

POLICY MANUAL
The Baptist General Convention of Texas
Updated January 21, 2026

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These policies are adopted by the Executive Board as policies of the Baptist General Convention of Texas. Once adopted, Staff and Executive Board directors, and others as noted, are obligated to follow such until amended or deleted. No exceptions are to be granted without the approval of the Executive Board; such exceptions being noted within the adopted policies or by specific action at a particular time by the Executive Board. Each policy is dated and as any changes are made the date will correspond to the time of the Executive Board action. The BGCT Treasurer/Chief Financial Officer serves as the administrator of the Policy Manual.

Note: This Policy Manual is not a contract but a statement of policies subject to modification at any time by the Executive Board.

GENERAL POLICIES

100

For the Development of Governing Documents

- I. **Articles of Incorporation**, which may be referred to as the charter, is the basic governing legal document for the nonprofit corporation and includes the following: name, statement of being organized according to state nonprofit law, purpose and authority for which organized, addresses of the corporation and its legal agent, and names and addresses of the initial directors. It is adopted by the Convention in session and may be amended by the Convention in session according to its amendment provisions.
- II. **Constitution** includes the nature and basis of the corporation, expansion of purposes, governance, relationships, and amendment provisions. The Constitution is not the same as bylaws; they are technically distinct. It is adopted by the Convention in session and may be amended by the Convention in session according to its amendment provisions.
- III. **Bylaws** are those mandatory provisions that define the responsibilities for the management of the business and affairs of the corporation. Bylaws are adopted by the Convention in session and may be amended by the Convention in session according to its amendment provisions. Bylaws are to be consistent with and proceed from the authority of the Articles of Incorporation and the Constitution.
- IV. **Policies** are those mandatory provisions established by the Executive Board to guide and carry out the work of the Convention. Exemptions to or modification of policies can only be made by the Board. The Board, of course, can assign to one of its committees or the Executive Director the authority to make specific exemptions at a particular time; however, modifications or new policies should be reserved for the full Board. One aspect of the above is that the Board deals with policy matters and does not get into defining in detail how the directives are carried out.
- V. **Guidelines** are those administrative instructions developed by the chief executive officer to carry out the policies of the Board and the needed processes for the efficient operation of the work. The chief executive officer can revise and develop new guidelines as needed. Staff leaders, such as program and ministry directors, may establish guidelines for the efficient operation of their work; however, such guidelines must be consistent with policies of the Executive Board and guidelines established by the chief executive officer.
- VI. **Procedures** are chronological steps to take in accomplishing guidelines. The chief executive officer, or staff leaders as it relates to their assignment, can revise or develop new procedures as needed; however, procedures must be consistent with policies of the Executive Board and guidelines established by the chief executive officer.

9/27/05

Openness is a hallmark of how Baptists do business. Almost all meetings by Baptist decision-making bodies are open to the public, including the media. There are some actions, of course, that Baptists understand should be carried out in private, but great caution should be exercised in that regard. Because relationships between decision-making bodies and the public and the media are vital, it is important that the BGCT communicate clearly in this regard.

The following definitions should help in the understanding of terminology in regard to the openness of a meeting:

- A. **Open meeting** -- the meeting is open to the public and to full media coverage; Executive Board meetings are public meetings. All business and discussion are on the record. If news media wish to attend an Executive Board meeting, they should be granted access to portions of the meeting that are open to the public.
- B. **Background** -- meeting decisions are open to coverage; discussions may be characterized without attributed quotes; a quote may be attributed if the person who makes it agrees. Committee meetings may be covered under background rules.
- C. **Off the record** -- no portion of the meeting may be reported in the public media.
- D. **Executive Session** -- usually reserved for personnel, legal or contractual issues. All persons, including media and staff, are excluded from the meeting unless attendance is granted by the chair or the group. In such cases it should be announced who is allowed to attend besides group members.

Prior to a meeting, all parties involved should understand the ground rules for openness that apply to that meeting. Generally, if nothing is stated, it is assumed that the meeting is open.

The following BGCT meetings normally fit into these categories as follows:

- A. **Open Meetings**
 - i. BGCT Executive Board
 - ii. Christian Life Commission and other councils
 - iii. Texas Baptist Men Executive Board
 - iv. Woman's Missionary Union of Texas Board of Directors
 - v. Baptist Standard Board
- B. **Background**
 - i. Annual Convention Committees
 - ii. Executive Board Committee meetings
 - iii. Ad hoc committees and Executive Board subcommittees
 - iv. Off the Record
 - v. Ad hoc committees and Executive Board subcommittees

5/23/06

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TEXAS BAPTIST HISTORICAL COLLECTION

The Texas Baptist Historical Collection (the Library and Archives of the Baptist General Convention of Texas) exists to collect, preserve, and communicate the history and heritage of Baptists in Texas and to assist Texas Baptist churches, associations, institutions, and individuals in understanding the impact that historical events have had on their past, present, and future.

The purpose of the Texas Baptist Historical Collection is to support the Baptist General Convention of Texas by leading Texas Baptists to preserve, know, and utilize their heritage; and by encouraging and assisting them in recording Texas Baptist history and preserving the records for study and research.

All records (regardless of media, system or location) that are required for administrative, legal, fiscal, and archival purposes are to be identified, retained, and protected for the necessary periods of time by the Texas Baptist Historical Collection:

- I. All BGCT records that are eligible for destruction, regardless of the media, are destroyed only according to an approved records retention and disposition schedule.
- II. Directors of each operating office are responsible for adherence to this policy and related archives and records management procedures within their respective offices. Responsibility for implementation may be delegated within the offices, but ultimate responsibility for the proper maintenance of the office records lies with the director.
- III. Ownership:
 - A. All records (regardless of media, system, or location) created, received, and/or maintained by any organizational component of the BGCT in the course of its operations are the property of the BGCT and shall not be used for personal or private purposes.
 - B. The BGCT holds ownership and title to all records (regardless of media, system, or location) created, received, and maintained by any staff member in the transaction of BGCT business.
 - C. The BGCT holds ownership to any research, etc., that becomes a part of a staff member's BGCT work, and it may not be taken when the staff member leaves the BGCT. Any exception to this must be detailed in a written agreement with the BGCT. Such agreement must be approved by the Executive Director.
- IV. Scope of Program:
 - A. This policy shall apply to all BGCT records (regardless of media, system, or location) and operations statewide and shall be adhered to in the normal daily conduct of business.
 - B. Assistance to regional offices and field personnel will be advisory, sharing policies, procedures, guidelines, studies, etc. On-site records management assistance, by Texas Baptist Historical Collection staff, to regional offices or field personnel is available.

5/23/06

CONVENTION ANNUAL MEETING

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I. Relevant Constitution Provision

Article VI – Committees

- A. Section 1. The committees of the Convention shall be: (1) Committee on the Annual Meeting, (2) Committee on Credentials, (3) Committee on Committees, (4) Committee on Resolutions, (5) Committee on Memorials, (6) Committee to Nominate Executive Board Directors, (7) Committee on Nominations for Boards of Affiliated Ministries. The duties of the committees are included in the Convention Bylaws.

II. General Policy

- A. Those committees that use sector criteria for membership, if any, shall use the same sectors as used for the Executive Board membership in the Bylaws, Article VI, Section 1, A.
- B. For both Convention committees that are appointed and those that are elected by the Convention, consideration should be given from year to year to appointing and nominating and electing committee members from different sectors from those presently represented on the committees or in recent past service, with the intent that over a period of time all sectors would have representation on Convention committees.
- C. Committee membership should be generally representative of the Baptist membership in the Convention.

05/22/18

Annual Meeting Arrangements, Annual Meeting City

Cities hosting the annual meeting of the Baptist General Convention of Texas should be able to meet the following qualifications and to execute the recommended procedures in hosting the Convention. The Committee on the Annual Meeting should select the site for the Convention four (4) years hence, and it may be advisable to select an alternate site in case the first preference does not work out. The committee may recommend an exception to the qualifications in the selection of a particular city if it seems prudent and advantageous to the Convention annual meeting.

- A. Provide meeting space (e.g., auditorium or ballroom) that provides adequate seating for anticipated attendance.
- B. Provide adequate exhibit space for various displays located so as not to disturb the Convention annual meeting sessions.
- C. Provide adequate breakout space for workshops.
- D. Provide the necessary equipment needed to operate the annual meeting.
- E. Have the availability from hotels and motels of adequate overnight accommodations.

- F. Have sufficient dining establishments capable of feeding our messengers and visitors within a reasonable length of time.
- G. Provide sufficient parking arrangements.

Annual Meeting Order of Business

- A. Plan the Annual Meeting program within budget allocations adopted by the Convention.

05/22/18

203

COMMITTEE ON CREDENTIALS

- A. This committee shall meet upon the request of the Convention President for the purpose of investigating any contention arising out of the enrollment of messengers. Under normal circumstances, this meeting would occur during the opening session of the “seating of messengers.”
- B. Any challenges to the seating of the messengers of a church will be presented in writing to the Credentials Committee during the Annual Meeting.
- C. Any challenges to the ability of a church to have the opportunity to send messengers to the Annual Meeting will be presented in writing to the Executive Board.
- D. Any challenges to the seating of messengers of church that are based upon the assertion that a church is no longer in harmonious cooperation with Texas Baptists will be referred to the Executive Board and not reported on until the next Annual Meeting.

5/24/11

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COMMITTEE ON COMMITTEES

- A. Nominees for the Committee to Nominate Executive Board directors and the Committee on Nominations for Boards of Affiliated Ministries must be named in accordance with the requirement of the Constitution and Bylaws. Both committees must have a minimum of six non-church/denominational employees and six church/denominational employees.
- B. An individual should practice faithful churchmanship to be eligible for election.
- C. Consider individuals who have been active members of a cooperating Texas Baptist church for at least one year prior to election. “Cooperating” refers to a church that is affiliated with the Baptist General Convention of Texas. These individuals should have demonstrated their Christian devotion by their active participation in the programs of their local churches and their doctrinal soundness in keeping with the Baptist Faith and Message statement (1963). When a person ceases to be an active resident member of a cooperating Texas Baptist church, he/she is no longer eligible to serve.

- D. A person nominated by the Committee on Committees should have a personal interest or some working knowledge of or experience with the particular area of work for which he/she is being named.
- E. The committee must not nominate its own members and/or relatives of members to places on these committees. This interpretation of relatives would include those related as spouse, parent, child, brother, sister, grandparent, grandchild, aunt, uncle, nephew, niece, or cousin or the spouse of one of the above.
- F. A majority of votes from members present are necessary for a nomination.

5/23/06

205 COMMITTEE ON RESOLUTIONS

All resolutions shall be automatically referred to the Committee on Resolutions, without public reading or discussion. This committee is directed to report back to the Convention such resolutions as it deems proper, whether submitted to or prepared by the committee.

All resolutions should be submitted to the committee by the conclusion of the first afternoon session.

5/23/06

206 COMMITTEE ON MEMORIALS

The committee is to conduct a brief memorial service at the Convention Annual Meeting in remembrance of active Baptists whose death occurred during the year preceding the Convention session.

5/23/06

207 COMMITTEE TO NOMINATE EXECUTIVE BOARD DIRECTORS

The Committee to Nominate Executive Board directors shall be responsible for nominating persons for election by the Convention to serve on the Executive Board.

I. Membership of the Executive Board

- A. The elected membership of the Executive Board shall be ninety (90) directors from thirty (30) sectors in the Convention. At least three directors will be elected from each sector.
- B. The membership of the Executive Board shall be generally representative of the Baptist membership in the Convention and shall include men and women, Anglo and non-Anglo persons, persons who are members of larger membership churches and smaller membership churches, and those who have abilities and experience needed by the Board. Additionally, at least thirty percent (30%) of the membership shall be non-Anglo persons. There shall be a minimum of forty percent (40%) of the persons elected each

year who are church/denominational employees and a minimum of forty percent (40%) who are non-church/denominational employees. There are no specific percentages designated for other categories of representative membership.

- C. Non-voting directors of the Executive Board shall be the executive director, recording secretary, and the presidents of Woman’s Missionary Union of Texas, Texas Baptist Men and Baptist Student Ministry.
- D. No person who is employed by a denominational entity receiving funds directly from the Baptist General Convention of Texas shall be eligible to serve as a Director of the Executive Board.
- E. Committee members may not nominate themselves or their relatives to serve on committees and boards of the Baptist General Convention of Texas. This interpretation of relatives would include those related as spouse, parent, child, brother, sister, grandparent, grandchild, aunt, uncle, nephew, niece, or cousin or the spouse of one of the above.
- F. Regarding partial terms and what constitutes a full term, the following interpretation of the Constitution and Bylaws shall be followed — “if portion constituted more than half of a full term, it would be considered a full term.”

II. Meetings of Committee

There will be at least two meetings each year but typically no more than three.

Before the first Executive Board meeting—usually in February—the committee will meet to organize and receive orientation. At this meeting a chairperson and vice chairperson are to be elected.

The final meeting of the year—usually held in August—is the major meeting of the committee. Nominations are made for approximately one-third of the Executive Board membership at this time. Public notice will be given of the date, time and place of this meeting of the committee.

III. Announcement of Nominees

The committee shall publish its list of nominees at least two full days prior to the day on which directors of the Executive Board are to be elected by the Convention.

IV. Expenses

Expenses of all committee members to meetings are paid by the Convention.

5/24/11

208 COMMITTEE ON NOMINATIONS FOR BOARDS OF AFFILIATED MINISTRIES

I. Introduction

Trustees of Baptist institutions must be dedicated Baptist Christians with sufficient time to perform their duties. They are to establish the policies of the institutions and select the administrators and presidents.

A board of trustees' profits from members who possess specialized talents and perspective, as well as general qualifications for board membership. Representation should be from a broad range of Baptist General Convention of Texas affiliated churches. Boards of trustees should usually include some church/denomination employees; however, it is understood that employees of an institution are not to serve on that institution's board of trustees.

One of the purposes in the selection process of trustees is to develop a board of persons representative of various backgrounds and experiences so that the board functions effectively. It is therefore incumbent on the Nominating Committee to develop ways to identify such persons from all groups of Texas Baptist life, including women, ethnic/minority groups, and members of churches of various sizes. The skills, background, and knowledge necessary for the effective governance of the institution should be present in the board as a composite, but individual members are not expected to have all the qualifications necessary for the composite board. The essential purpose of the selection process is to ensure that each institution is governed by qualified trustees.

II. Qualification for Trusteeship

A. Personal Qualities

Persons nominated by this committee as trustees of institutions affiliated with or related to the Baptist General Convention of Texas should be recognized as having high levels of honesty, sincerity, respect for the integrity of others, interest in the institutions of the Baptist General Convention of Texas, dedication, projection of Christian values and other characteristics of Christian behavior, in addition to a high degree of personal expertise and skills.

B. General Qualifications

- i. A trustee must be a resident member of a Texas Baptist church affiliated with the BGCT at least one year prior to election. When a person ceases to be a resident member of a church affiliated with the BGCT, he or she is no longer eligible to serve as trustee of a Baptist General Convention of Texas-related institution.

The Committee on Nominations for Boards of Affiliated Ministries (CNBAM) will consider an affiliated Texas Baptist church to be one if such church (1) identifies itself with, aligns itself with, and endorses, generally, the purposes and work of the Convention, and (2) is otherwise eligible to send messengers to the annual meeting of the Convention.

- ii. Trustees shall be church members who have demonstrated their Christian devotion in their church participation and in their doctrinal soundness in keeping with the Baptist Faith and Message Statement (1963). Trustees should be interested in projecting Christian values to the Baptist institutional program and be dedicated to the welfare of people.

- iii. Trustees must not be related in the second degree by birth, adoption, or marriage to each other or to the chief administrators (CEO, CFO, CAO, COO) of the institutions on which board they serve. This interpretation would exclude those related as spouse, parent, child, brother, sister, grandparent, grandchild, aunt, uncle, nephew, niece, or cousin or the spouse of one of the above.
 - iv. The trustees as a whole should have enough expertise in dealing with matters of sufficient magnitude so they may understand and formulate policy for the institution.
 - v. The trustees should be known and influential among financial, business, social, political, and religious leaders, it being recognized that each trustee would not necessarily be known to or influential among all such leaders.
 - vi. A trustee should be able to help the institution represented by virtue of his/her position in his/her community.
 - vii. The trustees should be able to attend required meetings and perform other responsibilities associated with trusteeship of the institution. Trustees of each institution should be readily available for committee deliberations, appearances, and representation of the institution in community events.
 - viii. The prospective trustee, before being nominated, shall agree that, should he/she become ineligible based upon qualifications and requirements contained herein, he/she will by his/her own volition, terminate his/her service on the board.
- C. Christian Education Institutions - Specific Criteria for Board of Trustee Membership
- Trustees of Baptist schools are elected by the Baptist General Convention of Texas and are responsible to the institution and to the Baptist General Convention of Texas. Boards of Trustees have within this trust the responsibility and authority for the management of educational institutions. Management, as stated here, includes selecting, advising, and appraising the institution's executive leadership. The office of trustee is, therefore, a working assignment. The dedication and qualifications of a trustee are consequently of great importance.
- Some specific criteria for the selection of a trustee are:
- i. That he/she should have a genuine interest in Texas Baptist educational objectives, program and policies of the Convention in the field of Christian education.
 - ii. That he/she be an outstanding denominational, business, or professional leader whose election as trustee will bring genuine distinction and support to the institution.
 - iii. That he/she be mature in judgment and judicious in temperament and have the ability to see issues in their broader aspects and perspectives.
- D. Human Care Institutions - Specific Criteria for Board of Trustee Membership

Trustees of Baptist Human Care institutions are elected by the Baptist General Convention of Texas and are responsible to the institution and to the Baptist General Convention of Texas. Boards of Trustees have within this trust the responsibility and authority for the management of Human Care institutions.

Management, as stated here, includes selecting, advising, and appraising the institution's executive leadership. The office of trustee is, therefore, a working assignment.

The dedication and qualifications of a trustee are consequently of great importance.

Some specific criteria for the selection of a trustee are:

- i. That he/she should have a genuine interest in Texas Baptist objectives, program, and policies of the Convention in the field of human care institutions.
- ii. That he/she be an outstanding denominational, business, or professional leader whose election as trustee will bring genuine distinction and support to the institution.
- iii. That he/she be mature in judgment and judicious in temperament and have the ability to see issues in their broader aspects and perspectives.
- iv. Physicians cannot serve on the board of a hospital where they practice.

E. Baptist General Convention of Texas Corporations

The directors or trustees of nonprofit corporations that are agencies or affiliates of the Baptist General Convention of Texas are elected in whole or in part by the Convention according to their Articles of Incorporation or bylaws and/or special agreements with the Convention. These include the Baptist Foundation of Texas, the Baptist Standard, and the Baptist Church Loan Corporation. While not "institutions" in the sense that Christian Education and Human Care institutions are, the nomination of their directors to the Convention is the responsibility of the Committee on Nominations for Boards of Affiliated Ministries.

III. **Composition of Boards of Trustees**

No one employed by a Texas Baptist institution, the trustees of which are nominated by the Committee on Nominations for Boards of Affiliated Ministries, shall serve on the Committee on Nominations for Boards of Affiliated Ministries or its sub-committees.

No member of the Committee on Nominations for Boards of Affiliated Ministries may be nominated by any subcommittee to serve as a trustee unless currently serving as a trustee and eligible for re-election.

Committee members may not nominate themselves or their relatives to serve on committees or boards of the Baptist General Convention of Texas. This interpretation would exclude those related as spouse, parent, child, brother, sister, grandparent, grandchild, aunt, uncle, nephew, niece, or cousin or the spouse of one of the above.

The Committee on Nominations for Boards of Affiliated Ministries, having been selected from sectors, should give attention to geography in the selection of the subcommittees.

IV. Subcommittees

The committee is to establish one nominating subcommittee for each institutional board, agency, and affiliate to assist the committee by suggesting names of persons who shall be considered for nomination for election to boards.

The Committee on Nominations for Boards of Affiliated Ministries should make every effort to ensure that subcommittees of the Committee on Nominations for Boards of Affiliated Ministries represent a cross-section of Texas Baptists with regard to ethnicity, gender, and size of church represented.

A. Role of Subcommittees

The Baptist General Convention of Texas is heavily dependent upon the subcommittees for recommendations for trustees of Texas Baptist institutions, agencies, and affiliates.

Institutional representatives for subcommittees shall be named by the chairperson within two weeks following the first meeting. In order for the Convention to make sound decisions in electing trustees, it must depend upon such subcommittees to do intensive work in collecting information on prospective trustees, evaluating them objectively, and applying good judgment considering the many factors which need to be essential in selection of these leaders.

The subcommittee's essential role is:

- i. To use all appropriate sources in securing advice as to desirable qualifications for trustees, in obtaining names of persons who should be considered and in evaluating the relative merits of the persons under consideration.
- ii. To assure that this information is collected and weighed carefully.
- iii. To assure that the interests of the Baptist General Convention of Texas and of the particular institution are considered to the greatest possible degree in determining which nominees are recommended to the Convention.

B. Church Membership

The number of trustees from one church serving on any one institutional or agency board shall not exceed five (5) persons or 20% of the total number of board members, whichever is greater.

Trustees changing church membership to a church that already has the maximum number of trustees allowed for any one institution will be allowed to fulfill their maximum terms. The maximum number of trustee members per church will be reinstated at the earliest possible date based on natural attrition of the board of said institution.

C. Term of Office

A person who has served three successive three-year terms on any board is not eligible to be re-elected until one year has elapsed; however, the subcommittee for an institution, agency, and affiliate may suggest to the Committee on Nominations for Boards of Affiliated Ministries that a trustee be elected for one and only one additional year whose continued service is considered imperative to meet an emergency or fulfill a special need. Such an exception may be made only when requested by the board of trustees and the institution’s administrator and approved by the Committee on Nominations for Boards of Affiliated Ministries.

No more than two exceptions may be made of any given term for any one institution. In the event of such an exception, the trustee position would revert to the normal rotation pattern at the completion of the extra year.

This is not to be construed that the subcommittee is obligated to recommend a trustee whose term is expiring. His/her record of service as a trustee should govern the subcommittee at this point.

