexual Abuse Task Force (SATF) with the mandate to study, analyze, and improve the Baptist General Convention of Texas' response to allegations of sexual abuse. In its final report to the Executive Board on September 23, 2024, the SATF provided recommendations to the Executive Board. Among those recommendations, was the need for the Executive Board to adopt a policy to address claims that a member of the Executive Board has violated the Baptist General Convention of Texas' code of conduct. The Executive Board then voted for and approved a Sexual Abuse Task Force Implementation Committee. The role of the Sexual Abuse Task Force Implementation Committee is to bring before the Executive Board for actions that will effectuate the recommendations of the SATF. The Sexual Abuse Task Force created the proposed policy 420.3 in consultation with pertinent BGCT Staff. By adopting this proposed policy 420.3, the Executive Board would be following one of the recommendations of the SATF.

Recommendation: We recommend adopting policy 420.3 as part of the Baptist General Convention of Texas' Policy Manual.

Background

Attachments: New Policy 420.3 is included below.

420.3 **Executive Board Disciplinary Committee**

I. Description:

To be eligible to serve as a member of the Executive Board of the Baptist General Convention of Texas, each respective Executive Board members must read and agree that his or her behavior will follow the code of conduct as set forth by the Executive Board in this Policy Manual, including, but not limited to, policies 805 and 807. The Executive Board Disciplinary Committee will address allegations that an Executive Board member has violated the Baptist General Convention of Texas' code of conduct.

II. Membership:

A. Disciplinary Committee Membership

Chair of the Executive Board
Vice Chair of the Executive Board
Associate Executive Director of the Baptist General Convention of Texas

B. Appellate Committee Membership

All members of the Executive Board Disciplinary Committee
President of the Baptist General Convention of Texas
First Vice President of the Baptist General Convention of Texas
Second Vice President of the Baptist General Convention of Texas

III. Duties:

- A. If a member of the Executive Board of the Baptist General Convention of Texas is reported to have violated the code of conduct, an appropriate investigation will take place by the Executive Board Disciplinary Committee.
- B. The Executive Board Disciplinary Committee may, at its discretion, hire a third-party investigator to assist the Executive Board Disciplinary Committee in the investigative process.
- C. If, after the investigation is complete, the report of misconduct is deemed credible/valid by a majority of the Executive Board Disciplinary Committee, the Executive Board member will be counseled. Further, the individual Executive Board member may be subject to disciplinary action which may include dismissal from the Executive Board.
- D. An Executive Board member deemed subject to disciplinary action for a violation of the code of conduct under this section may request an appeal which will be considered by the Appellate Committee. A request for an appeal must be made prior to a removal action by the Executive Board.

E. The removal of a member of the Executive Board under this Section requires an affirmative vote for dismissal by not less than three-fourths (3/4) of the quorum present at any Executive Board meeting.

F. When required to do so by the laws of the State of Texas, the Executive Board Disciplinary Committee will report alleged misconduct to the appropriate law enforcement agency or state agency prior to any investigation authorized by this Section.

IV. Meetings:

The Executive Board Disciplinary Committee will be called to meet at the discretion of the Executive Director in consultation with the Chair of the Executive Board.

9/23/25

Executive Board

09/23/25

Executive Committee

09/22/25

Item of

Consideration: Recommendation for Covenant Solutions Initial Officers, Board of Directors, and Investment

Highest Authority

For this item: Executive Board (EB)

Originating Source: Executive Leadership (EL)

Background: To appoint the initial slate of officers and board of directors for Covenant Solutions (a South Carolina captive) and approve the funding of the initial reserve/investment.

The recommendation passed at the 2024 Annual Meeting instructed Executive Leadership, with the approval of the Executive Committee, to take the necessary steps to launch an insurance program. Early in this process, the best course of action was to create a Texas-based captive to administer the program. Subsequent partnerships that are currently being finalized open the possibility to expand the program beyond BGCT affiliated churches. This opportunity is better served through a South Carolina-based captive.

To establish a SC captive, documentation and registration is being prepared under the name Covenant Solutions (“Covenant”). Included in this process will be the development of articles of incorporation, bylaws, application for non-profit tax status, application for licensure from the South Carolina State Board of Insurance, and all other necessary steps towards a successful launch.

Several items essential in the startup process need immediate Executive Board approval so as not to delay bringing a strong insurance product to market as soon as possible. First is approval of Covenant corporate officers. Second is approval of Covenant’s initial Board of Directors.

Third is approval of an investment into the new corporation to establish a strong insurance reserve.