D. Resignation

A person must file a resignation from an institution board with the Recording Secretary of the Convention, and the resignation must be on file for one year before the person is eligible for election to another board. A person will not be eligible for membership on another board during the convention year of their resignation.

E. Service Limited

Article VIII, Sections 2 and 3 of the Constitution includes the statement, “No person shall be eligible for concurrent membership on more than one affiliated board or board of related institutions or agencies.”

F. Termination of Subcommittees

On October 1, the subcommittees are terminated and the nominating of trustees becomes the responsibility of the Committee on Nominations for Boards of Affiliated Ministries.

9/28/10

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EXHIBITOR POLICY – ANNUAL MEETING OF THE BGCT

I. Qualifications to Exhibit – BGCT-Related Ministries

All BGCT affiliated ministries, programs, offices, centers, and affiliated and related institutions directly related to the BGCT are offered priority exhibit space each year at the annual meeting of the BGCT. This includes:

- A. Any ministry receiving Cooperative Program funding from the BGCT Texas Adopted Budget plan;

- B. Any ministry institution affiliated with or related to the BGCT;
- C. Any affiliated organization of the BGCT (i.e. WMU of Texas, Texas Baptist Men, Baptist Church Loan Corporation, Baptist Foundation of Texas, etc.); and
- D. Any organization receiving allocated or designated funding from the BGCT or Mary Hill Davis® Offering for Texas Missions (Associated Baptist Press, Baptist World Alliance, etc.)

II. Qualifications to Exhibit – Non-BGCT-Related Ministries

Other ministry organizations may be offered opportunity to exhibit at annual meetings based on the following criteria:

- A. There must be space available after all BGCT-related ministries have requested space.
- B. The organization must offer unique, positive church-related resources and services that would be appropriate for and of interest to Texas Baptist churches.
- C. Appropriate licensing and Texas State Tax certificate must be available, if required, but does not guarantee approval.
- D. The organization must submit an application for exhibit space each year.
- E. Applications are then reviewed for approval by the Committee on Convention Business.

05/20/14

220

RECOGNIZED FELLOWSHIPS

The Convention’s Constitution and Bylaws state that presidents of all BGCT recognized fellowships will be voting members of the Executive Board. A BGCT “recognized fellowship” is defined as a state- wide group of at least twenty (20) congregations supportive of BGCT which have organized themselves into a fellowship with officers and regular meetings. These organizations are generally organized around ethnic, cultural, and language affinities.

For many years the non-Anglo churches affiliated with the BGCT have operated in a cooperative and productive manner with the BGCT and the historic non-Anglo conventions. This form of multiple affiliations by non-Anglo churches is honored, and does not come under the restrictions related to unique alignment.

Qualifications for a recognized fellowship include:

- A. The number of congregations will primarily be determined based on information gathered by the Annual Church Profile.
- B. Representation on the board will cease if a recognized fellowship’s congregations drop below twenty (20).
- C. The President of the recognized fellowship must be a member of a church supportive of BGCT.

Fellowships that might have other unique characteristics can request recognition as a recognized fellowship. The Executive Board will consider these based on their unique merit.

The approval of a Convention recognized fellowship may come directly to the Convention in session or to the Executive Board for recommendation to the Convention. When a recommendation is made first to the Convention in session, the recommendation may be referred to the Executive Board for study and recommended action to the Convention.

(First reading of Constitution change to allow Presidents of recognized fellowships to be voting members of the Executive Board took place October 25, 2011. The second reading will take place in October 2012.)

5/24/11

LEGAL

300

301**LEGAL AFFAIRS**

Because of increasing legal affairs on the part of the Convention, its institutions, agencies and affiliates, and its programs and ministries, there is a need for coordination and awareness of all that is occurring with legal matters for and on behalf of the Convention. The current climate in society and government requires better knowledge and deliberate supervision of the BGCT's relationship and responsibility for legal requirements and regulations of city, county, state, and national government and their impact on the BGCT. Supervision is needed also for thoughtful and appropriate action in this area as well as managing costs. The Treasurer/CFO shall serve as coordinator of legal affairs.

The staff of the Baptist General Convention of Texas should first contact the coordinator of legal affairs before proceeding to contact an approved convention attorney about any matter related to the BGCT. The coordinator of legal affairs should be consulted about process and should be kept informed of the progress or issues related to each situation. Those from institutions, agencies, and affiliates with legal matters, BGCT Articles of Incorporation, Constitution and Bylaw concerns, or legal proceedings that relate to or might impact the Convention should contact the coordinator of legal affairs within an appropriate time frame and with pertinent information.

5/23/06

305**NONPROFIT CORPORATIONS**

The Baptist General Convention of Texas (BGCT) and nonprofit corporations that are either financially supported by and/or are created by the BGCT; or that have their boards wholly or partially elected by the BGCT; or have as either a member or sole member the BGCT must have the approval of the Executive Board and in some cases must be approved by the Convention in session.

Staff members of the BGCT are to refrain from being an "interested" party in the creation of a nonprofit corporation (may be qualified as exempt under Section 501 (c) (3) of the Internal Revenue Code). By "interested" party is meant: a director, the registered agent, an incorporator, a trustee, an officer, or a member of a nonprofit corporation or proposed nonprofit corporation that is closely aligned with the work of a staff member. If it is determined there is a need for a staff member to be involved in the creation of a nonprofit corporation as listed above, permission must first be secured from the Executive Leadership Team, it being understood that such membership does not obligate or propose to obligate the BGCT in financial support or staff support.

5/23/06

310**WHISTLE-BLOWER POLICY****I. General**

The Baptist General Convention of Texas (the Convention) Code of Ethics for Business and Ministry Practices (“Code”) requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the Convention must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

II. Reporting Responsibility

It is the responsibility of all directors, officers, and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistle-Blower Policy.

III. No Retaliation

No director, officer, or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistle-Blower Policy is intended to encourage and enable employees and others to raise serious concerns within the Convention rather than seeking resolution outside the Convention.

IV. Compliance Officer

The Convention’s compliance officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Executive Director. The Convention’s compliance officer is the Treasurer/Chief Financial Officer. If the complaint concerns the Treasurer/Chief Financial Officer or if a person is not comfortable speaking with Treasurer/Chief Financial Officer or if he/she is unavailable and the matter is urgent, the person may contact the Executive Director or Chair of the Audit Committee.

V. Reporting Violations

The Code addresses the Convention’s open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if a person is not comfortable speaking with a supervisor or is not satisfied with the supervisor’s response, the person is encouraged to speak with someone in the Human Resources office or anyone in management whom he or she is comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Convention’s compliance officer (Convention Treasurer/CFO), who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when a person is not satisfied or uncomfortable with following the Convention’s open-door policy, that individual should contact the Convention’s compliance officer directly.

VI. Accounting and Auditing Matters

The Audit Committee of the Executive Board shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The compliance officer shall immediately notify the Audit Committee of any such complaint and work with the committee until the matter is resolved.

VII. Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

VIII. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

IX. Handling of Reported Violations

The compliance officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

5/23/06

315

CONFLICTS OF INTEREST POLICY

I. Purpose

The purpose of the conflicts of interest policy is to protect the Convention's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or Executive Board director of the Convention. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

II. Definitions

A. Interested Person

Any director, principal officer, or member of a committee with board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

B. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or immediate family--

- i. an ownership or investment interest in any entity with which the Convention has a transaction or arrangement, or
- ii. a compensation arrangement with the Convention or with any entity or individual with which the Convention has a transaction or arrangement, or
- iii. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Convention is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

The Executive Board or a committee, after receiving full disclosure of the conflict, may decide to proceed with the proposed transaction; a vote of the majority of the members who have no conflict is required.

III. Duty to Disclose

In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of his or her financial interest and must be given the opportunity to disclose all material facts to the Executive Board directors and members of committees with board-delegated powers considering the proposed transaction or arrangement.

IV. Violations of the Conflicts of Interest Policy

- A. If the Executive Board or appropriate committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- B. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the Executive Board or appropriate committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

V. Records of Proceedings

The minutes of the Executive Board and all committees with board-delegated powers shall contain the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.

VI. Compensation

- A. A voting member of the Executive Board who receives compensation, directly or indirectly, from the Convention for services is precluded from voting on matters pertaining to that member's compensation.

- B. A voting member of any Executive Board committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Convention for services is precluded from voting on matters pertaining to that member's compensation.

VII. Statements

Each Executive Board director, principal officer, and member of a committee with board-delegated powers shall sign a statement which affirms that such person--

- A. has received a copy of the conflicts of interest policy,
- B. has read and understands the policy,
- C. has agreed to comply with the policy, and
- D. understands that the Convention is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

VIII. Periodic Reviews

To ensure that the Convention operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
- B. Whether partnership and joint venture arrangements and arrangements with management service organizations conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the Convention's charitable purposes and do not result in inurement or impermissible private benefit.

IX. Use of Outside Experts

In conducting the periodic reviews, the Convention may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring that periodic reviews are conducted

5/23/06

EXECUTIVE BOARD

400

EXECUTIVE BOARD LIMITATIONS

The Executive Board of the Baptist General Convention of Texas (BGCT) is given by the Constitution the authority and accountability over the work of the Convention in the interim between annual meetings, and by the Bylaws certain duties; however, the BGCT Executive Board has the following limitations:

- I. The Executive Board cannot act contrary to the Texas Nonprofit Corporation Act, or its successor, except in its permissive provisions.
- II. The Executive Board cannot amend, repeal, alter, or make exceptions to Articles of Incorporation, the BGCT Constitution or the BGCT Bylaws.
- III. The Executive Board cannot have directors who are members of churches not affiliated with the BGCT.
- IV. In regards to institutions, agencies and affiliates, the Executive Board cannot:
 - A. Establish a new agency, affiliate, or institution
 - B. Change a relationship or discontinue an affiliation with, transfer assets of, or dissolve a corporation, institution, agency, or affiliate, except as authorized in the Constitution or Bylaws, or without a vote of the Convention in session
 - C. Permit or authorize the board of trustees of an affiliated institution, agency, or affiliate to consist of less than a majority of its members to be elected by the BGCT nor allow the minority elected by the institution, agency, or affiliate to be persons who are not members of a Baptist church except as allowed under a special agreement
 - D. Give to local or subsidiary organizations, agencies or affiliates authority to elect all of its directors or trustees
 - E. Allow an agency, affiliate, or institution to fill vacancies of trustees or directors that the Convention normally elects, based on the principle that the group that elects should also be the group that votes to fill a vacancy
 - F. Approve changes to the charter of an affiliated institution that significantly alter the mission of the institution or its relationship to BGCT
 - G. Approve or amend the special agreement between the BGCT and a related institution
- V. The Executive Board cannot increase the Convention adopted Cooperative Program Budget for Texas Missions and Ministries without a vote of the Convention in session. The Board is tasked to approve the Cooperative Program Budget for Texas Missions and Ministries when the Annual Meeting of the Convention is held in the summer.
- VI. When the Executive Board is conducting business without a meeting (through electronic means or otherwise, as authorized in the Bylaws), unless such action has been previously authorized in a meeting, the Executive Board may not act without the recommendation of the Executive Committee and one additional standing committee.

9/28/15

410 EXECUTIVE BOARD FORMATION AND ORGANIZATION

After the annual meeting of the BGCT Convention, the Chair and Vice Chair of the Executive Board, with the assistance of the executive leadership, shall appoint the chairs of Board committees. The Executive Committee shall assign other Executive Board directors to serve on various committees of the Executive Board. All directors of the Executive Board shall serve on at least one regular committee of the Executive Board, except for members of the Executive Committee, no Executive Board director may serve on more than one regular committee. The Chair and Vice Chair of the Executive Board are non-voting ex-officio members of each committee and subcommittee; however, they shall have the right to vote in the Executive Committee of the Board.

The duties of the Executive Board Committees include but are not limited to the following:

- A. Recommend policies to be adopted by the Executive Board for the operations of core ministries of the Convention
- B. Organize subcommittees as necessary
- C. Review program and ministries and related proposed budgets
- D. Recommend the budget to the Executive Board and to the Convention in session
- E. Approve the budget on those years when the Annual Meeting is held in the summer
- F. Review key results of each of the ministries related to the committee
- G. Authorize studies related to programs and ministries
- H. Consider and propose special projects, new programs, and ministries
- I. Recommend to the Executive Board the formation of commissions or councils to be advisory groups to assist related committees or Convention ministries and staff leaders
- J. Receive reports and policy recommendations and evaluate and encourage the work of the commissions or councils related to the committee
- K. Accept other assignments by the Executive Board

9/28/15

410.1 EXECUTIVE BOARD SUBCOMMITTEES

The chair of any standing or special committee of the Executive Board may appoint subcommittees and their chairs as needed in order to carry out the work of the committee. The committee chair may consult with the lead staff member assigned to the committee by the Executive Director in matters concerning subcommittees.

Subcommittees shall be composed only of Executive Board directors.

Subcommittees may meet up to three times each year.

5/21/13

410.2**COMMISSIONS AND COUNCILS**

The Executive Board may authorize commissions and councils to exist and function. These “entities” function as extensions of the work of programs, ministries, committees, and other areas of the BGCT.

Their purposes and members are approved by the Executive Board and funding is provided by the Convention, and ultimately all such commissions and councils are accountable to the Executive Board. All such entities are to be assigned to a standing committee of the Executive Board.

The chair of any commission or council is to be one of its members from the related committee of the Executive Board and is appointed by the committee chair in consultation with the Executive Committee. Exceptions will be allowed as noted in the description of the entity.

The number of members of the commissions and councils should be kept reasonably small, at a number sufficient to service the needs and accomplish the purposes of the entity, but not so large as to be unwieldy or expensive. Though they serve particular interests, they are not intended to be representative from all sectors, areas, or zones or any other such past or present designated territory; however, consideration should be given to representation from across the state. All such entities are to have at least three Executive Board directors as members. Executive Board directors and other entity members are not to serve on more than one commission or council. All members are approved by the Executive Board upon the recommendation of the originating committee.

Commissions and councils may meet up to three times in a year unless otherwise specified in the description of the entity.

Each member of an entity must be a member of a Texas Baptist church unless specified in the entity description. Exceptions may be made for entities which have members from out of state.

09/28/15

420**EXECUTIVE COMMITTEE****I. Description:**

The Executive Committee is responsible for the administration of the Executive Board. The Executive Committee shall also review the proposed budget and any proposed special allocations of the Finance Committee; shall review the audit from the Audit Committee; shall evaluate performance and recommend compensation for the Executive Director; and shall plan, coordinate, and monitor the general progress of the work of the Executive Board.

II. Membership:

Chair and Vice Chair of the Executive Board

Officers of the Convention

Chairs of the Executive Board Committees

III. **Staff Assignment:**

Executive Leadership

Other Staff as assigned by the Executive Director

IV. **Duties:**

- A. Coordinate the administration of the work of the Executive Board
- B. After the appointment of committee chair by the Executive Board Chair and Vice Chair, the Executive Committee shall assign directors to Executive Board committees
- C. Review, but not act on, proposed recommendations of Executive Board committees prior to their presentation to the Executive Board for action
- D. Review and clarify with committee chairs recommendations from their committees
- E. Review and propose recommendations by commissions and councils that are specifically assigned to the Executive Committee by the Executive Board
- F. Review, but not act on, proposed Convention budget and proposed special allocations to be presented by the Finance Committee to the Executive Board for approval
- G. Review the audit from the Audit Committee prior to its presentation to the Executive Board
- H. Review the general progress of the work of the Executive Board
- I. Initiate and recommend to the Executive Board the formation of commissions or councils to be advisory groups to assist generally the work of the Executive Board
- J. Accept other assignments by the Executive Board and coordinate any assignments from the Convention annual meeting

9/28/15

420.1 PERSONNEL SUBCOMMITTEE

I. **Description:**

The Personnel Subcommittee of the Executive Committee shall supervise and evaluate and give counsel to the work of the Executive Director.

II. **Membership:**

Chair and Vice Chair of the Executive Board

Chairs of the Administration Support Committee, the Institutional Relations Committee, the Finance Committee

Three Executive Board directors appointed by the Chair of the Executive Board.

III. **Duties:**

- A. Recommend compensation for the Executive Director
- B. Give counsel to the Executive Director regarding the compensation of the Associate Executive Director and the Treasurer/Chief Financial Officer
- C. Report its work to the Executive Committee.

9/28/15

420.2 EXECUTIVE BOARD RESPONSE COUNCIL

I. Description:

The Executive Board Response Council will address critical issues that demand a response or action from the Baptist General Convention of Texas.

II. Membership:

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

Note: Depending on the need for their applicable expertise, staff can be included on a need-to-know basis, as determined by the Council. Legal counsel may also be included as necessary.

III. Duties:

- A. When a situation arises that demands a quick or immediate response from Texas Baptists, the Executive Director will call the Executive Board Response Council together either in person or via teleconference. The attendance of a two-thirds majority of the Council (at least 6) will be necessary.
- B. The Council will discuss, retain outside counsel with appropriate expertise to advise on the critical issue at hand as necessary, and with the assistance and/or advice of any retained outside counsel, propose actions and possible responses to mitigate against, respond to or recover from any emergency situation. The response may include evaluation of the situation, contact with a church, entity, or individual in question, investigation of the issues, and determination of what the response should be.
- C. The Council shall act provisionally with later approval by the Executive Committee and the Executive Board.

- D. Where a more immediate response from the entire Executive Board is needed, the Council can recommend action or response to the Executive Committee that would then go to the Executive Board.

IV. Meetings:

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

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

421

ADMINISTRATION SUPPORT COMMITTEE

I. Description:

The Administration Support Committee functions to support, enhance, and facilitate the administrative work of the Baptist General Convention of Texas (BGCT) including financial administration, human resources, information technology, communications, building operations/support, and Cooperative Program promotion.

II. Staff Assignment:

Chief Financial Officer/Treasurer of the BGCT

Other Staff as assigned by the CFO

III. Membership:

Nine Executive Board Directors

IV. Duties:

- A. The duties of the Committee are listed in Policy 410. Additional duties:
- B. Correlate the administration functions of the Convention and Cooperative Program promotion
- C. Review all policies recommended by other committees to be adopted by the Executive Board for form, presentation, and clarity

9/28/15

422

AUDIT COMMITTEE

I. Description:

The Audit Committee assists the Board in fulfilling its responsibility to oversee the integrity of the Convention's financial statements and the Convention's compliance with legal and regulatory requirements. Its principal responsibilities are to provide oversight to ensure that appropriate accounting policies and internal controls are established and followed, and that the Convention issues financial statements and reports in a timely manner in accordance with the Convention's regulatory obligations. The Committee's regulatory and legal concerns relate to financial affairs only. In addition, the Committee shall serve to further assist the directors in fulfilling their responsibilities to the beneficiaries of the Convention's programs, potential and current donors, and the public at large.

II. Staff Assignment:

Controller, Baptist General Convention of Texas
Other staff as assigned by the Controller

III. Membership:

Six Executive Board Directors

IV. Duties:

The duties of the Committee are listed in Policy 410. Additional duties:

- A. At the fall meeting, recommend to the Executive Board the selection and retention of the independent public accountants for the Convention.
- B. Recommend to the Executive Board, when the Audit Committee deems it advisable, that the independent public accountants engage in specific studies and reports regarding auditing matters, accounting procedures and other related matters
- C. Review annual financial statements, including any adjustments to those statements recommended by the independent public accountants, and any significant issues that arise in connection with the preparation of those financial statements
- D. In consultation with the independent public accountants, recommend to management inclusion of financial disclosures in audited financial statements

- E. Review, as appropriate and in consultation with the independent public accountants, accounting policies, internal controls and procedures applicable to the Convention as well as any management responses to comments relating to those policies and procedures
- F. Investigate, when the Audit Committee deems it necessary, improprieties or potential improprieties in the Convention's operations, in consultation and coordination with the Convention's legal counsel
- G. Meet at least annually with the Chief Financial Officer, the Controller, the Convention's legal counsel, and with the independent public accountants to discuss any issues arising from the Audit Committee's responsibilities
- H. Meet at least twice annually, including the annual audit review, with the independent public accountants, to discuss any issues arising from the Audit Committee's responsibilities. In addition, the Audit Committee may request the presence of members of management or others to attend meetings and provide pertinent information as necessary
- I. Meet at least annually with management (outside the presence of the independent public accountants) to discuss management's evaluation of the work performed by the independent public accountants
- J. Obtain and review from management and external advisors reports relating to accounting, tax, regulatory, governance, investment and other business matters
- K. Review the administration of the Convention's conflicts of interest policy and ensure the Convention's compliance on at least an annual basis
- L. Obtain the advice of outside consultants and professionals, if necessary, to advise the Audit Committee on matters within the scope of its charge
- M. Recommend to the Executive Board the formation of commissions or councils to be advisory groups to assist this Committee or Convention ministries and staff leaders related to this Committee

9/28/15

422.1

INSTITUTIONS AUDIT COUNCIL

I. Description:

The Institutions Audit Council is established under the Audit Committee and is to review the audits and management letters of all institutions receiving funds from the Convention.

II. Membership:

Two Executive Board Directors

Up to nine at-large members comprised of Certified Public Accountants or other individuals proficient in reading and interpreting financial statements

III. Duties:

- A. Study the audits of the institutions
- B. Give their assessment of the quality of the audit and accounting records
- C. Follow up as needed

05/22/18

423

CENTER FOR COLLEGIATE MINISTRIES COMMITTEE

I. Description:

The Collegiate Ministries Committee functions to support, enhance, and facilitate the work of Baptist Student Ministries of the Baptist General Convention of Texas.

II. Staff Assignment:

Director of Collegiate Ministry

Other staff as assigned

III. Membership:

Six Executive Board Directors

IV. Duties:

The duties of the Committee are listed in Policy 410.

05/25/21

423.1

BAPTIST STUDENT MINISTRY (BSM) COUNCIL

I. Description:

The Baptist Student Ministry Council is established under the Center for Collegiate Ministries Committee and is to assist, to advise, and to make recommendations to the Center for Collegiate Ministries Committee of the Executive Board.

II. Membership:

Executive Board Directors serving on the Center for Collegiate Ministries Committee

Two Directors of Missions

Three pastors closely related to BSM work

Three laypersons serving on local BSM committees

Four at-large members who are active supporters of Texas students, two of whom shall be the state BSM Student Council Co-Presidents

Up to six of the members will be non-church/denominational employees

Up to six of the members will be church/denominational employees

III. Duties:

- A. Assist, advise, and recommend policies and actions to the Center for Collegiate Ministries Committee of the Executive Board
- B. Advocate for Baptist Student Ministries in Texas
- C. Assist and advise in the policies and actions of local BSM buildings, programming, policies, and actions
- D. Interpret the vision and priorities of Texas Baptist Student Ministries to all areas of Texas Baptist ministry
- E. Create goodwill for Texas BSMs and channel this goodwill into active support
- F. Develop and implement a strategy for renovation, repair, and rebuilding of all BGCT-owned facilities
- G. Develop and implement a maintenance plan for all BSM facilities to include regular maintenance and repair in areas such as a/c, heating, carpet, roof, plumbing, computer equipment, sprinkler systems, furniture, etc.
- H. Develop and implement a fundraising plan for local BSM budgets which includes working with local Baptist associations, churches, alumni, and other interested individuals, and to carry out the mission of Texas BSM on the campus; reaching the lost and growing the saved
- I. Give sacrificially to support the strategic plan of building and/or local programming financial support

05/25/21

424

CENTER FOR MINISTERIAL HEALTH COMMITTEE

I. Description:

The Center for Ministerial Health Committee functions to support, enhance, and facilitate the work of the Center for Ministerial Health Team. Ministries include but are not limited to: Pastor/Church Staff, Bi-vocational Ministry, Interim Ministry, Counseling, Financial Health Team, Area Representatives and Western Heritage Churches.

II. Staff Assignment:

Director of the Center for Ministerial Health Team

Other staff as assigned by the Director of the Center for Ministerial Health Team

III. Membership:

Six Executive Board Directors

IV. Duties:

The duties of the committee are listed in Policy 410.

05/25/21

424.1

CONNECTIONS COUNCIL

I. Description:

The Connections Council will work with the Center for Ministerial Health Team in advising interactions between churches seeking pastors, pastors seeking churches, staff placement and other elements of the Center for Ministerial Health Team assignments.

II. Staff Assignment:

Director of the Center for Ministerial Health Team

Director of the Interim Pastor and Intentional Interim Program

Bi-vocational Ministry Director

III. Membership:

Three Executive Board Directors

Presidents of the recognized fellowships

Two pastors from across the state

One Area Representative for BGCT (appointed by the Director of the Center for Ministerial Health Team)

IV. Duties:

The Connections Council will serve as an advisory board and advocacy group for the Center for Ministerial Health Team.

05/25/21

424.2

WESTERN HERITAGE COUNCIL

I. Description

The Western Heritage Council will work with the Center for Ministerial Health Team to enhance the work of the Baptist General Convention of Texas with Western Heritage churches. The Council will advise and promote the work of the Western Heritage churches.

II. Staff Assignment:

Director of the Center for Ministerial Health Team

Director of the Western Heritage Office

Other staff as determined by the Director of the Center for Ministerial Health Team

III. Membership:

Three Executive Board members

Four pastors from across the state

IV. Duties:

The Western Heritage Council will work with the churches of the BGCT who identify themselves as Western Heritage. They will encourage church starting in the Western Heritage movement and be ambassadors for the work.

05/25/21

425

CENTER FOR CULTURAL ENGAGEMENT COMMITTEE

I. Description:

The Center for Cultural Engagement Committee will communicate information from the churches to the Executive Board. Information will be coordinated from the Executive Board and the work of Texas Baptists to the churches. Ministries include Texas Baptist En Español, African American Ministries, Intercultural Ministries, Christian Life Commission and Chaplaincy Relations.

This committee functions to support, enhance, facilitate, and advocate for the work of Christian Life Commission, Hispanic Education Initiative, Affinity Ministries, and the Chaplaincy Endorsement Council as they serve churches, communities, enhance missions, expand resources and leadership with the Baptist General Convention of Texas.

The Hispanic Education Initiative (HEI), Affinity Ministries Council (AMC), Christian Life Commission (CLC), and the Chaplaincy Endorsement Council (CEC) report to the Center For Cultural Engagement Committee.

II. Staff Assignment:

Director of the Center for Cultural Engagement Team

Other Staff as assigned by the Director

III. Membership:

Fifteen Executive Board Directors. This includes HEI-3, Affinity Ministries Council-3, CLC-6, Chaplaincy Endorsement Council-3, and (All the EB members are assigned to either HEI, Affinity Ministry Council, CLC, and/or Chaplaincy Endorsement Council.)

IV. Duties:

The duties of the Committee are listed in Policy 410. Additional duties:

- A. Support, enhance, and facilitate the work for the Center for Cultural Engagement Ministries of the Baptist General Convention of Texas
- B. Communicate information from the churches related to the Center for Cultural Engagement Ministries to the Executive Board

- C. Support, enhance, advocate, and facilitate the ministries and work of the Office of African American Ministries, Office of Intercultural Ministries, Texas Baptist En Español, Christian Life Commission, and Chaplaincy Relations.
- D. Recommend policies and actions to be adopted by the Executive Board for the operations of core ministries of the Convention as proposed by the Affinity Ministries Council, Hispanic Education Initiative Council, Christian Life Commission, and Chaplaincy Endorsement Council.

09/28/21

425.1 HISPANIC EDUCATION COUNCIL

I. Description:

The Hispanic Education Initiative Council is established under the Institutional Relations Committee of the Baptist General Convention of Texas and is to support BGCT missions and ministries related to the May 2007 Executive Board Hispanic Education Task Force Abriendo Puertas Report and other efforts to advance educational access and achievement in Texas. The Council shall implement a comprehensive and ongoing strategy for the BGCT that will encourage, equip, and assist Hispanics in both English and Spanish, to pursue higher education and to consider graduate and postgraduate work. The Council will report to the Institutional Relations Committee and the Executive Board.

Policies relative to endorsement will be recommended by the Council to the Institutional Relations Committee for their approval and subsequent policy approval by the Executive Board. It will report on its work to the Institutional Relations Committee of the Executive Board. Any recommendations for policy must be approved by the Committee for recommendation to the Executive Board for adoption.

II. Membership:

Three Executive Board Directors

Up to twelve at-large members from churches affiliated with the BGCT

One of the at-large members will be the chair of the Hispanic Baptist Convention Education Committee

At-large members will be recommended in consultation with the Hispanic Education Initiative Director, the officers of the Hispanic Baptist Convention, and the officers of the BGCT.

III. Duties:

- A. Serve as an advisory body for promoting and supporting the BGCT's Hispanic education missions' efforts throughout Texas and beyond.
- B. Attend Council meetings regularly, being well informed on all agenda items, and contributing knowledge and experience to council discussions

- C. Communicate and express the vision and priorities of the BGCT to people in their sphere of influence
- D. Create good will for Hispanic education missions programs and channel the good will into active support
- E. Develop methods and plans for increasing the financial support for Texas Hispanic education mission causes
- F. Set goals and measure progress of Texas Baptist Hispanic education mission causes
- G. Assist in the promotion and media strategy for the Hispanic education mission efforts
- H. Identify and cultivate other people who could be effective and enthusiastic council members

IV. Officers

The Hispanic Education Council Chair shall be chosen annually by the Council members. If the Chair is not an Executive Board Director, then an Executive Board Director on the council will be designated by the Chair to report to the Executive Board as permitted in Policy 410.2.

05/22/25

425.2

AFFINITY MINISTRIES COUNCIL

I. Description:

The Affinity Ministries Council is established under the Center for Cultural Engagement Committee of the Baptist General Convention of Texas and shall have the responsibility to communicate and coordinate the work of Texas Baptists and its ethnic churches. It will function to communicate information from the churches to the Executive Board. Information from the Executive Board and the work of Texas Baptists will be coordinated with the churches.

Policies relative to endorsement will be recommended by the Council to the Center for Cultural Engagement Committee for their approval and subsequent policy approval by the Executive Board. It will report on its work to the Center for Cultural Engagement Committee of the Executive Board. Any recommendations for policy must be approved by the Committee for recommendation to the Executive Board for adoption.

II. Membership:

Three Executive Board Directors

Presidents and/or Designate of the recognized ethnic groups on the Executive Board

Three at-large members from ethnic groups not already on the Council

III. Duties:

- A. Communicate and coordinate the work of Texas Baptists and its ethnic churches

- B. Communicate information from the churches to the Executive Board
- C. Coordinate the work of Texas Baptists with the churches

09/28/21

425.3

CHRISTIAN LIFE COMMITTEE

I. Description:

The Christian Life Commission is established under the Center for Cultural Engagement Committee of the Baptist General Convention of Texas and will have the responsibility to provide information to the churches and the Convention regarding ethical and moral concerns from a biblical perspective to help Texas Baptists understand the issues in light of Christian ethical teaching and to recommend appropriate application and ethical responses. These concerns and issues may include, but are not limited to, citizenship, religious liberty, racial and ethnic reconciliation, and other ethical issues. The Christian Life Commission speaks to, and not for, Texas Baptists.

Policies relative to endorsement will be recommended by the Council to the Center for Cultural Engagement Committee for their approval and subsequent policy approval by the Executive Board. It will report on its work to the Center for Cultural Engagement Committee of the Executive Board. Any recommendations for policy must be approved by the Committee for recommendation to the Executive Board for adoption.

II. Membership:

Six Executive Board Directors of the Christian Life Commission will serve on the Center for Cultural Engagement Committee.

Twelve at-large persons who do not serve on the Executive Board but who have great interest in Christian ethics and are members of BGCT churches.

III. Duties:

- A. The Commission will research and provide information regarding public policy issues and will advocate for public policy positions as determined by the Christian Life Commission. The Christian Life Commission will inform and report to the Executive Board on public policy matters
- B. The Commission will speak to and not for the Convention and the churches; however, if authorized to do so by the Convention or the Executive Board, the Christian Life Commission may speak on behalf of the Convention
- C. On behalf of the Convention, the Commission will seek to develop dialogue and build relationships with other religious bodies and to seek cooperation in matters of common concern without compromising Baptist convictions

IV. Officers:

The Chair shall be chosen annually by the Commission members. If the Chair is not an Executive Board member, then an Executive Board member will be designated by the Chair to report to the Executive Board as instructed in the BGCT Bylaws.

09/28/2021

425.4 CHRISTIAN LIFE COMMISSION

I. Description:

The Christian Life Commission is established under the Ethics and Christian Life Committee of the Baptist General Convention of Texas and will have the responsibility to provide information to the churches and the Convention regarding ethical and moral concerns from a biblical perspective to help Texas Baptists understand the issues in light of Christian ethical teaching and to recommend appropriate application and ethical responses. These concerns and issues may include, but are not limited to, citizenship, religious liberty, racial and ethnic reconciliation, and other ethical issues. The Christian Life Commission speaks to, and not for, Texas Baptists.

II. Membership:

Six Executive Board Directors of the Ethics and Christian Life Committee

Twelve at-large persons who do not serve on the Executive Board but who have great interest in Christian ethics and are members of BGCT churches

III. Duties:

- A. The Commission will research and provide information regarding public policy issues and will advocate for public policy positions as determined by the Christian Life Commission. The Christian Life Commission will inform and report to the Executive Board on public policy matters
- B. The Commission will speak to and not for the Convention and the churches; however, if authorized to do so by the Convention or the Executive Board, the Christian Life Commission may speak on behalf of the Convention
- C. On behalf of the Convention, the Commission will seek to develop dialogue and build relationships with other religious bodies and to seek cooperation in matters of common concern without compromising Baptist convictions

IV. Officers:

The Chair shall be chosen annually by the Commission members. If the Chair is not an Executive Board member, then an Executive Board member will be designated by the Chair to report to the Executive Board as instructed in the BGCT Bylaws.

05/25/21

425.5

CHAPLAINCY ENDORSEMENT COUNCIL

I. Description:

The Chaplaincy Endorsement Council is established under the Center for Cultural Engagement Committee of the Baptist General Convention of Texas and is granted the authority to act as the agent for the Baptist General Convention of Texas for the purpose of endorsing ministers to serve as chaplains, pastoral counselors, or clinical pastoral educators. The Council will function as a part of the work of the Center for Cultural Engagement Committee of the Executive Board and report to the Committee the actions taken on endorsement. Policies relative to endorsement will be recommended by the Council to the Center for Cultural Engagement Committee for their approval and subsequent policy approval by the Executive Board. It will report on its work to the Center for Cultural Engagement Committee of the Executive Board. Any recommendations for policy must be approved by the Committee for recommendation to the Executive Board for adoption.

II. Membership:

Three Executive Board Directors

Up to twelve chaplains/pastoral counselors representing the various disciplines of service with up to six out-of-state at-large members

The requirement that all council members must be members of a BGCT church will be waived for those living out of state

III. Duties:

- A. Report to the Center for Cultural Engagement Committee the actions taken on endorsement.
- B. Recommend policies relative to endorsement to the Center for Cultural Engagement Committee
- C. Report on its work to the Center for Cultural Engagement Committee of the Executive Board.

IV. Meetings:

The Council may meet up to six times each year, as necessary. If desired, the Council may be made up of members in the general area of Dallas or in adjacent sectors in order to facilitate attendance at the necessary number of meetings.

09/28/21

427

FINANCE COMMITTEE

I. Description:

The Finance Committee shall provide general financial oversight of the BGCT, including preparation and recommendation of the budget.

II. Staff Assignment:

Chief Financial Officer/Treasurer of the BGCT

Other Staff as assigned by the CFO

III. Membership:

Nine Executive Board Directors

IV. Duties

The duties of the Committee are listed in Policy 410. Additional duties:

- A. Provide general financial oversight during the year
- B. Formulate with the staff a proposed budget for presentation to the Executive Board
- C. Recommend the expenditure of non-budgeted funds for presentation to the Executive Board, which shall have the authority to expend such funds on behalf of the Convention
- D. Formulate and recommend policies related to the financial matters of the Convention

9/28/15

428

CENTER FOR CHURCH HEALTH COMMITTEE

I. Description

The Center for Church Health Committee functions to support, enhance, and facilitate the work of Discipleship, Evangelism, Music & Worship, Church Health Strategy, GC2 Press, Church Architecture, Single's Ministry and Women's Ministry in the Baptist General Convention of Texas. The Committee will collaborate with staff to enhance the work of these ministries across the entire organization.

II. Staff Assignment:

Center for Church Health Director

Discipleship Director

Evangelism Director

Music & Worship Director

GC2 Press Publisher

Other members of the Center for Church Health Staff as assigned by the Director.

III. Membership:

Sixteen Executive Board Directors

IV. **Duties:**

The duties of the Committee are listed in Policy 410. Additional duties:

- A. Review the coordination between Evangelism, Discipleship, Music & Worship and the GC2 Press
- B. Advise on how these councils may collaborate together and across the organization
- C. Work as a team and across the organization on church revitalization

09/28/21

428.1

DISCIPLESHIP COUNCIL

I. **Description:**

The Discipleship Council is established under the Center for Church Health Committee of the Baptist General Convention of Texas to advise and assist in the development, implementation, and promotion of statewide strategies for discipleship, including but not limited to training in all age groups across Texas.

II. **Membership**

Five Executive Board Directors

Up to six at-large members from churches affiliated with Texas Baptists

III. **Duties**

- A. Review the work of the Discipleship Team, including budget planning, programming, and collaboration across the organization
- B. Report recommendations to the Center for Church Health Committee and to the Executive Board.

09/28/21

428.2

EVANGELISM STRATEGIC PLANNING COUNCIL

I. **Description:**

The Evangelism Strategic Planning Council is established under the Center for Church Health Committee of the Baptist General Convention of Texas and is to advise and assist in the development, implementation, and promotion of statewide strategies for evangelism in reaching Texas with the Gospel for Christ.

II. **Membership:**

Four Executive Board Directors serving on the Center for Church Health Committee

Up to nine at-large members from churches affiliated with Texas Baptists

III. Duties:

- A. Serve as champions for evangelization of Texas through the ministries, programming, and events of Texas Baptists
- B. Attend meetings of the Evangelism Strategic Planning Council and become familiar with the scope of local, regional, and statewide evangelization programming of Texas Baptists
- C. Interpret vision and priorities of evangelization to and through all areas of Texas Baptists' ministries
- D. Assist staff in the development of collaborative, multi-year strategies with Texas Baptists' churches, institutions, and other partners for statewide evangelization among and with all generational, ethnic, and cultural diversities in Texas and among Texas Baptists
- E. Report policy recommendations and actions to the Evangelism Committee for recommendation to the Executive Board

09/28/21

428.3

MUSIC AND WORSHIP COUNCIL

I. Description:

The Music & Worship Council is established under the Center for Church Health Committee of the Baptist General Convention of Texas to advise and assist in the development, implementation, and promotion of statewide strategies for music and worship, including but not limited to Children's Worship University, Everlasting Choir Celebration, Instrumental Convergence, Singing Men of Texas (6 groups), Singing Women of Texas (8 groups), Regional One-Day Worship Round Table Gatherings across Texas and other training and network opportunities for Texas Baptists music and worship leadership.

II. Membership

Four Executive Board Directors

Up to two at-large members from churches affiliated with Texas Baptists

III. Duties:

Serve as an advisory council and advocate to the Music & Worship team in implementing an effective strategy for music and worship events sponsored by Texas Baptists.

09/28/21

428.4**GC2 PRESS® ADVISORY COUNCIL****I. Description:**

The GC2 Press® Advisory Council is established under the Center for Church Health Committee of the Executive Board with the responsibility to assist and make recommendations concerning resource development for the churches. The Council gives continuous guidance to the ministry and business of GC2 Press®.

II. Staff Assignment:

GC2 Press® Publisher

Other Staff as assigned by the Publisher

III. Membership:

Three Executive Board Directors from the Center for Church Health Committee

Up to six at-large members from BGCT-related churches, institutions and organizations

An exception may be made to allow up to two at-large members from out-of-state who are from Baptist churches that are not affiliated with the BGCT but purchase GC2 Press materials.

IV. Duties:

- A. Review products, ministry, and business of GC2 Press®
- B. Assess strategic priorities and use of resources
- C. Assist with resource evaluation and continuous product improvement
- D. Assist with resource need discovery and product identification
- E. Review performance and make recommendations as needed
- F. Serve as an advisory board for promoting and supporting the resources produced by GC2 Press®
- G. Interpret the vision and priorities of GC2 Press® to and through all ministry areas of Texas Baptists
- H. The Council will report on its work to the Center for Church Health Committee of the Executive Board

09/28/21

430**INSTITUTIONAL RELATIONS COMMITTEE****I. Description:**

The Institutional Relations Committee functions to support, enhance, and facilitate the work of institutions affiliated with or related to the Baptist General Convention of Texas. The committee will encourage all institutions to be characterized by Christian commitment and Baptist distinctiveness, as they support the mission of the Baptist General Convention

of Texas. Each institution is managed by a separate board of trustees. The specific function and responsibilities of the institution's trustees are set forth in the Articles of Incorporation and Bylaws of the institution.

II. Staff Assignment:

Associate Executive Director

Other staff as appointed by the Associate Executive Director

III. Membership:

Ten Executive Board Directors

IV. Duties:

The duties of the Committee are listed in Policy 410. Additional duties:

- A. Organize itself into subgroups in order to accomplish its tasks.
- B. Recommend to the Executive Board policies, actions and the withholding of funds in response to an individual institution's failure to fulfill directives of the Convention.
- C. Receive the reports and recommend policy and actions from the Theological Education Council and Baptist History and Distinctives Council.

05/25/21

430.1

BAPTIST HISTORY AND DISTINCTIVES COUNCIL

I. Description:

The Baptist History and Distinctives Council is established under the Institutional Relations Committee and shall have the responsibility of providing general guidance and broad oversight to the ministry of the Texas Baptist Historical and informing Texas Baptists about Baptist Distinctives and Heritage. The Council's purpose is to enhance understanding by Baptists and others of Baptist beliefs and heritage. The Council is to engage in an ongoing ministry of positive education and inspiration about who Baptists are and what Baptists believe.

II. Staff Assignment:

Associate Executive Director

Executive Director Emeritus

Director, Texas Baptist Historical Collection

Other staff as assigned by the Associate Executive Director

III. Membership:

Three Executive Board Directors from the Institutional Relations Committee

Up to six at-large council members from BGCT-related churches

IV. Duties:

- A. Emphasize historical Baptist principles through publications, websites, displays, conferences, events, workshops, and special recognitions
- B. Invite officers of the Texas Baptist Historical Society and appropriate BGCT staff to the Council meetings.
- C. Educate and inspire about who Baptists are and what Baptists believe

05/25/21

430.3

THEOLOGICAL EDUCATION COUNCIL

I. **Description:**

The Theological Education Council is established under the Institutional Relations Committee of the Baptist General Convention of Texas and is to advocate accessibility to biblically sound, distinctively Baptist theological education for every Texas Baptist. The Council shall also provide assistance and counsel as needed to the Convention staff and to the Institutional Relations Committee.

II. **Membership:**

Six members from the Institutional Relations Committee of the Executive Board

Up to six at-large members from churches affiliated with the BGCT

Two deans of BGCT-related seminaries

Nine representative religion deans or department chairs, one from each BGCT-related university

III. **Duties:**

- A. Serve as an advisory body for promoting and supporting lay and vocational theological educational efforts throughout Texas
- B. Assess strategic priorities and use of resources
- C. Review strategic directions for theological education
- D. Work closely with BGCT staff who have responsibility for training lay and vocational ministers for local church ministry so as to increase participation and effectiveness
- E. Recommend to the Institutional Relations Committee endorsement of graduate and post-graduate vocational ministry degrees offered by BGCT-related and affiliated schools, and periodically review endorsed programs for continued endorsement

- F. Recommend to the Institutional Relations Committee certification of undergraduate vocational ministry guidance programs in BGCT- related and affiliated schools
- G. Review and affirm administrative guidelines for a program of financial assistance to vocational ministry students in BGCT-related and affiliated schools
- H. Assist in development and delivery of non-credit theological education curriculum
- I. Evaluate proposed programs for non-credit ministry training programs

05/22/18

431

CENTER FOR MISSIONAL ENGAGEMENT COMMITTEE

I. Description:

The Center for Missional Engagement Committee is to advise and assist in the development, implementation, and promotion of state, national and international initiatives to reach the world with the Gospel for Christ. The Committee will enhance the cooperation among churches, associations, institutions, mission organizations and the BGCT in efforts of missions.