Covenant’s Articles of Incorporation and bylaws are virtually identical to TBIP’s, with the addition of a South Carolina resident who works for our engaged captive manager in South Carolina. Also, similar to TBIP, officers of Covenant will be required to be members of Texas Baptists Executive Leadership. Furthermore, Covenant’s Board of Directors will include two ex-

officio positions (Associate Executive Director of BGCT and Treasurer/CFO of BGCT), one additional BGCT Executive Leader, one pastor of a BGCT affiliated church, and one Director of Missions of a strong partnering Texas Baptists Association.

Concerning Texas Baptists' financial investment in Covenant to create a vibrant insurance reserve and allow for substantive growth in the program's early years, and in conjunction with our captive insurance managers, consultants, and actuaries, EL will recommend to the TBIP board to transfer capital funds up to \$12M to Covenant. The final investment amount will be determined by the TBIP and Covenant boards working in conjunction with the captive manager, actuaries, and the State Boards of Insurance for Texas and South Carolina. It is anticipated that TBIP may be dormant until needed otherwise.

Recommendation:

We recommend as corporate officers of Covenant Solutions: Craig Christina, President; Sergio Ramos, Vice-President; and Ward Hayes, Secretary/Treasurer. We recommend the following to fill the Board of Directors: Craig Christina, Chairman; Sergio Ramos, Vice-Chair; Ward Hayes, Secretary; Dennis Young; David Bowman; and Ann West of Artex as our South Carolina representative. We also recommend TBIP Board of Directors consider transferring funds up to \$12M to capitalize Covenant Solutions' insurance reserve.

9/23/25

Executive Board

09/23/25

Administration Support Committee

09/22/25

Item of

Consideration: Recommendation to amend policy 822 - Background Investigations

Highest Authority Executive Board

For this item:

Originating Source: Executive Leadership Team or General Counsel

Background: The BGCT has not updated its background investigations policy since 2006. Under the current policy, any drug related offense, no matter how minor is a permanent bar from BGCT employment. The current policy does not distinguish between the type of drug being possessed or the amount. More importantly, permanently barring anyone with a possession of a controlled substance conviction from employment, our currently policy does not leave room for the transformation that occurs in an individual’s heart when he/she becomes a new creation in Christ.

The proposed change to the policy differentiates between major drug related offenses (Felonies and Class A misdemeanors) and minor drug related offenses (Class B and Class C misdemeanors). It leaves in place an absolute bar to employment for any controlled substance conviction within the last 10 years with the ability to hire someone with a minor controlled substance conviction more than 10 years ago.

The proposed changed would also enact a more comprehensive DWI/DUI policy. Currently, policy 822 only prohibits employment based upon a conviction of driving under the influence of alcohol within the past 5 years. The revision would make this policy applicable to a conviction for driving under the influence of any substance, including drugs.

Background

Attachments: A redline version of Policy 822 – Background Investigations is included below.

Recommendation: We recommend amending the BGCT’s background investigation policy to more comprehensively address controlled substance possession and driving while intoxicated.

822 BACKGROUND INVESTIGATIONS

The Baptist General Convention of Texas desires to provide a safe environment for all employees and clients at each of our locations. To help us achieve this goal and comply with state and federal laws, the policy requires that BGCT conduct a background investigation on all

candidates eligible for an offer of employment and as deemed necessary for current employees during their employment with the Baptist General Convention of Texas. All candidates for employment and new hires (prior to conducting the investigation and beginning employment) must complete and sign the Criminal Conviction and Motor Vehicle Background Investigation Acknowledgment.

It is BGCT policy to hire or continue to offer employment to persons who have never pled guilty to, been convicted of, or received probation, deferred adjudication or pretrial diversion for any criminal offense (other than minor traffic citations including), but not limited to criminal homicide; kidnapping and false imprisonment; indecency with a child; prostitution; sexual assault; aggravated assault; abandoning and endangering a child; aiding suicide; agreement to abduct from custody; sale or purchase of a child; arson; robbery; aggravated robbery; injury to a person; ~~possession of illegal substance~~; fraud; theft; or other action which violates state guidelines for employment with BGCT or any participating employer with BGCT. Employees or applicants guilty of other convictions which the BGCT believes to be a risk to our employees, clients, consumer safety or their welfare will be considered unemployable. Persons convicted of a felony or class A misdemeanor possession of an illegal or controlled substance will be considered unemployable and persons convicted of a Class B or C misdemeanor possession of an illegal or controlled substance within the last ten (10) years will be considered unemployable.

Persons convicted of driving while intoxicated (DWI) or driving under the influence (DUI) under the influence of alcohol within the past five (5) years will be considered unemployable based on Baptist principles. Persons with motor vehicle records that indicate three (3) or more moving violations within the past three (3) years are not considered employable if their job requires them to transport clients or others on behalf of the BGCT or drive a BGCT owned or operated vehicle. Job holders required to drive on behalf of the BGCT must be at least age 21.