II. Staff Assignment:

Director of the Missions Mobilization Team

Other staff as assigned by the Director

III. Membership:

Nine Executive Board Directors

IV. Duties:

- A. The duties of the Committee are listed in Policy 410. Additional duties:
- B. Advise and assist in the development, implementation, and promotion of state, national and international initiatives to reach the world with the Gospel for Christ
- C. Enhance the cooperation among churches, associations, institutions, mission organizations and the BGCT in efforts of missions
- D. Develop and propose policies and actions regarding the missions engagement efforts of the BGCT

05/25/21

431.1

MISSIONS ENGAGEMENT COORDINATING COUNCIL

I. Description:

The Missions Engagement Coordinating Council is established under the Center for Missional Engagement Committee of the Baptist General Convention of Texas with the responsibility to advise and assist in the development, implementation, and promotion of state, national and international initiatives to reach the world with the Gospel for Christ. The Council will enhance the cooperation among churches, associations, institutions, mission organizations and the BGCT in efforts of missions. As an extension of the Center for Missional Engagement Committee the Council brings more expertise and input to enhance mission efforts across Texas and the world.

II. Membership:

Six Executive Board Directors

One representative from Texas Baptist Men

One representative from the Texas Woman's Missionary Union

One Director of Missions from Texas

One representative from Go Now Missions

One representative from a BGCT institution whose responsibilities include missions

The Director for Associations of the BGCT

Two at-large persons selected from churches affiliated with Texas Baptists

(Ethnic diversity will reflect the makeup of the Executive Board so that one-third of the Council will be non-Anglo.)

III. Duties:

- A. Encourage and promote missions in churches, associations, institutions, conventions and other missions groups in all of Baptist life.
- B. Attend meetings of the Missions Engagement Coordinating Council and become familiar with the scope of local, regional, and statewide, national and international programming of Texas Baptists.
- C. Interpret the vision and priorities of missions engagement to and through all areas of Texas Baptists' ministries.
- D. Assist staff in the development of collaborative, multi-year strategies with Texas Baptists churches, "entities", and institutions for missions engagement among and with all generational, ethnic, and cultural diversities in Texas and among Texas Baptists.

05/25/21

431.2

MISSIONS FUNDING COUNCIL

I. Description:

The Missions Funding Council is established under the Center for Missional Engagement Committee of the Baptist General Convention of Texas to direct funding to churches and associations for ongoing mission work and special projects. The group may also select special projects not directly related to a particular church or association.

II. Membership:

Three Executive Board Directors serving on the Center for Missional Engagement Committee.

Up to nine at-large members from BGCT churches.

The Council shall elect a Vice Chair from its membership.

The Council may be made up of members in the general area of Dallas or in adjacent sectors in order to facilitate attendance at the necessary number of meetings.

III. Duties:

- A. Evaluate applications for church starts and requests for resources.
- B. Approve funding for church starting and mission projects in amounts from \$5,000 to \$75,000. Amounts above \$75,000 will be recommended to the Executive Board.
- C. Amounts of \$5,000 shall be approved at the discretion of the Director of Church Starting.
- D. Recommend policies and actions concerning church starting to the **Center for Missional Engagement Committee and the Executive Board.**

IV. Meetings:

Meetings of the group will be held as often as necessary to accomplish the work assigned.

05/25/21

432

TEXAS BAPTIST MISSIONS FOUNDATION COMMITTEE

I. Description:

The Texas Baptist Missions Foundation Committee is the Executive Board Committee that relates to the Texas Baptist Missions Foundation Council. It is to assist in enlisting additional financial support for BGCT missions and ministries.

II. Staff Assignment:

President of the Texas Baptist Missions Foundation

Other staff as assigned by the President

III. Membership:

Three Executive Board Directors

IV. Duties:

The duties of the Committee are listed in Policy 410. Additional duties:

- A. Serve as a relational committee between the Executive Board and the Texas Baptist Missions Foundation Council.
- B. Give a written report to the Executive Committee, Executive Leadership and the Executive Board at each meeting including the funds raised, the projects completed, and the progress of the work of the Texas Baptist Missions Foundation. A report presentation would be available as requested by Executive Board leadership

9/28/15

432.1

TEXAS BAPTIST MISSIONS FOUNDATION COUNCIL

I. Description:

Texas Baptist Missions Foundation Council is established under the Texas Baptist Missions Foundation Committee and is to assist in enlisting additional financial support for BGCT missions and ministries.

II. Staff Assignment:

President of the Texas Baptist Missions Foundation

Other staff as assigned by the President

III. Membership:

Three Executive Board Directors from the Texas Baptist Missions Foundation Committee

Up to twenty-one at-large members from churches affiliated with the BGCT

IV. Duties:

- A. Serve as an advisory body for promoting and supporting the Texas Baptists' mission efforts throughout Texas
- B. Attend council meetings regularly to become well-informed on all agenda items and to contribute knowledge and experience to council discussions
- C. Interpret the vision and priorities of the BGCT to people in their sphere of influence
- D. Create good will for missions programs and channel this good will into active support
- E. Help develop methods and plans for increasing the financial support for Texas mission causes
- F. Encourage friends and acquaintances to participate financially in the direct support of Texas Baptist mission causes by giving leadership to one or more events each year
- G. Encourage bequests and planned gifts that will ensure continuing support for Texas Baptist mission causes

- H. Gain a general knowledge of various giving techniques which may be used to assist people who desire to help financially with this effort
- I. Make an appropriate financial commitment to one or more of the Foundation's mission causes
- J. Identify and cultivate other people who could be effective and enthusiastic council members

V. **Officers:**

The Chair shall be chosen annually by the Council members. If the Chair is not an Executive Board Director, then an Executive Board Director will be designated by the Chair to report to the Executive Board.

5/22/18

MINISTRIES, PROGRAMS, SERVICES

500

I. **Assistance to Non-Geographic Associations**

BGCT affirms the historic position of the BGCT of relating to geographic associations. The BGCT, however, also relates to non-geographic associations. Associations of churches may be formed in Texas around ethnic, cultural, or affinities other than the current geographic affinity associations in Texas. BGCT programs and ministries will recognize only one association as a channel for resources requested by a single church. Associations that represent congregations to the BGCT must meet the funding/resourcing guidelines of the BGCT. The BGCT shall make these guidelines available to associations and to others upon request.

II. **A Church's Relationship to an Association**

A church that positively supports the ministry, mission, and budget of the BGCT but believes that the association to which it relates is unable to meet its need is free to apply directly to the Convention for financial assistance and church services. This will attempt to help all congregations and associations to be treated fairly and equally in the funding process inasmuch as possible.

5/20/14

WITH THE BAPTIST GENERAL CONVENTION OF TEXAS

Baptist associations in Texas voluntarily participate with one another and with the Baptist General Convention of Texas in the total missionary enterprise of the cooperating Baptist churches. There are also areas within the state where two or more associations have joined together for the primary purpose of securing missionary leadership.

Certain basic principles are set out to guide this denominational relationship.

- A. Baptist polity regarding the autonomy of all Baptist bodies should be recognized and treated accordingly.
- B. There is a stewardship responsibility regarding time, money, and personnel; therefore, all possible overlapping (geographical, functional, and administrative) associations should be coordinated.
- C. The primary purpose of an association's existence is to serve the churches; therefore, the needs of the churches should be the focal point in the development of a collaborative agreement for funding and/or resourcing the strategy and program of an association.
- D. The Convention assigns the associational missions office responsibility to guide in implementation of this plan of cooperative work.

- E. The director of missions for an area or association functions to provide continual program guidance in the association(s) to help churches achieve their individual and cooperative objectives.
- F. The voluntary relationship between the Convention and the associations and among the associations is encouraged and guided by the office of associational missions and other convention staff.

5/20/14

**505 ACQUISITION AND DISPOSITION OF BAPTIST STUDENT MINISTRY
REAL PROPERTY**

The acquisition and disposition of Baptist Student Ministry real property greater than \$250,000 is first to be considered by the Collegiate Ministries Committee, which would then recommend approval by the Executive Board for any new purchase of student ministry real property or disposition of property already owned. All interests must be addressed in the recommendation, including any proposed source of funds for the purchase of new property and the utilization of funds realized from the sale of properties. For transactions of \$250,000 or less, Executive Leadership, in conjunction with BSM State Leadership, shall have the authority to complete such without prior approval. A report of such transactions shall be made to the Collegiate Ministries Committee at the next Executive Board meeting immediately following.

09/28/21

506 BAPTIST STUDENT MINISTRY LOCAL DIRECTOR

I. Salary, Benefits, and Expenses

The Convention will be responsible for the salary and available benefits of the Baptist Student Ministry Director unless a salary cooperation agreement has been reached between the Collegiate Ministry Team and the Local Leadership Group. The Local Leadership Group will be responsible for professional expense reimbursement (local auto expenses, mission trips, supplies, retreats, resources, etc.). Cost of auxiliary personnel (support staff such as secretary and janitor) is the responsibility of the association.

II. Supervision

The general supervision of the Baptist Student Ministry Director will be the responsibility of the Collegiate Ministry Team. Ministry activity approval will be the responsibility of the Local Leadership Group and their designee(s).

III. Relationships

- A. The Executive Board of the Baptist General Convention of Texas is the employing agency. Responsibility for the employee rests in the Collegiate Ministry Team. The Collegiate Ministry Team, in consultation with the Local Leadership Group of the area, takes the initiative in seeking the prospective student director. The student director

must be approved by the Local Leadership Group and through appropriate association procedures.

- B. The director is responsible for the total administration of the local Baptist Student Ministry at the university.
- C. In cooperation with the Local Leadership Group, the director is responsible for coordinating the campus ministry with the work of the area and the Baptist churches composing it.
- D. Limitation - The Baptist Student Ministry is not designed to function as a counseling ministry. BSM directors will not be involved in ongoing counseling with students but will seek to encourage students to the proper professional channels for this service.

IV. **Fundraising**

The local Baptist Student Ministry Director is an employee of the Convention and shall not solicit funds for any cause other than those approved by the Convention (Cooperative Program, special mission offerings, and world hunger), the Local Leadership Group (mission trips, associational ministry, etc.), and the Center for Collegiate Ministry.

5/23/06

507

BAPTIST STUDENT CENTERS

I. **Purpose and Justification of a Baptist Student Center**

- A. The facility provides:
 - i. A visible identity for Baptist students
 - ii. A constant meeting place
 - iii. An atmosphere which can be controlled for worship and witness
 - iv. A witness that Baptists cooperatively support student ministry
 - v. A tool for multiple ministries

II. **Ownership**

- A. Baptist Student Centers at four-year, tax supported colleges/universities and private and non-Baptist denominational schools are owned and operated by the Convention.
- B. Baptist Student Centers at four-year, tax-supported colleges/universities can be constructed on the basis of priority in a 50/50 financial sharing agreement between the Convention and the local/area Baptist churches and/or associations. The title for the land/building is held by the Convention.
- C. Baptist Student Centers at junior or community tax supported colleges are owned and operated by the local/area Associations, who hold titles to the buildings (exception is Tyler Junior College, which is owned by the Convention).

III. Care and Maintenance

- A. The Center for Collegiate Ministry is responsible for direction, upkeep and maintenance, refurbishing and replacements, and insurance for Baptist Student Centers owned by the Convention. Cost of utilities and supplies and regular cleaning are provided by local churches/associations and/or alumni group or Local Leadership Teams. The preferred support is through the local churches/associations.
- B. The local churches/associations are responsible for the upkeep and maintenance, refurbishing and replacements, insurance, cost of utilities and supplies for Baptist Student Centers not owned by the Convention.

IV. Contracts, Loans and Agreements

- A. BSM directors will not sign contracts, agreements, leases or other legal documents concerning Baptist Student Center facilities without consultation with the Center for Collegiate Ministry.
- B. It is permissible for lease agreements for equipment or janitorial contracts paid by local budget to be signed by the BSM Director.
 - i. BSM directors are not permitted to sign loans or bank agreements for Baptist Student Center properties or equipment owned by the Convention.

V. Major Construction or Expansion

- A. The Collegiate Ministry Team state staff will represent the Convention in establishing contacts and conversations regarding joint efforts to finance major construction/expansion. The local director will refer all such requests to the state staff.
- B. The Collegiate Ministry Team staff is to be consulted by local staff personnel before planning or conversations are entered into regarding either construction, expansion or major remodeling of a Baptist Student Center.
- C. Local Baptist Student Ministry directors or staff members will not serve as general contractors for construction projects on a Baptist Student Center.
- D. Local Baptist Student Ministry directors will not serve as the chairperson or lead fundraising campaigns for construction, expansion or remodeling efforts of a Baptist Student Center.

5/23/06

510

BGCT LITERATURE

The Convention in annual session has authorized for literature and other resources for Bible Study (Sunday School), Discipleship Training, missions organizations, and other Bible study groups to be developed as either a supplement to existing materials or a substitute for existing materials for those who so choose. These materials are to provide information on Baptist

missions (with a special emphasis on Texas Baptist missions), Baptist distinctives, stewardship, ethics, and other subjects. These materials are to be delivered through appropriate channels as inexpensively as possible.

Baptist Way® curriculum has been created in part to respond to the Convention action and is authorized as follows:

- A. BGCT may design curriculum as determined needed by the churches.
- B. BGCT may enter into contracts with curriculum writers, sources of materials for use by Baptist Way® and partnership agreements with other publishers, subject to prior agreement of and final signing by the Convention Treasurer. Some contracts may need approval of the Executive Board; such determination is to be made by the Treasurer.
- C. BGCT is to market curriculum materials primarily to Texas churches but are to also make them available to churches outside Texas.
- D. The pricing of materials is to be inexpensive as possible but is to be at least cost recovery of direct publishing costs.

5/23/06

515

CHAPLAINCY MINISTRY

The Baptist General Convention of Texas shall provide ecclesiastical endorsement through an endorsement process that affirms to an employer that a chaplain, pastoral counselor, and/or clinical pastoral educator have met the basic requirements of the denomination to provide ministry in a specialized setting. Basic requirements shall include personal and professional accountability, meeting of educational, moral and ethical standards, ability to work in a pluralistic environment, doctrinal stability, and membership in a local Baptist congregation.

A Chaplaincy Council elected by the Executive Board shall serve as the endorsement agency on behalf of the Baptist General Convention of Texas and shall report its endorsements and work to the Advocacy/Care Committee of the Executive Board. The council shall recommend policies for endorsement requirements to the Executive Board through the Advocacy/Care Committee. The administration and day-to-day work of the chaplaincy ministry shall be the responsibility of the office of Chaplaincy Relations.

The Chaplaincy Council shall support the Chaplaincy staff as they assist Texas Baptists to understand chaplaincy as a vocational calling, provide training in pastoral care and crisis response, and furnish relational opportunities to Baptist chaplains and pastoral counselors in Texas.

2/22/11

The Christian Life Commission is assigned the responsibility of speaking to, but not for, Texas Baptists about ethical concerns--family life, citizenship, religious liberty, ethnic reconciliation, faith in the workplace, and other important moral issues including, but not limited to, hunger and poverty, substance abuse, environmental justice, war and peace, sexuality, abortion, pornography, media ethics, gambling, and bioethics. The commission is to communicate directly and faithfully with Texas Baptists regarding these issues and may not necessarily to reflect Texas Baptists' commonly held positions on the issues.

Positions and communications regarding issues are to be collaboratively determined by CLC staff and commissioners. Commissioners are to provide counsel and approve CLC positions. The positions and communications about issues require no other review. The Executive Board is, of course, free to adopt CLC positions or to take different positions. Executive Board members who serve as commissioners are always free to vote their convictions. The commission seeks to provide advance information concerning significant decisions to key Texas Baptist leadership (e.g., BGCT officers, administration, Directors of Missions) whenever possible.

The commission is required to bring an annual printed report to the Convention regarding urgent and contemporary ethical issues. The annual report is intended to focus directly on ethical concerns.

5/23/06

Clergy sexual misconduct is a serious problem in church life. While the vast majority of ministers serve with great integrity, some engage in inappropriate behavior that impacts members of the flock who are in need of their spiritual guidance.

Clergy sexual misconduct occurs when a person in a ministerial role engages in sexual contact, threats, or inappropriate sexual behavior with oneself, a congregant, client, employee, student, staff member, child, co-worker or volunteer.¹ The betrayal of trust involved creates ripples of grief and mistrust that do damage far beyond the specific situation.

In accordance with our belief in the autonomy of the local church, the responsibility for directly and effectively dealing with the issue of clergy sexual misconduct falls directly on the local congregation. Areas included in this responsibility are:

- A. Employee selection and hiring
- B. Creating policies and guidelines
- C. Understanding relevant laws

¹ This definition of clergy sexual misconduct is intended to broadly describe the forms of misconduct expressed by members of the clergy. It is important to note that children can be impacted by sexual misconduct expressed by non-clergy. Peer abuse, for example, will be addressed in the child sexual abuse section of the BGCT resources.

- D. Defining complaint procedures
- E. Reporting to the authorities, when appropriate
- F. Conducting timely, fair and responsible investigations
- G. Taking appropriate actions
- H. Offering support for all involved in keeping with our Christian faith.

The Baptist General Convention of Texas will serve to assist churches in effectively dealing with this responsibility by:

- A. Providing educational and awareness material on relevant topics, processes and procedures.
- B. Providing reference to resources that churches may employ to help them in meeting their related responsibilities, including sample policies.
- C. Providing help when possible, with counseling for the victim, the victim's family and others when needed and requested.

The Pastor/Church Connection Department, in conjunction with support from the Human Resources Department, will have the responsibility for developing, maintaining, and managing the efforts of the BGCT to support the churches in meeting their autonomous responsibility to combat and eliminate clergy sexual misconduct.

2/23/16

525.1 SEXUAL ABUSE AND/OR EXPLOITATION BY CHURCH LEADERS

Conventions and associations of churches may help one another think rightly about best practices regarding issues such as the protection of children and vulnerable adults from those with a history of sexual abuse or exploitation. To this end, the BGCT offers education and resources such as Ministry Safe to assist our churches in following recommended guidelines. We also strongly encourage all churches to conduct, at minimum, background checks on ministers and volunteers for the purpose of taking reasonable precautions to prevent someone convicted of predation or exploitation from being in a position to offend.

Every Christian has a spiritual giftedness for the purpose of edifying the church (1 Cor. 12:7), and every Christian has an essential and necessary function in the body of Christ (1 Cor. 12:12ff.). Nevertheless, spiritual leaders are held to a higher standard and should be above reproach (Leviticus 21:6; 1 Timothy 4:16; Titus 1:6-9; James 3:1; et. al.).

The Executive Board of the Baptist General Convention of Texas maintains that any registered sex offender, having sexually abused and/or exploited others, should be permanently disqualified from serving in leadership positions in the church. Churches which violate this standard may be considered out of harmonious cooperation with the churches of the BGCT.

09/28/21

The BGCT is committed to safeguarding attendees and participants in its activities and functions. To meet reasonable care standards, the BGCT establishes that all BGCT employees, Independent Contractors and Executive Board members, as well as volunteers who meet any of the three background check inclusions must submit to a background check at least every three years. These background inclusions are:

- A. Have supervisory or nonpublic interaction with children, youth, or individuals with special needs,
- B. Handle cash, credit cards or checks on behalf of the BGCT and/or,
- C. Drive a vehicle to fulfill the responsibilities of their role.

The background check vendor must meet the following minimum requirements:

- A. Credible standing with knowledgeable of background checks and child protection methods
- B. Administer comprehensive background checks and child protection training that meets minimum state and federal law requirements
- C. Comply with Fair Credit Report Act (FCRA) by producing accurate, verifiable results
- D. Online access to and secure storage of confidential information, background check results, and child protection training
- E. Churches and other organizations conducting their own background checks must select a vendor meeting the same minimum requirements. In addition, churches and other organizations must provide evidence of a credible background check by presenting a copy of the background check or by completing the background check compliance form prior to service.

Privacy / FCRA compliance:

- A. Volunteer coordinators shall not provide information, orally or in writing, to any party without the specific written consent of the individual who submits to the background check. No information will be provided in any other way than that described in this policy.
- B. If an individual is disqualified based on the results of a background investigation, the individual will be provided a copy of the consumer report upon request in compliance with the FCRA.
- C. Background checks and compliance forms containing personal and/or confidential information will be redacted/de-identified and retained in a confidential file for two years after background checks are completed. Background check compliance forms will be shredded two years after background checks have been completed.

Preclusions from service:

Individuals who have been convicted, charged, or received deferred adjudication for any of the following crimes are precluded from serving in a volunteer role with access to children:

- A. Title 4 – 9 as outlined in the Texas Youth Camp Law,
- B. acts of violence,

- C. substance abuse,
- D. theft or misappropriation of funds,
- E. or any other like offense under the law of another state or under federal law.

Other criminal offenses are subject to background check committee review.

Child Sexual Abuse Awareness:

In an effort to increase child sexual abuse awareness, the BGCT will refer churches for additional training and resources to guide ministry leaders and pastors in best practices related to activities and functions that involve children, youth, or individuals with special needs.

BGCT senior leadership has established additional guidelines for BGCT staff responsible for volunteers.

5/24/2022

530

COOPERATIVE AGREEMENT

BETWEEN THE NORTH AMERICAN MISSION BOARD

AND THE BAPTIST GENERAL CONVENTION OF TEXAS

I. GENERAL PRINCIPLES

- A. This agreement is between the Baptist General Convention of Texas and the North American Mission Board of the Southern Baptist Convention and has been adopted by the boards of the two entities. The purpose of this agreement is to define the relationships and responsibilities of the Baptist General Convention of Texas and the North American Mission Board in areas in which the two entities jointly develop, administer, and evaluate the strategic mission plan (Strategic Mission Plan) on a cooperative basis. The Strategic Mission Plan will address the intersection of goals and objectives of the Baptist General Convention of Texas' planning process and the North American Mission Board's Strategy Plan through cooperative funding. Each entity shall have equal opportunity to pursue their respective assignments from their boards.