Criminal and motor vehicle records may be investigated on employees every twelve months as required by automobile insurance regulations and at other times as necessary. Any time the BGCT learns that an employee is no longer in compliance with this policy, an investigation may occur immediately.

In the event the investigation confirms that the employee is not in compliance with policy or state and federal regulatory guidelines and laws, that employee's employment may be terminated immediately.

All employees are required to notify their supervisor immediately, should any of the above stated events occur regarding themselves or another employee of the BGCT. The BGCT reserves the right to conduct an investigation at any time for reasonable cause.

Employees are prohibited from requesting a criminal history check on anyone who is not an employee or an applicant for employment. Only employees authorized by BGCT management may conduct a criminal history check.

IV. Confidentiality

Information obtained as a result of a background investigation will remain confidential and will be kept in a secured file drawer separate from other employment records. Human Resources is responsible for obtaining information, communication, and record management necessary to comply with this policy.

5/23/06 9/23/25

Executive Board

09/23/2025

Administration Support Committee

09/22/2025

Item of

Consideration: Recommendation to Revise Policy 846 Family Medical Leave Act

Highest Authority

For this item: Executive Board

Originating Source: Administration Support Committee

Background: Regarding the BGCT's Medical Leave of Absence HR recommends the following procedural changes. These recommendation changes are better structured around our current policies.

Background Attachments: A redline version of Policy 846 is included below.

Recommendations: We recommend revising Policy 846 Family Medical Leave Act.

846

FAMILY AND MEDICAL LEAVE OF ABSENCE

I. General Provisions

It is the policy of the BGCT to grant up to 12 weeks of family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). It is also the policy of the BGCT to grant up to 26 weeks of leave in any 12-month period in compliance with the expansion of FMLA under The Support for Injured Service members Act of 2007. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

II. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

A. The employee must have worked for the employer for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of the week or if the employee is on leave during the week.

B. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these

hours of leave should not be counted in determining the 1,250 hours' eligibility test for an employee under FMLA.

C. The employee must work at a location that has at least 50 or more employees within a 75-mile radius.

D. Employees who meet the eligibility criteria listed under A and B above, but do not meet the criteria under C, will be eligible for up to 12 weeks of family and medical leave during any 12-month period, in accordance with BGCT policy. It is also the policy of the BGCT to grant up to 26 weeks of leave in any 12-month period to care for injured service members. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy. Employees granted leave under this section of the policy will not have the leave time counted against their FMLA allotment within the 12-month period, should they transfer to a location with at least 50 or more employees within a 75-mile radius, per FMLA guidelines issued by the Department of Labor (DOL).

III. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

A. The birth of a child and in order to care for that child.

i. The Maternal Leave policy allows the mother to take up to six weeks paid Medical Leave for natural birth, and eight weeks paid Medical Leave for cesarean birth. The Paternal Leave policy allows the father to take up to three weeks paid Medical Leave for natural or cesarean birth.

B. The placement of a child for adoption or foster care and to care for the newly placed child.

i. If a husband and wife both work for the organization and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent-in-law) with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the organization and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

C. To care for a spouse, child or parent with a serious health condition.

D. The serious health condition (described below) of the employee.

i. An employee may take leave because of a serious health condition that makes the employee unable to perform the duties of the employee's position.

ii. A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

iii. The policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition, which if left untreated, would result in a period of incapacity of more than three days, would be considered a serious health condition.

iv. If an employee takes paid time off for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the BGCT may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

v. Employees with questions about what illnesses are covered under this FMLA policy or under the BGCT's PTO policy are encouraged to consult with the Human Resources department (HR).

E. A covered family member's active duty or call to active duty in the Armed Forces.

i. An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. Reasons related to the call-up or service includes helping the family member prepare for the departure or caring for children of the service member. The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave, except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

ii. Employees requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or active military service before leave is granted.

F. To care for an injured or ill service member.

i. This leave may extend up to 26 weeks in a 12-month period for an employee whose spouse, son, daughter, parent, or next-of-kin is injured or recovering from an injury suffered while on active military duty and who is unable to perform the duties of the service member's office, grade, rank or rating. Next-of-kin is defined as the closest blood relative of the injured or recovering service member. An employee is also eligible for this type of leave when the family

service member is receiving medical treatment, recuperating or therapy, even if the service member is on temporary disability retired list.

ii. Employees requesting this type of FMLA leave must provide certification of the family member or next-of-kin's injury, recovery or need for care. This certification is not tied to a serious health condition as for other types of FMLA leave. This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks.

iii. An eligible employee can take up to 12 weeks (or up to 26 weeks of leave to care for an injured or ill service member) under this policy during any 12-month period. BGCT will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks (or 26 weeks for the care of an injured or ill service member) of available leave, with the balance remaining being the amount the employee is entitled to take at that time.