- i. The Strategic Mission Plan shall be developed as follows:

An annual fall planning meeting will be held between the North American Mission Board Strategy Coordinator and the Baptist General Convention of Texas North American Missions Planning Team. Goals and plans for the Strategic Mission Plan will be agreed upon in this meeting for the following year. This Strategic Mission Plan must conform to the current policies and processes enacted by the North American Mission Board trustees. Funding for the Strategic Mission Plan will be agreed upon as well.

- ii. The Strategic Mission Plan shall be administered as follows:

The staff of the Baptist General Convention of Texas shall administer this plan.

- iii. The Strategic Mission Plan shall be evaluated as follows:

Goals and strategies from the previous year will be evaluated in the annual fall planning meeting.

- B. All implementation of the Strategic Mission Plan shall be in accordance with all the policies and procedures of each entity.
 - C. The Strategic Mission Plan should be driven by shared values that reflect mutual respect and peer-to-peer relationships. These values are:
 - i. Biblical Authority
 - ii. Kingdom Vision
 - iii. Partnership
 - iv. Evangelism and Missions
 - v. Mutual Accountability
 - vi. Autonomy of Individual Baptist Entities
 - D. The Strategic Mission Plan shall be cooperatively developed by representatives of the two entities and according to the policies of each entity. In the final negotiation of the Strategic Mission Plan and its funding, the North American Mission Board will be represented by the Strategy Coordinator, and the Baptist General Convention of Texas will be represented by the executive director and/or his designee(s).
 - E. Financial support for the Strategic Mission Plan shall be provided by the two entities on a negotiated funding ratio in an annual conference.
 - F. General administration and implementation of the Strategic Mission Plan shall be by the Baptist General Convention of Texas.
 - G. Adjustment to the Strategic Mission Plan and its resourcing may be requested by either entity. However, changes shall not be implemented until both entities have approved.
 - H. All North American Mission Board resourcing shall be provided through the Baptist General Convention of Texas upon receipt of requests through the appropriate process.
 - I. The Strategic Mission Plan will be implemented in such a way to avoid duplication of strategies and resources with other affiliated conventions within Texas. The North American Mission Board, through the Strategy Coordinator, will negotiate specific Strategic Mission Plans that are non-duplicating in the opinion of the North American Mission Board Strategy Coordinator.
- II. PERSONNEL POLICIES
- A. Administration of Appointed and Approved mission personnel.
 - i. Personnel supported by the Baptist General Convention of Texas and the North American Mission Board shall relate to both entities. Other entities, such as an association or local church, may also participate in the support. However, funding

will always be coordinated through the Baptist General Convention of Texas consistent with the Strategic Mission Plan. The employer of jointly supported missions personnel will be the entity, which issues the individual's payroll checks. Normally, the employer will also provide for Workers' Compensation and general liability insurance. All personnel receiving funds from the North American Mission Board and the Baptist General Convention of Texas shall be accountable for said funds and subject to evaluation and appropriate reporting procedures from these entities

- ii. Selection of jointly supported personnel shall conform to procedures and requirements of both entities. When North American Mission Board funds are used, both entities acknowledge that personnel must comply with North American Mission Board's requirements concerning the Baptist Faith and Message 2000, though this does not indicate affirmation of the Baptist Faith and Message 2000 by the Baptist General Convention of Texas. The Baptist General Convention of Texas and the North American Mission Board shall consult and concur on jointly supported personnel before election, appointment/approval, and/or placement by the other entity.
- iii. A coordinated processing service for prospective jointly supported personnel shall be provided by the North American Mission Board and the Baptist General Convention of Texas.
- iv. Each entity will provide appropriate orientation for jointly appointed personnel
- v. Baptist General Convention of Texas assigned supervision and evaluation of all jointly supported missions personnel shall be agreed upon by the North American Mission Board Strategy Coordinator and the executive director of the Baptist General Convention of Texas and/or his designee(s) with files available to the North American Mission Board.
- vi. Jointly supported appointed personnel shall be available to the North American Mission Board for two weeks of deputation service annually. Jointly supported approved personnel may also occasionally be asked to participate in deputation service. All jointly supported personnel shall be available to participate in national and regional events related to their responsibilities. Missions personnel shall obtain the approval of local and/or state administrators before accepting any North American Mission Board invitations.
- vii. All supporting entities are obligated to the continued care and support of the missionaries regardless of who supervises the work. All supporting entities shall serve as arbitrators of grievances as requested, if necessary. Transfer of jointly supported personnel may be implemented after agreement between the individual and all supporting entities. Termination of funding of jointly supported personnel may be initiated by any supporting entity after consultation with all other entities. The Baptist General Convention of Texas or the North American Mission Board shall have the option to transfer and/or continue to fund personnel

even if the other entity ceases funding. The North American Mission Board shall have the right to withdraw appointment or approval status of any jointly funded missionary after consultation with all other supporting entities. Termination of an employee shall be at the discretion of the employer of record, but only after consultation of all other supporting entities

B. Remuneration

- i. Funding for jointly supported personnel shall be provided by local entities to the largest percentage possible. Baptist General Convention of Texas and North American Mission Board assistance shall be provided according to the agreed upon ratio of Participation.
- ii. Funding for the cost of moving jointly supported personnel shall be provided by the local entities to the largest degree possible. The North American Mission Board and Baptist General Convention of Texas assistance may be requested, based upon need and available resources.

C. Benefits

- i. The North American Mission Board shall provide a comprehensive insurance plan and share in the cost for all appointed missions personnel. All appointed missions personnel shall participate in the North American Mission Board plan. Exceptions shall be negotiated in accord with the Baptist General Convention of Texas and North American Mission Board policy. Proof of coverage shall be provided for the other entity upon request.
- ii. A retirement and annuity plan shall be made available by the Baptist General Convention of Texas or other employing entity for jointly supported appointed personnel. Appointed missionaries and missionary associates shall be required to participate in the Baptist General Convention of Texas plan, unless this plan is provided by the local employer of record. US/C-2 missionaries are not eligible to participate. Congregations and associations receiving financial assistance shall be strongly encouraged by the Baptist General Convention of Texas and the North American Mission Board to Participate with their pastor or associational staff.
- iii. Other benefits may be provided to jointly supported personnel in keeping with the supporting entities policies. Appropriate representatives of the two entities shall periodically review these benefits.

III. CONFERENCES AND LITERATURE

- A. Jointly financed conferences within the state shall be planned by the Baptist General Convention of Texas and the North American Mission Board personnel.
- B. The North American Mission Board may plan and conduct church, associational, state, regional, and national ministry conferences in Texas. The North American Mission Board, prior to public announcement of and conducting a conference, will provide clear communication with the appropriate Baptist General Convention of Texas staff through written confirmation of the conference information.

- C. The North American Mission Board may develop and make available material for the Baptist General Convention of Texas to train trainers and develop leadership for ministries, in evangelism, church planting, mobilization, missions education, and leadership development.

IV. CHAPLAINCY AND NATIONAL MISSIONARY ENDORSEMENT AND NOTIFICATION

The North American Mission Board shall provide a coordinated processing service for endorsing prospective chaplaincy and national missionary personnel.

This shall include the solicitation of references by the North American Mission Board from appropriate Baptist General Convention of Texas administrative personnel for prospective personnel from Texas. The North American Mission Board shall provide periodically a current list of chaplains and national language missionaries at all times.

V. COOPERATION AND INITIATIVE

- A. It is the continuing goal of the two entities to improve cooperation in the planning, administration, promotion, and implementation of the Strategic Mission Plan.
 - i. The Baptist General Convention of Texas will, in cooperation with the Woman's Missionary Union of Texas, promote the Week of Prayer for North American Missions and the Annie Armstrong Offering.
 - ii. The Baptist General Convention of Texas will continue to provide annual reports to the North American Mission Board related to goals and priorities of that board.
 - iii. The Executive Board staff of the Baptist General Convention of Texas will participate in North American Mission Board planning and training events as invited and within the limits of their job expectations.
 - iv. The Baptist General Convention of Texas pledges to join with other states in the Southern Baptist Convention and its North American Mission Board to pray and work diligently for the evangelization of the lost and the starting of churches for every people group in North America.
 - v. The North American Mission Board will continue to involve, by invitation, Baptist General Convention of Texas staff in North American Mission Board activities such as training, conference, workshop, and fellowship events.
- B. Projects with associations and churches may be initiated, financed, administered, and promoted in the Baptist General Convention of Texas by the North American Mission Board after consultation with and written confirmation to the Baptist General Convention of Texas. It is further agreed that neither entity will initiate work that obligates the other without written approval of the other.
- C. Appropriate representatives of the Baptist General Convention of Texas and the North American Mission Board shall conduct a review of this Cooperative Agreement annually. All or any part of this agreement may be amended or revised at the end of any calendar year after negotiation between appropriate representatives of the two entities. The respective boards should adopt any amendments to the agreement,

or each board may choose to authorize its administrators to make changes. Operational procedures may be negotiated by the North American Mission Board Strategy Coordinator and the executive director of the Baptist General Convention of Texas and/or his designee(s). These will be attached to the Cooperative Agreement.

- D. With 60 days notice, the agreement may be discontinued by either entity after consultation between the executive director of the Baptist General Convention of Texas and the president of the North American Mission Board.

Signed and approved by the BGCT on September 30, 2003

5/23/06

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COUNSELING SERVICES

Consultation and referral to counseling services are available to BGCT employees and immediate family members living at home or away at college. The service is also available to salaried (part-time or full-time) BGCT-affiliated ministers and family members. An employee, minister, or family member may be self-referred or referred by a supervisor, physician, or mental health professional. "Family member" refers to spouses and children of ministers living at home or away at college.

The consultation and referral are provided at no charge and treatment (and testing if needed) is subsidized by BGCT subsidy funds based on funds available. Treatment services are provided by licensed and qualified professionals who are a part of BGCT's "Approved Professional Network" (APN), at locations as convenient as possible to the client's home or place of work. In some cases, clients will need to provide proof of insurance coverage (if available) to the service provider/counselor's office. The Director of Counseling Services will determine if BGCT funds will be made available for treatment or testing prior to treatment.

Note that limited funds are available to subsidize pre-approved services provided by licensed therapists that have been confirmed into the "Approved Professional Network" (APN) with the counseling department. "APN" indicates only that the provider meets minimum requirements for his/her profession and has provided to the counseling department the requested information in writing. It is the responsibility of the client to investigate the experience and competency of the provider. Inclusion in the "APN" does not imply BGCT's endorsement of the therapist's theological beliefs or theoretical approaches to therapy. Once the provider has been established in the APN and services have been delivered, the provider may bill the counseling office for the pre-approved subsidy. All services subsidized must be pre-approved by Director of Counseling Services.

While exceptions are made on a case-by-case basis, the Counseling Services Department will provide subsidy assistance for up to 10 one-hour sessions (in any 12-month period), per family, and as long as the budgeted subsidy funds are available. Unless emergency subsidy assistance is granted beyond 10 sessions, the department will provide no additional subsidy. The intent is to assist BGCT employees, ministers and family members in identifying the specific kind of service needed and matching the need with the appropriate professionals and assisting financially early

in the process. This service also serves as a resource to the above constituents for issues related to pastoral care and counseling.

I. Confidentiality

The Director of Counseling Services and assigned ministry assistant give the highest priority to the protection of client confidentiality. Confidentiality is defined as keeping private information shared by the client in the process of consultation and referral. Each APN therapist assumes professional liability and responsibility for confidentiality once client is in treatment. A client has the right to withhold or release information to other individuals or agencies. The client is to sign a statement before any information is released. This right applies with the following exceptions:

- A. When a court of law subpoenas information shared by the client.
- B. When there is reasonable concern that harm may come to the client or others (child abuse, suicide, homicide).

In such cases, when possible, the Director will inform the client of the need to share information about the client situations prior to the actual sharing.

05.25.21

540

BGCT CHURCH STARTING EXPERIENCE

I. Our Mission in Church Starting

The mission of Church Starting is to start and develop new churches that will reproduce and continue to replenish mission funds. This mission is a part of the Mission of the BGCT: "The Baptist General Convention of Texas encourages, facilitates and connects churches in their work to fulfill God's mission of reconciling the world to Himself."

II. The Purpose of these Policies

These policies are intended to provide clarity and accountability to the Church Starting Experience in which the BGCT is a partner. It is expected that all BGCT new church starters and staff members regularly working with new church starts are familiar with these policies. The BGCT staff members consistently communicate the policies and hold accountable all of the participants in the Church Starting Experience to the spirit, as well as the expressed meaning, of these policies. When a situation develops that is not specifically addressed in these policies, the members are expected to consult with their supervisors for additional clarity.

III. Key Relationships in the BGCT Church Starting Experience

The BGCT partners with churches, associations and other organizations of similar faith and practice. The BGCT has formal relationships with the majority of these organizations that help preserve the autonomy, mutual respect, and cooperative spirit of each entity. In the Church Starting Experience, the BGCT records the relationship of all of the partners (sponsor

churches, associations, etc.) in a “New Church Start Covenant Agreement.” This covenant is negotiated, signed and kept as a record of the various commitments and active participation of each partner.

- A. A “New Church Start Covenant Agreement” must be approved by the Mission Funding Group (MFG) of the Baptist General Convention of Texas for the new church to receive financial assistance. A new covenant needs to be negotiated and signed if any of the following occurs:
- B. The new church changes pastor (called “church planter”);
- C. One of the partners change;
- D. The church planter fails to complete a monthly report for three consecutive months;
or
- E. The new church fails to submit a monthly contribution to the BGCT Cooperative Program for three consecutive months.

IV. Requirements and Accountability

Many of the specific expectations are spelled out in the “New Church Start Covenant Agreement.” The partners signing the covenant agreement are expected to strive in good faith for harmonious relationships, clear communication, and mutual accountability and shared goals of starting new churches.

- A. The BGCT expects new church starts to become self-supporting and autonomous in within five years.
- B. The BGCT expects each new church start to begin another church during its first five years.
- C. The BGCT expects all new church starts to be in a unique relationship with the BGCT, and to continue contributing to missions through the Cooperative Program regularly, even after the new church no longer requires assistance.
- D. The new church start may not constitute/incorporate without covenant partners’ approval.
- E. The BGCT expects each of the partners to continue working together in a Christian spirit even after the covenant is completed.
- F. Requirements of BGCT new church starting staff are:
 - i. Church Starting Director
 - a. To monitor that church starters are following policies and procedures.
 - b. To assure proper staffing levels in each service area to support the number of church starts.
 - c. To receive feedback from the “New Church Monthly Reports” and to clarify, resolve and/or elevate negative issues.

- ii. Church Starters
 - a. To lead the process of church starting in relationship with the church planters and the partners, and to monitor that each participant fulfills the covenant agreement.
 - b. To meet with the church planter and partners at least semiannually and to review the new church monthly reports to identify any unusual trends.
- iii. Ministry Assistants
 - a. To elevate negative feedback on the new church monthly report to the Church Starting Director.
 - b. To support the work of the new church starters team in their work with new church starts.

V. Policies Concerning Financial Assistance

Funding is only one of the many resources that the BGCT offers to new church starts. Due to the nature of this resource, however, more policies are required to assure an effective and judicious use of funds. These policies are intended to provide all church starting constituents with clear, fair and accountable practices that foster cooperation and church multiplication.

- A. Each calendar year the maximum amount that may be approved for any church start (commonly referred to as “The Amount Not to Exceed”) is set by the Church Starting Director, approved by the MFG, and communicated to the new church starters.
- B. The BGCT church starter proposes funding options to the church planter and partners based on the new church starter’s evaluation of needs and on the availability of funds.
 - i. Funding is proposed by a church starter.
 - ii. Funding is committed by the Church Starting Director and the MFG of the Executive Board.
 - iii. All funding is designated for program support for the budget of the new church, except start-up funding and special ministry requests as described in the BGCT Church Starting Procedures Manual. The BGCT provides no money designated to any specified budgeted item, including a salary supplement. The budget for the new church may include funds for a mentor/coach to work with the church planter, provided there is a written agreement describing that service and relationship.
 - iv. No commitment of funds is made beyond a 12-month period. It is expected that at least 50 percent of the budget of the new church comes from local resources.
 - v. The strategic reduction of BGCT funds to a new congregation ensures indigenous growth, fosters a spirit of independence and encourages accountability on the part of the new church.
 - vi. Funding is provided through the following steps:

- a. The recommended total amount of funding for each new church is submitted to the MFG by the church starter through the peer review group of the BGCT.
 - b. The MFG approves, disapproves, or modifies the total amount of funding the new church starter recommends for any given project. The new church starter has the option to recommend to the MFG a modified amount as the work progresses.
 - c. The new church starter works with the local strategic development team on the appropriate disbursement of funds to ensure the best possible growth and reproduction potential.
 - d. The most common disbursement is within a 36-month period, although up to 60 months of funding is available upon approval of the MFG.
 - e. The new church starter works with a congregation for the first five years.
- vii. All changes in the amount of the monthly funding must be submitted by the new church starter in writing by completing the appropriate form. By the nature of new church starting, it is expected that the financial needs will vary from month to month and the supply of resources needs to be flexible.
 - viii. Churches that are commonly considered to be a “house church” or an “organic church” or an “apartment church” may receive encouragement, training, and other resources, but they are not eligible to receive financial assistance. A church is considered part of this category if it meets one of the following criteria:
 - a. It is intended to be a small unit church by its design or vision.
 - b. It is not expected to be self-supporting in five years or less.
 - c. Its intended permanent meeting space is commonly considered as a non-public space.
 - ix. It is normal practice to send all approved church starting funds to the sponsor church. Exceptions to this practice must be requested in writing by the new church starter stating the reason for the requested change. This change request will be sent to the Church Starting Director for approval.
 - x. It is normal practice for each new church start to have a primary sponsor church that is in full cooperation with the BGCT as evidenced by ongoing (preferable monthly) Cooperative Program giving. It is also normal practice for each new church start to be supported by a recognized association, also in cooperation with the BGCT. A new church starter may request an exception for a specific new church. This request is written with a thorough explanation and is approved by the Church Starting Director and the MFG.
- C. New churches receiving financial assistance from the BGCT must do the following:
 - i. Complete the “New Church Start Application.”
 - ii. Complete a new church evaluation tool with a new church starter.

- iii. File with the BGCT a “New Church Start Covenant Agreement” signed by all partners which will include the following:
 - a. The new church pastor agrees to the following conditions:
 - a. Complete a monthly report sent to all partners.
 - b. Assure the new church will give monthly to the Cooperative Program through the BGCT as agreed upon in the covenant agreement.
 - c. Lead the congregation to start a church within five years.
 - d. Meet at least semiannually with the BGCT new church starter.
 - e. Relate to an approved BGCT /coach.
 - f. Participate in BGCT life, including, but not limited to, annual meetings and training events.
 - b. The sponsor church agrees to the following:
 - a. Remain in full cooperation with the BGCT as evidenced by ongoing (preferably monthly) Cooperative Program Giving.
 - b. If not uniquely aligned with the BGCT, submit a letter explaining the Sponsor Church’s Convention Relationships.
 - c. Place the words **“This church is a Baptist church, cooperating with the Baptist General Convention of Texas”** in the founding documents of the new church.
 - d. Manage, expend, and account for any funds it receives on behalf of the new church and provide an itemized written report when requested.
 - e. Spend funds provided by the BGCT only for the designated new church start.
 - f. Inform the BGCT new church starter within 20 days if the new church ceases to meet or disbands.
 - g. Forward to the new church any unspent dedicated funds when the new church constitutes as an autonomous congregation. Should the new church congregation cease to exist, all remaining funds received and held by the Sponsor Church are to be returned to the BGCT. Upon dissolution of the new church, disposition of all assets of the new church will be put in writing and approved by all remaining covenant partners.
- D. Any funds for church starting that are not intended for the direct assistance of a particular new church budget as described in this policy are approved by the Church Starting Director, as well as the Executive Leadership Team, before being passed on to the MFG. This would include, but is not limited to, church starting institutes, centers, and associations.

- E. New Church Loans (NCL) and Land Holding Loans (LHL) will be governed by the respective guidelines for those programs, (See Appendix 17, "Loan Program Guidelines) and must be approved by the MFG.

5/21/13

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MINISTER'S TRANSITION FUND

I. Eligibility

- A. Pastors and full-time ordained ministers who have over one year of full-time service in their current position.
- B. The minister has been terminated or forced to resign.
- C. Insufficient severance income has been given to the minister.
- D. The minister must be willing to search for other employment, including temporary secular work.
- E. The minister must be willing to seek counseling (referrals can be made through the Texas Baptists Counseling Services) or career guidance, if recommended (referrals can be made to The Pastor/Church Connection).

II. Application for Grant

- A. Requests for the grant must be processed through The Pastor/Church Connection Director and approved by the Chief Financial Officer of the Baptist General Convention of Texas (BGCT).
- B. The minister must be recommended by an appropriate denominational representative: Director of Missions, BGCT Strategist, Executive Board Director, et al., who can affirm the financial need.
- C. The minister must provide a signed W-9 form for tax reporting records, including a Social Security number.
- D. In case of a minister involved in a moral failure of sexual, financial, or other malfeasance, application can be made on behalf of the wife, or family member, who would receive the grant.

III. Guidelines

- A. A minister may receive a grant of up to \$1,000 no more than twice in a lifetime.
- B. The grant can be given only after all severance has ended, and then only if the need is still present.
- C. The grant should be delivered, when at all possible, by a BGCT employee, or representative.
- D. Exceptions to the above policy can be initiated by the Director of The Pastor/Church Connection but still must be approved by the Chief Financial Officer of the BGCT.

- E. Expenditures from the fund are limited to the investment income into the fund each year.

9/25/12

543

SPECIAL PROJECTS FUND

I. Purpose

In the past, as departments have had temporarily vacant employment positions, charges were made to these budget centers so that expenses did not become skewed before the position was filled. These stabilization charges have proved extremely valuable in maintaining the consistency and integrity of the departments' budgeted expenses. Additionally, occasions often arise outside normal budget allocations that necessitate attention. Adding to the difficulty of addressing these needs is the procurement of funds in such a way as not to hinder the budget(s) and ministry already planned. This fund would assist in meeting these needs.

II. Funding

Financing for this fund would come primarily from charges made to budgets centers that have current employee vacancies. In order to stabilize budget expenditures during these vacancies, a monthly charge will continue to be made to the applicable budget center until the position is filled ("Budget Stabilization Charge"). This Budget Stabilization Charge maintains normal budget expectancies and helps prevent the budget center's activities from being skewed. This Budget Stabilization Charge would only utilize Cooperative Program funds. With Executive Board approval, funding from other sources may also be used. This fund would be an Undesignated Fund under the Treasurer's department.

III. Guidelines

- A. Departments with unfilled employee position(s) will be debited a Budget Stabilization Charge for the salary portion related to such unfilled position(s).
- B. Review for accuracy and to ensure only Cooperative Program budget funds are being utilized will be made.
- C. Funds created by Budget Stabilization Charges will be credited to the Special Project Fund.
- D. Utilization of the Special Project Fund may be approved by any one of the following: Executive Director, Associate Executive Director, Treasurer/CFO, Interim Executive Director, Interim Associate Executive Director, or Interim Treasurer/CFO.
- E. Projects requiring the use of greater than \$250,000.00 of the Special Project Fund must have prior approval from the Executive Board.
- F. An annual report detailing the prior year's use of funds from the Special Project Fund will be made to the Finance Committee of the Executive Board.

IV. Exemptions

Requests for an exemption to the Budget Stabilization Charge may be made to the Executive Director.

5/19/20

550

LIFECALL/MISSION SERVICE CORPS MISSIONARIES

LifeCall/Mission Service Corps missionaries serve as volunteers in a great variety of places and areas of work. They can carry out their missionary calling with Texas Partnerships, BGCT missions opportunities, Texas Baptist Men, Woman's Missionary Union, associations, the river ministry, institutions and in North American and overseas service.

Volunteer missionaries can fill primary positions such as DOM, church services, church extension, church and community ministries and administrative positions. Additional positions such as senior adults, camp staff, single adults, media librarian, partnership coordinator, family life coordinator, volunteerism director, construction coordinator and others can be filled by volunteer missionaries.

Using volunteer missionaries opens up the possibility for many ministries, such as literacy, restorative justice, chaplaincy, internationals, jail, crisis closet, hospitality house, truck stop and others.

I. Compensation

A volunteer missionary can receive remuneration for service in a ministry which will approximate the cost of housing, utilities and operating expenses. The amount received by the missionary should not generate reasonable basis that the missionary is really an employee of the serving organization.

II. Application

- A. All applications must include three references including the pastor of the church where the applicant is a member.
- B. All applications must indicate approval of the applicants by the churches where they are members. This approval may be indicated by the signature of the pastor, church clerk, or in the case of a bi-vocational or volunteer pastor, the Director of Missions or Network Coordinator.
- C. Requests for Criminal Background Checks and other appropriate background checks will be processed
- D. A request will be made to the BGCT to see if the applicants are in the sexual misconduct file.

III. Place of Service

The place of service must be a Baptist entity, (if MSC it must be to a Southern Baptist entity), however the volunteer may work at another location, i.e., hospital, jail, apartment complex, etc.

In such cases, the supervisor may be non-Baptist, i.e., a volunteer hospital chaplain would be assigned to a local church but would minister at the hospital under the supervision of the hospital chaplain.

The assignment of volunteers who are available to serve anywhere are people whose health, finances, family, and other factors do not restrict their ministry assignment. The basis for the priorities is the most difficult position to fill should be the highest priority.

LifeCall Missions™ also encourages that couples be assigned even if only one partner will primarily be doing the actual ministry. The reasoning behind this philosophy is that the spouse may support the ministering missionary through

- A. Prayer and emotional support
- B. Working and providing the financial means to allow the missionary to minister full-time
- C. Frequently participating in the ministry but not at the same level

IV. **Categories of Service**

Long-term missionaries

- A. Two categories
 - i. Average 20 hours per week minimum
 - ii. Average less than 20 hours per week
- B. Background Check required
- C. Assigned through BGCT

Short-term missionaries

- A. Involved in church missions or ministry program or projects
- B. One time mission trips/volunteer missions ministry
- C. Local church assignment
- D. Application through BGCT
 - Requires background check
 - Church approval
- E. Short-term (exceptions)
 - Student Summer Missionaries
 - Campus Missionaries
- F. Texas Itinerant Missionary - One who does short-term missions on a long-term basis?

Tentmakers include those who

- A. Believe God has called them to an intentional bi-vocational (two vocations) ministry
- B. Are willing to serve in a bi-vocational role because of the financial circumstances surrounding the ministry to which they have been called
- C. Are already working in a secular job
May have limited formal theological education
Believe God has called them to a ministry position
- D. Have a spouse working to support family financially so tentmaker can do ministry
- E. Assignments are usually interchangeable between Tentmakers and other LifeCall Missionaries.

V. International Service

International service for those who are interested should be directed as prospective volunteers to Texas Partnerships or River Ministry.

- A. If a potential volunteer wishes to serve with the International Mission Board (IMB), he/she must be at least 21 years old and willing to serve four months to two years. He/she would be a candidate for International Service Corps (ISC)
Those over 50 may qualify for the Master's Program
Refer to IMB ISC
- B. If a potential missionary is interested in serving four years or more:
Refer to IMB's Initial Contacts Coordinator
- C. For short term (1 week to 4 months) overseas ministry, or if the individual does not want to serve through the International Mission Board, contact Texas Partnerships

9/27/11

560

RELATIONSHIP AGREEMENT

AFRICAN AMERICAN FELLOWSHIP OF TEXAS

AND THE BAPTIST GENERAL CONVENTION OF TEXAS

The African American Fellowship of Texas is a part of the Baptist General Convention of Texas. The Fellowship exists to promote unity, involvement, and ministry development within the African American church community in cooperation with the BGCT. It seeks to strengthen communication among AAFT churches, provide leadership training for pastors and laity, enhance cultural sensitivity of the BGCT in all areas of church life, and increase mission education and giving in African American churches. (Refer to policy #220 Recognized Fellowships for qualifications.)

5/24/11

565

**RELATIONSHIP AGREEMENT
HISPANIC BAPTIST CONVENTION
AND THE BAPTIST GENERAL CONVENTION OF TEXAS**

The Hispanic Baptist Convention of Texas is an integral part of the Baptist General Convention of Texas, such action being approved as a part of a unification agreement in 1964, updated in 1978 and 2010. The mission of the Hispanic Baptist Convention of Texas is to serve its churches and members to fulfill their unique God-inspired vision.

The congregations affiliated with the Hispanic Convention shall send their mission offerings, either designated or those that are sent through the Cooperative Program, to the Treasurer of the BGCT. Such congregations will send to the BGCT all additional offerings, or special donations, which are to be used in accordance with the wishes of the congregation or the person sending the donation. All necessary funding of Hispanic work shall be provided by the BGCT through the usual annual budget as a part of the BGCT budgeting process.

The Hispanic Convention assembly and the executive officers of the Hispanic Baptist Convention organization may discuss issues concerning the Hispanic work in the state with and make recommendations to the proper representatives of the BGCT and its auxiliary organizations.

The president of the Hispanic Baptist Convention shall be a voting member of the BGCT Executive Board.

(Refer to policy #220 Recognized Fellowships for qualifications.)

5/24/11

570

**RELATIONSHIP AGREEMENT
TEXAS BAPTIST MEN
AND BAPTIST GENERAL CONVENTION OF TEXAS**

Since its beginnings in 1967, Texas Baptist Men has enjoyed an affiliate and mutually beneficial relationship with the Baptist General Convention of Texas. It seeks to under gird the missions' endeavors of Texas Baptists by assisting churches to be aware of and support cooperative missions. Texas Baptist Men seeks to work cooperatively with BGCT where we share common ministry focus.

The stated purpose of Texas Baptist Men is to assist Texas Baptist churches as they lead men into a love relationship with Jesus Christ that will thrust them and their families into a lifestyle of missions and ministry that fulfills the Great Commission. Work is done with all ethnic groups in Texas as well as in partnerships that develop around the world.

Texas Baptist Men is a separate 501(c) (3) organization under Texas law and is governed by its own Board of Directors. TBM is included under the group ruling of tax exemption of the BGCT. Texas Baptist Men is to receive funds for their operating budget from BGCT and is to submit an annual budget request as a part of the BGCT budgeting process.

The Texas Baptist Men staff is employed by the TBM Board of Directors and serves under the policies and guidelines of the Human Resource office of the BGCT. TBM employees participate in the same GuideStone Financial Service programs as BGCT employees.

Texas Baptist Men is responsible for the development of materials that support mission awareness and involvement for men and boys in Texas and around the world. These include but are not limited to Men' Ministries, Royal Ambassadors, Challengers, Church Renewal, Restorative Justice, Victim Relief, Couples on Mission, Military, Agriculture, Veterinary, Medical and Dental. TBM will seek to be the first responders in times of disaster through feeding, child care, clean out, showers, laundry, chain saw, water purification, and medical. TBM Builders will seek to assist churches and encampments in their building needs

Texas Baptist Men seek to support and promote the mission offerings of the BGCT as well as the World Hunger Offering.

The president of Texas Baptist Men shall be an ex-officio member of the BGCT Executive Board without vote as are other ex-officio members.

5/23/06

575

RELATIONSHIP AGREEMENT

WOMAN'S MISSIONARY UNION OF TEXAS

AND THE BAPTIST GENERAL CONVENTION OF TEXAS

Since its beginnings in 1880 WMU of Texas has enjoyed a close and mutually beneficial relationship with the Baptist General Convention of Texas. It seeks to under gird the missions endeavors of Texas Baptists by assisting churches to be aware of and support cooperative missions. WMU of Texas seeks to work cooperatively with BGCT where common ministry focus is shared.

The stated purpose of this organization is to promote the teaching of and participation in Christian missions. Missions leadership development, missions involvement opportunities, and missions support activities continue to be the key components of our work. Work is done with various churches such as Anglo, African American, Hispanic, Korean, Cambodian, Chinese, Laotian, Hmong, Thai, and Vietnamese.

Woman's Missionary Union of Texas is a separate 501(c) (3) organization under Texas law and is governed by its own Board of Directors. WMU of Texas is included under the group ruling of tax exemption of the BGCT.

WMU of Texas staff is employed by the WMU of Texas Board of Directors and the board assumes financial responsibility the staff and retirees. WMU of Texas employees participate in the same GuideStone Financial Service programs as BGCT employees.

WMU of Texas is responsible for the development and distribution of curriculum and promotional materials for the Mary Hill Davis Offering® and the Week of Prayer for Texas Missions. The WMU of Texas Board of Directors determines the allocations of the offering and

funds are disbursed through the Treasurer's Office of BGCT. Necessary adjustments made to allocations will be jointly made by WMU of Texas and BGCT leadership. It is understood that the operating budget of WMU of Texas is fully funded by the offering and other allocations for WMU of Texas share the remainder of the offering on a basis to be determined annually by WMU of Texas and BGCT leadership. The Board of Directors of WMU of Texas will approve a plan for disbursement of funds exceeding the offering goal. Both entities work together in handling the promotional costs for the Mary Hill Davis Offering®.

The primary promotion of the Lottie Moon Christmas Offering for International Missions and the Annie Armstrong Easter Offering for North American Missions is the responsibility of WMU of Texas. All mission offerings are channeled through the BGCT Treasurer's office.

The president of WMU of Texas shall be an ex-officio member of the BGCT Executive Board, and without vote as are other ex-officio directors.

5/23/06

580

RIVER MINISTRY

All mission projects on both sides of the Texas/Mexico border are coordinated through the River Ministry Office, the six Texas Baptist Border Associations, and the seven border Baptist Regional Conventions. Mission projects in the Mexico interior are coordinated through the River Ministry in cooperation with the Missions Board of the Mexico Baptist National Convention. Mission projects include evangelism, vacation Bible schools, backyard and Bible club projects, construction, healthcare, agriculture, children's homes, Theological Training Centers and other projects and approaches that may be used for witness and ministry. The Ministry is funded by the Mary Hill Davis Offering® and sponsored by the Cooperative Program.

The ultimate goal of River Ministry is to bring people to saving faith in Jesus Christ and initiate local communities of faith that reflect the Kingdom of God in the world. Simply stated, the basic task is evangelism that results in churches. The foundational pillars or key components of the comprehensive strategy are 1) prayer, 2) evangelism, 3) church planting, 4) nurturing believers, 5) training and mobilizing local leaders and 6) meeting human needs. Mission workers are encouraged to see themselves as "partners" or "co-laborers" in ministry. This involves mutual respect, mutual sharing and mutual giving of one to another.

River Ministry is a program of service and ministry that supports the six Texas Baptist Border Associations, the seven Mexico Baptist Border Regional Conventions along the 1200-mile Texas-Mexico border and the Mexico Baptist National Convention for specific projects in the interior of Mexico. The ministry is for assisting the local churches and associations in any way whereby indigenous development can be advanced and provides a forum for the leadership of the six border associations to present their annual priority project needs to upstate church groups. Policies guiding Churches requesting groups are:

- A. Priority will be given to churches and missions in Mexico which cooperate with the Regional Convention and the National Convention or in Texas with the Border Baptist Associations and the Baptist General Convention of Texas.

- B. The local church will provide material and human resources according to their ability, making their best effort.
- C. The local church will commit to developing a plan for follow-up and sending in updated reports to the coordinator within three (3) months.
- D. It will be required that the pastor or a key leader keep in communication with the River Ministry coordinator to develop a plan of work and of receiving the missionary group.
- E. Priority will be given to new works.
- F. The help of one mission group to carry out the same type of project will be limited to a period not to exceed three (3) to five (5) years.
- G. The local church will show growth each year towards their goal of becoming self-supporting.

9/27/11

INSTITUTIONS

600

As defined by the BGCT Constitution, institutions “affiliate” with the Convention when they comply with Article VIII of the Constitution (Article VIII, Section 2). The preference of the BGCT is that institutions associate with the Convention through affiliation in order to promote greater unity within the BGCT and to provide consistency in practice. However, provision is also made for institutions to “relate” to the Convention through the development of a contractual Special Agreement. These policies are established in response to Article VIII, Sections 1 and 3 of the BGCT Constitution.

- I. Before an institution makes an official request to relate to the Convention by Special Agreement, the President / CEO of the institution is asked to request a conference with the BGCT Executive Director and the Associate Executive Director so that there might be an opportunity for dialog in regard to the needs of the institution or issues that have arisen.
- II. When the board of an institution votes to request that the institution relate to the convention through a Special Agreement rather than by affiliation, the board chair shall notify the BGCT Executive Director and the Associate Executive Director in writing as soon as possible.
 - A. Included in this notification should be a summary of the specific reasons the board is making this request and/or any specific concerns that may have led to this request.
 - B. Because Special Agreements specifically require approval at the Annual Meeting of the BGCT, requests to develop an agreement shall be made by February 1 prior to the annual meeting.
- III. After notification, the Associate Executive Director shall arrange for a meeting involving the BGCT Executive Director, the Associate Executive Director, and chair of the Executive Board Institutional Relations Committee (or designee) along with the President/CEO, board chair and board vice-chair of the institution making the request. The purpose of this meeting shall be to:
 - A. Provide opportunity for general dialog in regard to the reasons the request is being made and the future goals of the institution in its relation to the Convention.
 - B. Establish a mutually agreed upon procedure and time-line to be followed in negotiation of a Special Agreement. Such negotiations may include board members of the institution and members of the BGCT Executive Board Institutional Relations Committee in addition to institutional and BGCT staff.
 - C. Create an initial outline of specific matters that should be included in the Special Agreement. While understood that each Special Agreement is unique, effort should be made to align such agreements as closely as possible with the constitutional

expectations for “affiliated” institutions and with the provisions of other Special Agreements.

- IV. Once a Special Agreement has been developed, it should be reviewed by BGCT legal counsel and must be affirmed by the Institutional Relations Committee of the Executive Board and approved by the Executive Board for recommendation to the Annual Meeting for final approval. After approval by the Executive Board and before action by the Convention, the Special Agreement must also be approved by the institution’s board of directors or trustees.

5/24/11

602

DEBT REVIEW FOR INSTITUTIONS

When a request is received by the Associate Executive Director from any affiliated institution to increase indebtedness beyond prescribed limits of 20 percent of total audited net assets, the Institutional Relations Committee of the Executive Board shall request formation of a Debt Review Task Force.

This Task Force should be composed of three (3) members from the Institutional Relations Committee and four (4) ex-officio, non-voting members who shall be the Treasurer of the Convention, the Associate Executive Director, the appropriate institutional representative appointed by the institution and the member of the Institutions Audit Group assigned to the institution. This Task Force is to study the request based on established procedures and recommend to the Institutional Relations Committee appropriate action in accordance with its understanding of the liquidity and existing conditions of the institution.

The Institutional Relations Committee shall recommend approval or disapproval of the request to the Executive Board.

Acute care hospitals are exempt from this policy.

The annual report of the Executive Board to the Convention Annual Meeting shall include any such actions taken by the Executive Board.

5/24/11

603

INSTITUTIONAL REVIEW AND RELATIONSHIP PROCESS

For Christian Education and Human Care Institutions

The purposes of Institutional Review and Relationship Process established through the Institutional Relations Committee of the Executive Board are to:

- Enhance the partnership and strengthen the ongoing working relationship between the BGCT and the ministry institutions.

- Allow greater familiarity with the ministry of the institutions and the broader fields in which they operate so that the committees might be more effective in their support and facilitation of these ministries on behalf of the BGCT.
- Give opportunity for meaningful dialog with administrators so that needs or concerns might be expressed and so that mutually beneficial goals and priorities might be developed between the institutions and the BGCT.
- Encourage continued spiritual and missional support of related and affiliated ministry institutions by the larger BGCT constituency.
- Provide an avenue for mutual spiritual, missional, and fiscal accountability between the ministry institutions and the BGCT.

In order to fulfill these purposes, an institutional review and relationship team shall be formed to relate to each BGCT related or affiliated institution. Each of these teams shall be composed of two members of the Institutional Relations Committee, one of whom shall serve as team leader. Team assignments will be made by the chair of the Institutional Relations Committee at the beginning of each year.

In even numbered years for Christian education institutions and odd numbered years for human care institutions the institutional review and relationship team should arrange a site visit to tour facilities and dialog with key administrators. This informal dialog should center on matters of common concern and interest such as future goals and plans of the institution, programs that have been started or discontinued, how the institution is helping fulfill the goals of the BGCT, how the BGCT might better support the institution, critical issues within the broader field in which the institution ministers, how the institution promotes its affiliation with the BGCT, and how the institution partners with local churches. A guide will be provided with questions to aid in the discussions.

Following the site visit, the team leader is to submit a brief report to the Institutional Relations Committee that gives a synopsis of team activities and summarizes significant information or observations regarding the ministry of the assigned institution. A form will be provided to help with the report.

9/27/16

605

**DOCTORAL/TERMINAL DEGREE LOAN PROGRAM
FOR FACULTY/ADMINISTRATORS**

I. Introduction

The BGCT recognizes that the quality of college education is directly a function of faculty and administrators; therefore, the BGCT provides loans for the benefit of qualified faculty and administrators at affiliated and related Texas Baptist institutions to assist them in

earning a terminal degree in their chosen academic field. This, in turn, enhances the quality of the educational experience for students attending Texas Baptist universities.

The BGCT forwards funding for these loans to the Texas Baptist institution (sponsoring institution) where the recipient is serving and considers the “loan” to be to the institution and not the individual. These funds are to be distributed to the recipient in accordance with the program guidelines. After completion of the terminal degree, loans are “repaid” by the faculty member/administrator through continued service at the Texas Baptist institution where they were employed when the loan was granted.

II. Eligibility

Any full-time faculty member or administrator of a university or academy affiliated with the BGCT is eligible for a loan if the following requirements are met:

- A. The applicant possesses a master’s degree in the field in which he/she is employed. Should the applicant enroll in a terminal program that does not require the possession of the master’s degree, appropriate equivalency will be considered as satisfying educational requirements.
- B. The applicant has been formally accepted into a certified graduate program leading to a terminal degree at a fully accredited institution of higher education.
- C. The applicant is an active member of a local Christian church. An active member is considered to be one who participates regularly in an organized worship service and related functions of the church. Members of a Baptist church affiliated with BGCT will be given preference when funds are not available for all applicants. The applicant’s pastor, as a part of the application process, will complete a confidential Pastoral Reference form.
- D. The applicant has satisfactorily completed at least two years of service at the sponsoring Texas Baptist institution where currently employed. This gives opportunity for both the individual and the sponsoring institution to evaluate more carefully the desirability of a longer-term commitment to the institution for service and ministry that would be required by participation in the loan program.

NOTE: A new faculty member/administrator must neither be offered nor allowed to accept a position at a Texas Baptist institution with the understanding that a loan has been promised. Only the opportunity of application may be mentioned to prospective employees as an incentive to join the staff of a particular institution.

III. Approval of Loan

The approval of a loan under the Doctoral/Terminal Degree Loan Program for Faculty/Administrators requires the cooperative effort of the applicant, the president and

designated academic officer at the Texas Baptist institution served by the applicant, the BGCT Director of Theological Education; and the Institutional Relations Committee of the Executive Board.

The responsibility for an affirmative or negative recommendation from the institution rests with the president of the institution. The Institutional Relations Committee has the final responsibility to approve or decline the loan request.

IV. Types of Loans

The loan is intended for reimbursement of tuition and fees. The exact amount of a loan will be determined on a case-by-case basis based upon those costs, other factors that are included in the application form, and the availability of funds. The maximum amount of a loan will be the lesser of 75% of tuition and fees or \$15,000.

V. Disbursement of Funds and Continuation of Loans

Funds for loans are provided by the BGCT and paid directly to each sponsoring institution. The sponsoring institution, in turn, is responsible for transmitting these funds in a timely manner to the individual loan recipients from that institution.