IV. Intermittent Leave

Family Medical Leave may be used intermittently or on a reduced basis as approved by the BGCT. Exempt and non-exempt employees have 480 available hours of FMLA (or 960 hours to care for an injured or ill service member) over a 12-month period. Exempt employees may track time away from work under the FMLA intermittent leave provision.

V. Employee Benefits While on Family Medical Leave

Where the medical leave results from a "disability" as defined in the Americans with Disabilities Act, the BGCT may extend the medical leave period to reasonably accommodate disability.

Medical leaves resulting from injuries on the job for which BGCT's Workers' Compensation Insurance coverage is available may differ according to state and federal law. All BGCT-paid time off benefits including time away from work as a result of an occupational injury will run concurrent with Family Medical Leave time away from work when the illness or injury meets the criteria as described in the Family Medical Leave Act.

While on leave, the employee will not lose PTO that accrued prior to the start of the leave; however, no additional PTO will accrue during an unpaid leave. Holidays will be used to receive pay during a leave of absence based upon the guidelines of the holiday program. The PTO benefit runs concurrent with the FMLA. Employees must verify with

Human Resources which type of time away from work benefit, to include PTO, will provide pay, if any, while on FMLA.

The BGCT health care benefits will continue while an employee is on an approved Family Medical Leave. The BGCT will continue to pay the same amount of benefit premiums towards coverage as if the employee were working at the regular job. The employee will be responsible for paying the employee portion of benefit premiums including health, dental, and life amounts.

VI. Employee Status After Leave

If an employee takes Family Medical Leave and is able to and does return to work by the end of the approved leave period, he/she may be reinstated to the same job or to a position with equivalent pay, benefits, and terms and conditions of employment. This reinstatement may not be possible where business necessity dictates otherwise or where a person is no longer able to perform the essential job duties.

In the event the employee does not return to work at the end of the approved leave period, the BGCT will assume he or she has resigned. At that time, the employee will be given information about certain continuation and costs of insurance benefits. The employee may contact the BGCT at any time when the employee later becomes able to return to work and wants to be considered for open positions for which he/she qualifies.

VII. Certification of the Serious Health Condition of the Employee or the Spouse, Child or Parent of the Employee

The BGCT may ask for certification of the serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification may be provided by using the Medical Certification Form. Request for a medical certificate must be made in writing as part of the employer response to employees request for leave.

Certification of the serious health condition shall include the date when the condition began, its expected duration and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential duties of the employee's position. For a family member who is seriously ill, the certification must include a statement that the patient, the family member, requires assistance and that the employee's presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment as well as a statement of medical necessity for taking intermittent leave or working a reduced schedule.

Procedure for Requesting Leave for 1) the birth of a child or in order to care for that child; 2) the placement of a child or adoption or foster care and to care for the newly placed child; 3) to care for a spouse, child or parent with a serious health condition; or 4) the serious health condition of the employee

All employees requesting this type of FMLA leave must provide verbal notice with an explanation of the reason(s) for the needed leave to their immediate supervisor, who will advise the HR department. If the leave is foreseeable, the immediate supervisor may require the employee to provide a written request for leave and reason(s) with a copy to the HR department. Failure of the employee to provide a written request for leave cannot be grounds to deny or delay the taking of FMLA leave.

The BGCT will provide individual notice of rights and obligations to each employee requesting leave within two business days or as soon as practicable. For employees on intermittent or recurring leave for the same incident, this notice will be provided every six months.

When an employee plans to take leave under this policy, the employee must give the BGCT 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. An employee who is to undergo planned medical treatment is required to make a reasonable effort to schedule the treatment in order to minimize disruptions to the company's operations.

If an employee fails to provide 30 days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the employer receives notice. While on leave, employees are requested to report periodically to the BGCT regarding the status of the medical condition and their intent to return to work.

VIII. Documentation of the Covered Family Member's Active Duty or Call to Active Duty in the Armed Forces

Employees requesting this type of service member FMLA leave must provide proof of the qualifying family member's call-up or active military service. This documentation may be a copy of the military orders or other official Armed Forces communication.