VI. Conditions of Loan Continuation

There are certain conditions which a loan recipient is expected to observe and maintain. A loan will be continued as long as these conditions are met, the recipient is making satisfactory progress toward the terminal degree, and the recipient is in compliance with the conditions of loan continuation. It is understood that recipients:

- A. Must actually register for graduate study, as certified by the graduate dean of the university where the recipient is studying.
- B. May accept employment, such as an assistantship or internship, only as long as it does not negatively affect his/her academic performance. The sponsoring institution must approve such employment.
- C. May receive grants or fellowships from other organizations, with the approval of the sponsoring institution. Such funds should be given to the recipient without restriction or obligation other than as a direct part of the terminal degree program.
- D. Must maintain satisfactory progress toward the terminal degree. To demonstrate such progress, the loan recipient must provide a certified copy of his/her transcript or grade report to the academic officer of the sponsoring institution at the conclusion of each semester. As mentioned above, a copy of these reports will also be sent to the Office of Theological Education when funds are being requested for a succeeding term of study. It is the responsibility of the academic officer to keep the Office of Theological Education advised of satisfactory progress or if there is a problem.

- E. The Director of Theological Education maintains the right to contact directly the advisor of each recipient requesting a written evaluation of the recipient's progress. Therefore, to ensure that a responsible institution representative or recipient's advisor will provide the requested information to the BGCT representative, the loan recipient will complete a written release authorizing the institution to provide pertinent information as to the status of the loan recipients academic progress or lack thereof. This release is to be completed at the inception of the program and a copy provided to and agreed to by the institution.

VII. **Duration and Repayment of Loans**

A. Duration

Work for the terminal degree is normally to be completed within five calendar years. Any extension of time beyond five calendar years may be considered by the Institutional Relations Committee upon special request, but only with the approval of the president of the recipient's sponsoring institution.

B. Repayment

After receipt of the terminal degree, repayment of the loan is made through continued service at the sponsoring Texas Baptist educational institution where the faculty member/administrator has been previously employed. Note that credit for repayment of the loan does not begin until after the degree is received and service, while working on the degree does not count toward repayment. During the period of repayment, the faculty member/administrator will receive full pay and allowances as provided in the compensation guidelines of the respective institution. Loans are repaid according to the following guidelines for:

- i. teaching faculty members, repayment of the loan is made by teaching 15 credit hours for every \$1,000, or major part thereof, received through the loan program. EXAMPLE: If a faculty member receives \$10,000 through the program, he/she is expected to teach 150 credit hours at the sponsoring institution after receiving his/her terminal degree. Assuming an average teaching load of 10 hours for fall, spring, and summer terms, it would take approximately 5 years for the loan to be "repaid" or
- ii. administrators, repayment of the loan is made by serving 6 months for every \$1,000, or major part thereof, received through the loan program. EXAMPLE: If an administrator receives \$10,000 through the program, he/she would "repay" the loan by continuing in service for 60 months at the sponsoring institution after receiving the terminal degree.

VIII. **Default**

The sponsoring institution shall notify the BGCT through the Director of Theological Education immediately upon becoming aware of any situation that might negatively impact the continuation or repayment of the loan. In the following specific situations, the

loan shall be considered in “default.” Any further payments due to the recipient will be terminated and all funds already loaned shall be considered immediately due and payable to the BGCT from the sponsoring institution. Situations in which the loan is considered to be in default include:

- A. The recipient fails in or withdraws from their program of study or fails to comply with the conditions of loan continuation.
- B. The sponsoring institution terminates the recipient from employment or determines that circumstances preclude the recipient continuing in employment after receiving the terminal degree.
- C. The recipient accepts employment at another Texas Baptist institution without prior agreement between the respective institutions and the BGCT.
- D. The recipient accepts employment at some place other than a Texas Baptist educational institution.

The loan shall be considered in default as of the date that the BGCT is notified of any of the above situations or any other situation that according to the determination of the BGCT might preclude continuation or repayment of the loan. The sponsoring institution will reimburse the BGCT within 6 months of the date of default for all funds paid to a loan recipient. The recipient will, in turn, reimburse the institution for all loan funds already received.

On any amounts not repaid by the sponsoring institution to the BGCT or by the recipient to the sponsoring institution within six months, interest will accrue at the rate of 5% per annum from the date of default. If partial repayment through service has been made, the expected reimbursement by the sponsoring institution and the recipient will be for the proportional amount not yet repaid.

IX. Arbitration

The Institutional Relations Committee of the Executive Board is to serve as a board of arbitration. All matters of dispute which may arise between a loan participant and the BGCT will be determined by said committee, sitting as a board of arbitration, in accordance with the laws of the state of Texas pertaining to arbitration.

5/21/13

606

MARY HILL DAVIS ®ETHNIC/MINORITY SCHOLARSHIP PROGRAM

The purpose of the Mary Hill Davis Ethnic/Minority Scholarship Program is to provide support and encouragement to those Texas Baptist ethnic/minority students who plan to serve as future lay or vocational ministry leaders in Texas Baptist ethnic/minority churches. *

The scholarship program is designed to assist students pursuing a bachelor’s degree; it is not the purpose of this program to support applicants pursuing graduate degrees or enrolled in non-degree programs.

I. General Guidelines

- A. Each applicant must show evidence of being actively engaged in his/her respective ethnic/minority community. Ethnic/Minority Culture is defined as “Non-Anglo persons of African-American, Hispanic, Asian, or other minority culture.”
- B. It is required that the applicant be a member of a Texas Baptist Church affiliated and participating with Texas Baptist that is representative of his/her ethnic/minority culture. A participating church is defined as: giving through the Texas Baptist Cooperative Program and the Mary Hill Davis Offering for Texas Missions, during the last 12 months.
- C. Applicants must attend a school of higher education affiliated or related to Texas Baptists.
- D. The scholarship is awarded for a maximum of eight continuous full-term semesters. Summer terms or mini-terms are not funded by this program.
- E. Each eligible full-time student (12 or more semester hours) will receive \$1,000 per semester. Each eligible part-time student (minimum of 6 hours) will receive \$500 per semester. The maximum awarded anytime is two semesters. Beginning in 2018, current recipients are eligible to reapply. Those currently receiving a Mary Hill Davis Ethnic/Minority Scholarship are not guaranteed scholarship approval for the following year.

II. Application Process

Beginning 2018, graduating high school applicants must have:

- A. A pastor recommendation, current high school transcript and college acceptance verification and meet other scholarship requirements.
- B. The application must be postmarked by April 15 each year.
- C. Applicants must have resided in Texas for at least 12 months immediately prior to applying and must be citizens or permanent residents of the United States.
- D. For new students currently enrolled in college, a current transcript and proof of enrollment must accompany the application.
- E. All applicants, either first-time or renewal, must provide a letter of recommendation from the pastor of his/her church. IF possible, this letter should be submitted on church stationery and must contain the church’s name and physical address as well as current contact information for the pastor. The letter should be written to affirm the membership and participation of the application in the church, including the length of time the applicant has been a member of the church.

- F. Each renewal applicant must continue as an active member in a Texas Baptist Ethnic /Minority church. Where ethnic/minority churches are unavailable the student will need to consult with the appropriate ethnic director.
- G. All new (first-time) applicants must have a 3.0 GPA. Renewal applicants must maintain a 2.5 GPA.
- H. Once a completed application is submitted, each ethnic office will determine the scholarship recipients. Applicants should be notified by June 1 as to their scholarship status.
- I. Only completed applications will be considered.

III. Scholarship Renewal

- A. Each year the Mary Hill Davis Administrative Office must receive current enrollment verification before scholarship funds will be disbursed on behalf of the student. These documents must be submitted to the administrative office by September 15 and January 15.
- B. Any scholarship recipient who does not attend school for a semester without notifying the Mary Hill Davis Scholarship Office will be considered non-active. The scholarship will be discontinued, and the student will remain on non-active status until the student reapplies.

**Schools of higher education affiliated or related are defined by the BGCT Constitution Article VIII, Sections 2 and 3.

05/23/2023

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SCHOLARSHIPS

Scholarships administered by the Baptist General Convention of Texas (BGCT) are established to assist students in attending Baptist and other institutions and have been generally established by grants, trusts, wills, and other donated funds. The establishment of such scholarships is to be approved by the Executive Board upon recommendation of an appropriate committee of the Executive Board, and such recommendation shall include the name, purpose, requirements, and source of funds. Unless the donor of the funds specifies the manner of investment for the scholarship funds, the appropriate committee shall recommend to the Executive Board the placement of funds for investment.

Scholarships under the responsibility of the Institutional Relations Committee of the Executive Board are as follows:

I. **Chester L. (Chet) Reames Scholarship**

A permanent scholarship fund in memory of CHESTER L. (CHET) REAMES has been established with the BGCT. The Baptist Foundation of Texas serves as Trustee for the use as provided by the following guidelines:

- A. The net income from this fund shall be made available annually upon request to the Institutional Relations Committee of the Executive Board of the BGCT.
- B. Children of Baptist Student Ministry directors and staff members currently employed full time by the Student Ministry of the BGCT are eligible for the scholarship to attend a college or university. (Note: Scholarships for children of other BGCT staff are found in policy # 727.)
- C. A scholarship granted by the committee from available income is limited to two semesters annually and a total of eight semesters. After the initial approval for two semesters, the recipient need only verify enrollment and grade information to the committee each semester to continue to receive the scholarship. The amount of each scholarship granted shall not exceed the total charges to the student for tuition and room and board per semester for which the scholarship is granted. The specific amount of the scholarship shall be determined by the committee each year.
- D. Scholarships shall be awarded to students working toward a baccalaureate degree on the basis of the student's character, grades, and activities in school and church. The selected school or course of study must be accredited.
- E. Application forms, available from the Collegiate Ministries office, are to be submitted by April 15 for the fall or summer semesters and by September 15 for the spring semester. All applicants should be notified in writing as to their status no later than 45 days after applications are due.
- F. Funds shall be paid directly to the recipient's college or university each semester upon verification of enrollment.
- G. A report of the prior calendar year's income and disbursements of this fund shall be made to the Institutional Relations Committee in its first meeting of each calendar year.

II. **The Edward Schmeltekopf Servant Leader Scholarship**

The Edward Schmeltekopf Servant Leader Scholarship was established to honor the life and service of Dr. Ed Schmeltekopf. The scholarship is to be awarded to a first-year student at George W. Truett Theological Seminary and at Logsdon Seminary who is a graduate of a Texas Baptist university and who represents the ideals of Christ-like servant leadership as demonstrated through academic effort, church involvement, community service, and an overall spirit of faithful and humble service to others.

The Edward Schmeltekopf Servant Leader Scholarship is a one-time grant of \$1,000. Two grants are awarded annually, one each to a student at Logsdon and a student at Truett.

Nominations are made to the Theological Education office of the BGCT by the In-Service Guidance Director of each BGCT affiliated university. Each university may nominate one person planning to attend Truett and one person planning to attend Logsdon.

The deadline for receiving nominations will be in May each year. Executive Board Directors of the Theological Education Council shall determine the recipients of the award at their May meeting.

III. Roger W. Hall Opportunity Scholarship

This scholarship fund was established as a result of the BGCT/Baylor Relationship Agreement approved at the BGCT in Waco on November 10-11, 1991, and is made up of unallocated funds from the 1991 budget.

Action by the BGCT Executive Board called for investment of the funds with the Baptist Foundation and for use of the income and principal. The funds are to be used to assist worthy students who have been under the care of a BGCT related child and family ministry with scholarships to attend Texas Baptist educational institutions. These funds may be used only at these institutions.

General administrative functions will rest with the Office of the Treasurer/Chief Financial Officer. The Office of the Treasurer/Chief Financial Officer will provide an annual report of scholarship activities to the Institutional Relations Committee in its first meeting of each calendar year.

All scholarship funds will be managed by the Baptist Foundation and distributed according to this policy and the Foundation's current operating procedures.

5/21/13

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THEOLOGICAL EDUCATION POLICY

Vocational Theological Education shall be coordinated by the Institutional Relations Committee with the intention of encouraging and facilitating a statewide network of vocational theological education through institutions related to the Baptist General Convention of Texas (BGCT). A Theological Education Council shall recommend to the Committee approval of the endorsement of graduate and post-graduate vocational ministry training programs and certifying undergraduate ministry guidance programs at affiliated BGCT universities.

5/21/13

FINANCIAL

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**BUSINESS AND FINANCIAL PLAN
OF THE BAPTIST GENERAL CONVENTION OF TEXAS**

I. Introduction

- A. The purpose of this Business and Financial Plan is to provide policies for Convention financial operations.
- B. The Plan is to be reviewed for needed updates at least every three years, or more often as necessary.
- C. As a normal operating policy, the BGCT staff shall refrain from entering any business transaction with an employee or a business in which an employee has an interest, unless competitive bids are secured and the extent of the employee's interest is known by Executive Leadership in advance. If approved by Executive Leadership, the BGCT staff may proceed with a transaction which will be reported to the Finance Committee at the next Executive Board meeting.

II. Convention Budget

- A. Each administrative office, ministry and program area of the Convention shall submit to the Executive Director an itemized budget of its expected expenditures for the next fiscal year, according to the policies of the Executive Board and within estimated income for the period.
- B. The Executive Director shall make such changes as deemed necessary and present a revised budget to the Finance Committee of the Executive Board.
- C. The Finance Committee shall submit to the Executive Board a Cooperative Program budget for its approval, not to exceed the estimated total undesignated income for the ensuing year.
- D. The Executive Board shall submit to the Convention in session a Cooperative Program budget which shall consist of all the anticipated income and expenditures which have been submitted and approved.
- E. When the Annual Meeting of the BGCT is held in the summer, the Executive Board will be responsible for the approval of the annual budget.
- F. Budget information in summary or detailed form, is to be provided to affiliated churches annually.

III. Convention Year

The financial affairs of the Convention shall be operated on the fiscal year to coincide with the calendar year, January 1 - December 31.

IV. The Disbursing Agency

- A. All money collected for the causes fostered by this Convention will be forwarded to the office of the Treasurer/CFO who will act as the disbursing officer for all funds of this Convention.

- B. The Treasurer/CFO shall disburse all monies for budgetary items, including appropriations for institutions, as requested by the various ministries, departments, and boards. The Treasurer/CFO shall also remit monthly or more frequently to Baptist causes, funds received by the Convention from Baptist churches and individuals.
- C. The Treasurer/CFO shall cause to be published at least annually on the BGCT website a report of all monies received.

V. Distribution of Cooperative Program Receipts

- A. Cooperative Program funds shall be divided between state and Worldwide causes as directed by each church. The funds for Worldwide and Southern Baptist Convention causes will be distributed monthly or more frequently.
- B. Cooperative Program gifts from churches may exclude up to five line items of causes and still be reported as Cooperative Program. Annual approval action by the contributing church is to be on file in the Treasurer/CFO office.
- C. In order that the financial plans and purposes of the Convention may operate successfully, the Convention appeals to its churches to give to the whole Cooperative Program and to recognize the wisdom and right of the Convention to distribute its receipts from the churches.

VI. Designated Gifts

- A. The Convention binds itself faithfully to apply and use all such gifts as designated by the donor.
- B. The Convention reserves the right to receive only those gifts directly related to Baptist work.

VII. Investments

- A. The Treasurer/CFO is to invest available funds pending appropriate distribution.
- B. Such investments are to be encouraged as good stewardship while protecting the related assets and providing a reasonable return until authorized use.
- C. Undesignated interest earnings are approved for use by the Executive Board upon recommendation by the Finance Committee.
- D. Detailed investment policies are to be maintained by the Executive Board. (See policy #705)

VIII. Wills and Trusts

- A. When the Convention receives gifts from wills or trusts, the following procedure will be implemented:
- B. The funds will be transmitted to the investment advisor as selected by the Finance Committee under policy 705 Investment Policy unless otherwise specified by the donor.
- C. The investment manager will distribute quarterly to the Convention the earnings of such funds.
- D. The income from these funds shall be used in accordance with the terms of the will or trust.

- E. If the cause or designation in the will or trust is vague or imprecise, a committee of the following will review the will or trust and make a recommendation to the Finance Committee as to the proper use of said funds. The committee consists of:
 - i. Chairman of the Executive Board
 - ii. Chairman of the Finance Committee
 - iii. The Convention Attorney
 - iv. The Executive Director
 - v. The Treasurer/CFO
- F. The Finance Committee will approve the disbursement of all funds accruing from wills or trusts.

IX. Convention Reserve

- A. A Reserve Fund shall be maintained and as soon as practical, be made to equal one fourth of the annual Cooperative Program-Texas revenue budget. This Fund should be controlled, managed and accounted for as a board-designated fund. As such, the Executive Board will designate use of the income from the Fund and the re-designation of investments in excess of one fourth of the annual Cooperative Program-Texas revenue budget.
- B. Disbursements from the Convention Reserve Fund, other than those relating to investments from the direct expenses of the fund's management or as listed in Item IX. A, shall be authorized only when all of these conditions have been met:
 - i. It shall be recognized that the primary purpose of this Fund is to provide emergency funds for operations of the Convention's overall program if a drastic decrease in Cooperative Program receipts should occur during a general economic recession or depression, leaving the Convention otherwise unable to meet its commitments.
 - ii. It shall be recognized that providing funds for a single institution within the Convention is not a major purpose of this Fund. If it should ever occur, however, that authorization for disbursement is to be granted under this secondary purpose, the following limitations shall apply:
 - a. Disbursements at any one time for the benefit of a single institution shall be limited to 10 percent of the total market value of the Fund. For this purpose, value shall be determined as of the first day of the month in which such disbursements are approved.
 - b. Before disbursement is authorized for the benefit of a single institution, careful consideration shall be given to every prudent financing alternative.
 - iii. Disbursement shall be approved by either the Convention or the Executive Board according to these rules:

- a. During the annual meeting of the Convention, if a motion is made concerning disbursement from the Fund when the question of disbursement is not on the agenda, action shall not be taken until the following day. If such motion is made on the last day of the Convention meeting it shall be referred to the next meeting of the Executive Board for action.
- b. Except for items referred to it by the Convention, the Executive Board shall not take action on a request for disbursement from the Fund unless each member of the Board has received notice of such request in writing at least five days prior to the meeting.

X. Financial Report

- A. This Convention shall close its books and have them audited by a Certified Public Accountant as of the last day of its fiscal year.
- B. The Convention auditing firm shall be elected by the Executive Board upon recommendation of the Audit Committee.
- C. The financial report of this Convention shall be printed in the Annual of the Baptist General Convention of Texas each year.
- D. The Treasurer/CFO shall provide frequent periodic financial reports to show receipt and uses of funds and encourage voluntary contributions from the churches.

XI. Handling of Funds and Records

- A. All persons handling funds or securities of the Convention shall be adequately bonded.
- B. The books of the Convention shall be open for inspection by Convention officers, members of the Executive Board, and cooperating Baptists.
- C. Securities, deeds, notes and all valuable records shall be maintained in an appropriately safe and secure manner.

XII. Expansion Proposals and New Enterprises

- A. The Finance Committee shall study all requests for expansion in any department, institution or phase of work affecting the Baptist General Convention of Texas and no requests or reports for expansion shall go to the Executive Board and/or the Convention for a vote until it has been studied by the Committee.
- B. Any expansion proposal will be in keeping with the Business and Financial Plan of the Baptist General Convention of Texas. (Sec. II)
- C. No new enterprise or institution involving expenditures of Convention funds shall be authorized by the Convention except by favorable action in an annual meeting; this restriction shall not apply to a recommendation of any department or institution of the Convention concerning its own work. Any action involving this paragraph shall require a majority vote of messengers present and voting.

XIII. Publications

The plans and methods herein set forth shall be published each year in the Annual of the Baptist General Convention of Texas, following the Constitution and Bylaws of the Convention.

XIV. Amendments

Changes or amendments to the Business and Financial Plan are to be approved by the Executive Board upon recommendation by the Administration Support Committee.

Section Two — Institutions

I. Fiscal Year

- A. All institutions affiliated with or related to the Convention shall determine their own fiscal year through their Board of Trustees.
- B. Common fiscal years for each type of institution are encouraged (i.e., hospitals, universities, childcare, and aging).

II. Designated Gifts and Trust Funds

Each institution of this Convention is hereby instructed and ordered to keep all trust funds and designated gifts sacred to the trust and designation; that they be kept separate from the other funds of such institution; that they are not to be used even temporarily for any other purpose than the purpose specified, and that such funds shall not hereafter be invested in securities of any denominational body or agency.

III. Plans for Capital Improvements

When an institution seeks to increase its indebtedness, beyond the normal short-term interim financing requirements, the Chief Executive Officer of the institution shall notify the Associate Executive Director (Executive Board staff member) of the request. Such notification should occur in a timely manner so that the debt review process can be expedited. Acute care hospitals are exempt from this policy. The policy of Debt Review for Institutions defines the process for review of the request. (See policy #602)

Each institution is expected to clearly indicate in all debt instruments and contracts that the related obligations are solely those of the institution and not obligations or guarantees of the Convention.

IV. Financial Report

- A. All institutions affiliated with or related to or supported by the Convention from Cooperative Program funds shall close their books and have them audited by Certified Public Accountants as of the last day of their fiscal year.
- B. The auditing firm of each institution shall be selected by its Board of Trustees.
- C. Every institution receiving Cooperative Program funds from the Convention shall forward an electronic copy of its audit report and an electronic copy of any management letter to the Treasurer/CFO as soon as possible after the close of their fiscal year and certainly within one hundred and fifty (150) days. The audits shall be studied by the Institutions Audit Council of the Executive Board.

- D. All institutions shall provide monthly financial reports upon request from the BGCT Treasurer.
- E. A summarized financial report of all institutions receiving Cooperative Program funds from the Convention shall be printed in the Annual of the Baptist General Convention of Texas each year.

V. Business Procedure

As a normal operating policy, each institution of the Baptist General Convention of Texas shall have and adhere to a conflict of interest policy.

VI. Solicitation Restrictions

Institutions affiliated with or related to the BGCT are expected to promote the overall mission and ministries of the Convention, encouraging churches to provide financial support through the Cooperative Program (CP). Solicitation of individual church members for personal contributions is permissible, but no representative of an institution should solicit BGCT churches for direct financial support for that institution.

09/27/16

705 INVESTMENT POLICY

The Constitution of the Baptist General Convention of Texas charges the Executive Board to hold in trust and administer all the properties, annuities, trusts and invested funds of the Convention except as otherwise provided for by the Convention.