IX. Documentation of the Need for Service member FMLA Leave to Care for an Injured or Ill Service member

Employees requesting this type of service member FMLA leave must provide documentation of the family member's or next-of-kin's injury, recovery or need for care. This documentation may be a copy of the military medical information, orders for treatment, or other official Armed Forces communication pertaining to the service member's injury or illness incurred on active military duty that renders the member medically unfit to perform his or her military duties.

Procedure for Requesting Leave for 1) a covered family member's active duty or call to active duty in the Armed Forces or 2) to care for an injured or ill service member

All employees requesting this type of FMLA leave must provide verbal notice with an explanation of the reason(s) for the needed leave to their immediate supervisor, who will advise the HR department. Leave may commence as soon as the individual receives the call-up notice. If the leave is foreseeable, the immediate supervisor may require the employee to provide a written request for leave and reason(s) with a copy to the HR department.

The BGCT will provide individual notice of rights and obligations to each employee requesting leave within two business days or as soon as practicable.

X. Supplemental Employment

The Texas Baptist does not prohibit an employee from having supplemental employment if it does not interfere, deter, nor adversely affect their current job duties for the Convention. While on Medical Leave employees are prohibited from all supplemental employment.

~~5/23/23~~ 9/23/25

Executive Board

09/23/2025

Administration Support Committee

09/22/2025

Item of

Consideration: Recommendation to Revise Policy 807 Harassment Policy

Highest Authority

For this item: Executive Board

Originating Source: Administration Support Committee

Background: Regarding the BGCT's Harassment policy, HR has made the following recommended procedural changes. These recommendation changes are better structured around our current policies.

Background Attachments: A redline version of Policy 807 is included below.

Recommendations: We recommend revising Policy 807 Harassment Policy

807 HARASSMENT POLICY

The Baptist General Convention of Texas is committed to ensure a work environment for all employees which is fair, humane, and respectful, and an environment which upholds Christian morals and ethics described and mandated by Jesus Christ.

Prohibited harassment is verbal or physical conduct that shows hostility toward an individual and includes derogatory comments, slurs, jokes, innuendos, cartoons, pranks, or physical harassment which is based on the employee’s protected class membership. Harassment also includes negative actions based on an employee’s participation in activities identified with or promoting the activities of the protected group.

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made 127either explicitly or implicitly a term or condition of employment, (2) submission to or rejection of such conduct is used as the basis for employment decisions, or (3) such conduct has the purpose or effect of unreasonably interfering with an

individual's work or performance or creating an intimidating, hostile, or offensive work environment.

Every manager is responsible to ensure that the spirit and intent of BGCT goals and harassment policies are achieved. Employees have the right to be free from harassment on the job from coworkers, management, or others. **BGCT will provide both manager level and employee level training regarding Harassment in the Workplace prevention, which will occur during an employee's new hire on-boarding process and will be repeated at least once every two years.**

If an employee believes he or she is being harassed, the employee is requested and encouraged to make a complaint to BGCT. Employees are not required to first complain to the person harassing them. The employee may complain directly to their supervisor, the supervisor of the harasser, Human Resources, or any management employee to include the Executive Director. Similarly, if any employee observes harassment of another employee, the employee is requested and encouraged to report the incident to one of the persons described above. Any of the individuals above will take the appropriate steps to ensure that prompt and effective remedial action is taken as necessary.

All information will be handled in as confidential manner as is possible. **BGCT will only involve those individuals necessary to conduct a thorough investigation and/or make recommendations in regards to the outcome of the investigation as it relates to possible disciplinary measures, or if it impacts the safety of others. BGCT will comply with all Federal, State and local laws as it pertains to harassment, including reporting requirements to applicable agencies, should such harassment be deemed to have violated any criminal or civil statutes.** Employees will not be retaliated against in any way for making a good faith complaint or report of harassment or for assisting in good faith in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons described above. Harassment is a violation of federal and state law as well as BGCT policies. Confirmed harassment will result in immediate disciplinary action up to and including termination of employment for any employee found to have committed harassment of another person. **Appropriate parties within BGCT will be consulted to ensure disciplinary measures are appropriate and properly followed, including Human Resources and Legal Counsel.**

BGCT will promptly and thoroughly investigate any complaint or report of harassment or violation of this policy. A thorough investigation can take several days to several weeks depending upon circumstances and the report. Employees may ask the person to whom they reported the harassment or Human Resources for the status of the investigation.

BGCT will take prompt remedial action if its investigation shows a violation of this policy. Depending on the circumstances, the disciplinary action may range from a warning to termination of employment.

A complaint or report that this policy has been violated is a serious matter. Complaints or reports that are unfounded are also against our policy, and BGCT will take appropriate disciplinary action if its investigation shows that deliberately dishonest or bad faith accusations have been made.

~~5/23/06~~ 9/23/25