I. Scope

This investment policy reflects the objectives and constraints regarding the investment of funds in three categories:

- A. Endowment Funds
- B. Unallocated/Undesignated Investment Funds
- C. Short Term Cash Investments

II. Purpose

This investment policy is set forth in order to:

- A. Define and assign the responsibilities of all involved parties.
- B. Establish a clear understanding for all involved parties of investment goals and objectives for BGCT.
- C. Offer guidance and limitations to all Investment Managers regarding the investment of assets.
- D. Establish a basis for evaluating investment results.
- E. Outline a philosophy and attitude that will guide the investment management of assets toward desired results. In general, this statement is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical.

III. Objectives

A. Endowment Funds

- i. Manage the funds on a “total return” basis which combines returns generated from interest, dividends and capital appreciation – both realized and unrealized.
- ii. To achieve returns that are more than the rate of inflation plus spending over a perpetual investment horizon in order to preserve purchasing power of fund assets
- iii. To control risk in the investment of fund assets through well diversified investments
- iv. Assure that endowment funds are being handled prudently and in compliance with the Texas Uniform Prudent Management of Institutional Funds Act

B. Unallocated/Undesignated Investment Funds

- i. To preserve purchasing power after spending
- ii. To achieve returns that are more than the rate of inflation
- iii. To control risk in the investment of assets through well diversified investments
- iv. To provide liquidity for unanticipated operating needs

C. Short Term Cash Investments – to earn more return than provided by the depository bank earnings rate with minimum risk of loss in value.

IV. Social Responsibility

As a means to meet the needs of BGCT and to hold to the tenets of the Baptist faith, investment in companies that manufacture or market alcoholic beverages, tobacco products, gaming products and/or facilities, pornographic, lewd, or obscene materials is prohibited. Where the BGCT invests in mutual funds, these criteria will be assumed to be met if none of the prohibited investments occur in the top 10 holdings of the fund.

V. Delegation of Authority

Ultimate authority for all matters concerning investment of the endowment fund rests with the Executive Board. Within that parameter, however, authority is given to the Finance Committee to direct and monitor the three categories of investments.

With advice from the Finance Committee, the Executive Board may hire outside experts as consultants and/or investment managers. Each investment manager will have full discretion for the assets placed under the fund’s jurisdiction, while observing and operating within all policies, guidelines, constraints, and philosophies as outlined in this policy.

VI. Assignment of Responsibility

A. The Finance Committee shall:

- i. Develop an investment policy for approval by the Executive Board.
- ii. Review annually such policy and either affirm or recommend changes to it to the Executive Board.
- iii. Review at least annually the performance of the Fund and of any investment managers.
- iv. Provide to the Executive Board from time to time recommendations as to which entities should act as the investment manager(s).

B. The investment manager(s) shall:

In good faith, make every effort to achieve the investment objectives of the Fund with the assets placed under its jurisdiction, while assuring that the Fund operates within all policies, guidelines, constraints, and philosophies as outlined in this policy.

VII. Asset Allocation Guidelines

- A. Endowment Funds – Currently these funds are invested with HighGround Advisors (HGA) when BGCT makes the determination of where funds are invested. BGCT will follow HGA’s investment allocation except where a fund holds outside assets that will be retained, typically in the form of mineral interests. The HGA allocation will be reviewed at least annually by the Finance Committee who can recommend to the Executive Board that an alternative allocation be used. If a decision is made to use an additional or a replacement investment manager instead of HGA, the Finance Committee will determine an appropriate asset allocation. At all times, the manager of these funds will be expected to conform to the Social Responsibility section of this policy.
- B. Unallocated/Undesignated Investment Funds – These funds will be invested in a well-diversified, balanced portfolio of mutual funds in which the top 10 holdings of each fund will conform to the Social Responsibility section of this policy.
- C. Short Term Cash Investments – These funds will be invested, typically through the BGCT depository bank, in high quality, low risk short term investments. Longer term cash investments can be made in either bank Certificates of Deposit or through the mutual funds described in section 8.b).

VIII. Performance Review

The Finance Committee will, at least annually, review and measure the performance of the total portfolio, as well as asset class components, against commonly accepted performance benchmarks. Consideration shall be given to the extent to which the investment results are consistent with the investment objectives, goals, and guidelines as set forth in this statement.

5/24/2016

710 CONTRACTS/AGREEMENTS OF CONTRACTUAL NATURE

Budgeted contracts for services, engagement of independent contractors, facility and equipment leases, or other agreements which financially obligate the Baptist General Convention of Texas for less than \$10,000, may be approved and signed by an Executive Leadership Team direct report.

All other contracts/agreements shall be approved by the Treasurer or the Controller.

Non-budgeted contracts over \$50,000 and budgeted contracts over \$100,000 will require an additional signature from either the Executive Director or the Associate Executive Director, and will be reported to the Executive Director.

Non-budgeted obligations over \$100,000 will be reported to the Executive Board. Non-budgeted obligations over \$250,000 will be approved in advance by the Executive Board.

5/23/06

715 DOCUMENT RETENTION POLICY

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
General	Correspondence	Compile and store current correspondence in appropriate subject files or in accordance with general corporate filing guidelines.	Seven Years.	Archive only correspondence important to business activities. Useless documents should be recycled or shredded.
	E-mail	Store electronically throughout retention period.	Five Years	Electronically destroy all e-mail at end of retention period.
Financial	Accounts payable, ledgers and schedules	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Archive with financial records and shred at the end of the retention period.
	Accounts receivable, ledgers and schedules	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Archive with financial records and shred at the end of the retention period.

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
	Annual information returns (IRS Forms 990)	Federal law ² requires that copies of the three most recent years' returns be kept in the organization headquarters and be made available for public inspection.	Permanent. Store with financial records.	Not applicable.
	Audit reports	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable.
	Banking statements and reconciliations	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Cash books	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Chart of accounts	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.

² This requirement is found in Section 6104(d) of the Internal Revenue Code of 1986, as amended.

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
	Cancelled checks	For important payments, i.e., taxes, purchases of property, special contracts, etc., checks should be filed with the papers pertaining to the underlying transaction. Otherwise, compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Depreciation schedules	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Duplicate deposit slips	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Expense analyses and distribution schedules	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Financial statements (year-end, other optional)	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable.
	General/private ledgers, year-end trial balances	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
	Journal entries	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Notes receivable, ledgers and schedules	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable.
	Payroll records and summaries	Compile and file records on an annual basis.	Ten Years. Store with financial records.	Shred at the end of the retention period.
	Petty cash vouchers	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Property records including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, and plans	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable.
	Tax returns, worksheets and revenue agents' reports	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable.
	Time cards	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
	Vouchers (invoices) for payments to vendors, employees, etc. (includes allowances and reimbursements of employees, officers and consultants for travel and entertainment expenses)	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
	Withholding tax statements	Compile and file records on an annual basis.	Seven Years. Store with financial records.	Shred at the end of the retention period.
Governance	Board of Directors minutes, notes and reports from all years	Compile and file records on an annual basis.	Permanent. Store with other corporate records.	Not applicable.
	Governing documents including articles of incorporation, bylaws, amendments, membership and other related documents	File documents with other corporate records.	Permanent. Store with other corporate records.	Not applicable.

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
Grants	Proposals, original contract agreements, supporting data, accounting documents, financials, subrecipient policy reports, time cards, invoices for payments to sub awardees, subaward agreements, procurement documents, A-133 audits and related correspondence	Compile and file records on an annual basis.	Seven Years. Store with other grant records.	Archive with grant records for three years at the end of the retention period following the filing of the closing report and acceptance by the funding agency.
Human Resources	Employment applications	Compile and file records on an annual basis.	Two years. For non-hires. Store with personnel files and retain/destroy as outlined below	Shred at the end of the retention period.
	Personnel	Compile and file records on an annual basis.	After Termination Store with other human resources records for 10 years.	Shred at the end of the retention period.

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
	Retirement and pension records	Compile and file records on an annual basis.	Permanent. Store with other human resources records.	Not applicable.
	Records of pension paid to employees or beneficiaries (after final payment)	Compile and file records on an annual basis.	Permanent. Store with other human resources records.	Not applicable.
	Insurance policies (expired)	Compile and file records on an annual basis.	Permanent. Store with other human resources records.	Not applicable.
	Insurance records, current accident reports, claims	Compile and file records on an annual basis.	Permanent. Store with other human resources records.	Not applicable.
	Garnishments	Compile and file records on an annual basis.	Seven Years. Store with other human resources records.	Shred at the end of the retention period.
Whistle-Blower	Records relating to employee complaints or concerns Whistleblower Policy	Compile and file records on an annual basis.	Seven Years. Store with other whistleblower records.	Unless otherwise provided above for the particular category of document, shred at the end of the retention period.

715.1 SAFEGUARDING SOCIAL SECURITY NUMBERS

It is the policy of the organization to protect the confidentiality of Social Security numbers obtained and used in the course of business from its employees and applicants. All executives, managers and employees are expected to rigorously adhere to this policy. Any employee violating the provisions of this policy and its operating procedures will be disciplined in accordance with company rules.

I. Collection of Numbers

Social Security numbers will be collected from applicants and employees as required in order to meet federal and/or state reporting requirements. These purposes include:

- A. To conduct pre-employment background checks.
- B. To verify eligibility for employment.
- C. To withhold federal and state taxes.
- D. To comply with state new-hire reporting.
- E. To facilitate enrollment in company benefits plans.

Social Security numbers may also be collected from creditors, suppliers or independent contractors where no tax identification or employer identification number is accessible. Social Security numbers so obtained will be subject to the same provisions of the privacy policy as those for applicants and employees.

II. Use of Numbers

Except for verification and reporting uses for the above-referenced reasons, no Social Security number or portion of a Social Security number will be used in the conduct of the company's business and

- A. No Social Security number or portion of a Social Security number will be permitted to be used for the following purposes: identification badges, parking permits, time cards, employee rosters, employee identification records, computer passwords, company account records, licenses, agreements or contracts.
- B. No Social Security number or portion of a Social Security number will be used in open computer transmissions, company distributions or through the company intranet except where such transmission of information is by secure connection or is encrypted. As examples, reporting of payroll withholding taxes and benefit plan participation require such data; thus, such transmissions of data will be handled through secured computer transmission only.

III. Storage of and Access to Numbers:

All documents containing Social Security numbers shall be stored in locked secured areas. All computer applications containing Social Security numbers shall be maintained on secured, authorized-access computer stations only.

Only persons who have a legitimate business reason will have access to Social Security numbers; such access will be granted through department heads responsible for functions with reporting or transporting of such data responsibilities. Department heads and employees granted such access must take all necessary precautions to ensure the integrity of records that include such numbers when the records are not being used.

IV. Destruction of Numbers

Records that include Social Security numbers will be maintained in accordance with federal and state laws. When such documents are released for destruction, the records will be destroyed by shredding.

V. State Laws

Where this company policy and operating procedures may conflict with a state law in any state in which the company operates, the state law shall supersede this policy.

9/28/10

720

GIFT ACCEPTANCE POLICY

Texas Baptist Missions Foundation

All gifts must be used to fund programs, ministries, and entities compatible with the mission of the BGCT. All funds are handled in accordance with BGCT policies and guidelines.

All non-cash gifts, other than publicly traded securities, are subject to review by the Texas Baptist Missions Foundation president and the BGCT Treasurer as to their marketability or suitability for use as a gift-in-kind. Input from the Baptist Foundation of Texas or other knowledgeable professionals are used when necessary.

Under no circumstances will a gift of land be accepted until an environmental assessment has been performed and there are no environmental problems involved.

The Baptist Foundation of Texas staff is to provide assistance in accordance with their purposes, i.e. drafting necessary legal documents, meeting with donors at our request, and assisting in the evaluation of non-cash gifts other than marketable securities.

5/23/06

725

LOAN FUNDS AND GRANTS

I. Smith Loan Fund

R.W. Smith and his wife, Mertie, in establishing the loan fund specified: "The money is to be used to make loans to small churches with a membership of 200 or fewer for building, improving, and repairing church houses. The maximum loan shall be \$7,500 and shall not require a mortgage." The BGCT polices therefore are:

- A. Churches seeking this assistance must be cooperating with the local association and the Baptist General Convention of Texas.
- B. The maximum loan is \$7,500, repayment terms are not to exceed six (6) years and the interest rate shall be 1/2 of prime and shall not exceed 10%. (Note: if the Smith Loan Fund balance reaches \$50,000, the BGCT can return interest to the churches.)
- C. There must be evidence of financial resources to repay the loan. (Some loans will need to be underwritten by individuals, sister churches, or the local association.)
- D. Churches are asked to pass a motion in church conference authorizing the loan and the trustees of the church to sign for the church.
- E. The Missions Funding Group is to act on the applications in the light of available funds and qualifying churches and make recommendations for funding to the Church Missions and Ministries Committee of the Executive Board.

II. **Small Church Loan Fund**

The Small Church Loan Fund is a fund established to make financial assistance available to churches in lieu of a Smith Loan, a loan from the Baptist Church Loan Corporation, or a loan from a commercial lending institution.

Funds from the Small Church Loan Fund are for construction, expansion, remodeling or repair of church facilities, or equipment for the purpose of church ministry to benefit the community. (Land purchase or parsonage is ineligible.) Other policies are:

- A. The church must indicate why a Small Church Loan is their choice in lieu of a loan through commercial sources.
- B. The church must have considered using a local fund-raising effort, such as United We Build, within 12 months of the loan.
- C. The church must have no other loan applications pending except for a Church Starting Center loan.
- D. The church must have 125 persons or fewer in worship attendance.
- E. The church must have \$125,000 or less in annual income.
- F. Project cost must be \$200,000 or less.
- G. The loan request must not exceed \$25,000.
- H. The church must provide evidence of resources from which to repay the loan.
- I. Repayment of the loan must be in monthly installments, including interest, on a payment schedule not to exceed ten years.
- J. The interest rate for the loan will be half of the prime interest rate or 6 percent, whichever is greater.
- K. The sponsor church must be responsible for the debt on behalf of a mission church.
- L. The church must be affiliated with a Baptist Association and the Baptist General Convention of Texas.

The Missions Funding Group is to act on the applications in the light of available funds and qualifying churches and make recommendations for funding to the Church Missions and Ministries Committee of the Executive Board.

III. **Small Church Matching Grant**

The purpose of the Small Church Matching Grant is to encourage small churches in their building needs by matching funds raised by the congregation up to a maximum of \$5,000.00 and to assist churches in remodeling, repairs, expansion of existing space, or purchase of a new or existing building, for the purpose of church ministry to benefit the community. (Parsonage or land purchase is ineligible.)

Policies for the grant are as follows:

- A. Churches may apply for this matching grant once every 5 years.
- B. New churches currently funded through the BGCT-Church Starting Center are ineligible.
- C. Church must be more than (5) five years old.
- D. Church must have worship attendance of 125 people or fewer.
- E. Church must have annual church income of \$125,000 or less.
- F. Project cost must be \$200,000 or less.
- G. Seek the counsel of the BGCT Church Architecture in discovering the best solutions to facility needs. This will be done with the knowledge and assistance of their Director of Missions.
- H. Church must be affiliated with a Baptist Association and the Baptist General Convention of Texas.

The Missions Funding Group is to act on the applications in the light of available funds and qualifying churches and to make recommendations for funding to the Church Missions and Ministries Committee of the Executive Board.

IV. **At Large Status for Loans and Grants for Construction**

At Large status for construction loans and grants is available for churches that are affiliated with the Baptist General Convention of Texas but not affiliated with a Baptist Association. Eligibility qualifications for these small church construction loans and grants will be the same as those for churches with a Baptist Association affiliation.

The Missions Funding Group is to act on the applications in the light of available funds and qualifying churches and to make recommendations for funding to the Church Missions and Ministries Committee of the Executive Board.

2/22/11

THE WADE SCHOLARSHIP FOR CHILDREN OF BGCT STAFF

Scholarships administered by the BGCT are established to assist students in attending Baptist and other accredited institutions and have been generally established by grants, trusts, wills and other donated funds. The Secondary Education Grant for Children of BGCT Staff was established by the Executive Board from unrestricted funds.

I. Requirements for Awarding of Scholarships

- A. Children of regular full-time Executive Board staff (including Baptist Church Loan Corporation, Texas Baptist Men and Woman’s Missionary Union of Texas) are eligible. Staff members must have completed at least one year of service by the grant request deadline for their children to be eligible.
- B. Initial admission to an accredited institution of higher learning allows participation.
- C. Students taking less than 12 semester hours will receive half of the awarded scholarship.
- D. An average minimum GPA will be required as follows: 2.5 on a 4.0 scale, and 3.125 on a 5.0 scale. Submit copy of available high school grade reports with application.
- E. Recipients can receive no more than one grant/scholarship from BGCT administered scholarship funds.
- F. Children of BSM employees are eligible for the “Chester L. Reames” scholarship funds and, therefore, will not be considered for these grants.

II. General Policies

- A. Deadline for submission of grant requests to the Treasurer’s office is April 30 each year.
- B. Annual grants will be communicated in May and awarded prior to the fall semester as funds are available. All applicants may not receive a grant.
- C. The maximum number of grants will be for four consecutive years per child.
- D. Grants are awarded for undergraduate degree work only.
- E. Higher grant levels for attendees of Texas Baptist schools may be considered.
- F. Grants will be forwarded to the institutions, not to individuals

III. Scholarship Committee

Grants will be awarded by a Scholarship committee selected by the Treasurer/CFO and the committee will make all grant decisions. If committee members have children applying for a grant, the committee member will not be involved in the evaluation and decision process for their child.

9/28/10

TRAVEL EXPENSE POLICY

The Baptist General Convention of Texas (BGCT) expects to pay reasonable travel expenses and other reimbursements for Convention employees and volunteers. Volunteers include

Convention committee members, directors of the Executive Board; its commission, and councils; specified volunteers; and certain others as agreed upon by the Convention Treasurer. The BGCT will reimburse for expected and reasonable travel, meals, lodging, and certain expenses incurred in the conduct of Convention business. Therefore, each person is expected to exercise prudent business judgment in relation to all expenses covered by these policies. Any group expenditure should be charged by the most senior BGCT employee present.

It is the responsibility of each person to provide adequate accounting to the Baptist General Convention of Texas by submission of a business expense record in which the amount, time and place, business purpose and business relationship is recorded at or near the time of the expenditure, together with supporting evidence (receipts). BGCT requires all receipts be submitted, regardless of amount. Documentation must be submitted for all expenses within 60 days after the expense is incurred. Failure to do so will result in expenses not being reimbursed, or for employees, the expense being included in the employee's taxable income.

These policies are intended to comply with IRS Sec. 62(c) and income tax regulations 1.162-17 and 1.274-5(c) making this an "Accountable Reimbursement Plan". Additional information regarding IRS requirements for expense reporting and documentation may be found in IRS Publication 463.

I. SPECIFIC EXPENSE GUIDANCE:

A. Method of travel and mileage reimbursement:

- i. **Volunteers:** The Convention will reimburse mileage at one-half (1/2) the IRS approved mileage rate up to the cost of a round-trip discounted or coach airfare ticket from the nearest appropriate airport to the site of the meeting. However, volunteers travelling more than 200 miles round trip may elect the method of travel most convenient to them.
- ii. **Employee:** The Convention will reimburse mileage at the IRS approved mileage rate up to the cost of a round-trip discounted or coach airfare ticket from the nearest appropriate airport to the site of the meeting or event. Employees are encouraged, and may be required by their supervisors, to use rental vehicles for trips of 200 miles or more when the cost is less than the personal vehicle mileage reimbursement total. Under this scenario, the employee may elect to be reimbursed for 200 miles rather than being reimbursed for the rental car and gasoline actually used.

- B. Airfare:** Airline tickets must be a coach (or discounted) fare. No reimbursement will be made for upgraded airfare, business select, or early check-in. A physical disability that requires first class seating must be pre-approved by the office of the Associate Executive Director or Treasurer. Airlines landing at Love Field are preferred. Employees are expected to purchase tickets in advance to obtain best pricing.

- C. **Spousal and/or Family Travel:** The Convention does not pay for spouse airfare, neither is there any reimbursement for childcare, dependent meals, or entertainment. For volunteers, if there is a scheduled activity that has space available and requires a charge for dependents, participants will be notified in advance of the cost and registration requirements. There will be no charge for hotel space for dependents staying in the room with a volunteer or employee.
- D. **Taxi, Shuttle, and Parking:** The Convention will reimburse for ground transportation and parking fees. Receipts need to be turned in and most taxi drivers and limo operators are pleased to supply receipts. A recommended gratuity for taxi or limo would be 10 to 15 percent. Employees and volunteers are to use complimentary shuttle services if available.
- E. **Meals:** Reasonable cost of meals, including gratuities, will be reimbursed. Avoidance of luxury establishments is expected.
- F. **Gratuities:** Gratuities to airport luggage handlers, hotel doormen, bellmen, and concierge are reimbursable by declaration without written evidence. A recommended gratuity is \$1 per bag, depending on amount of handling required. Gratuity for a waitperson should be 15-20 percent. A larger gratuity for the waitperson is appropriate in situations where extended meetings are held at a restaurant.
- G. **Parking:** Tolls and parking at airports will be reimbursed. It is expected that choice of parking will reflect cost-conservative taste but never at the expense of security or physical limitations.
- H. **Hotels:** It is expected that choice of motels and hotels will reflect cost-conservative taste but never at the expense of security or comfort.
- I. **Expense Report:** Every effort is made to provide reimbursement to volunteers within 10 working days of submission of the expense form.

II. EMPLOYEE TRAVEL ADVANCES:

With respect to an authorized business trip, an employee may request funds in advance (at least 5 days before leaving) not to exceed the anticipated expenses for the trip. Substantiation rules and timing are the same for expenses incurred as noted in the general policy above. Any cash advance that exceeds the substantiated expenses must be accounted for and any remaining cash is to be returned to the Convention office within 30 days after the expenses are paid or incurred by the employee.

III. CREDIT CARDS:

Corporate credit cards will be provided to employees who anticipate spending, on average, more than \$500 per month for travel and entertainment. Use of the card will be limited to travel and entertainment. Employees who consistently fall below the \$500 per month level of spending will have their card revoked.

Cards may be issued to selected directors such as Information Technology for ongoing bona fide documented purchases approved by the Treasurer.

Documentation for all charges must be submitted to Finance & Accounting after approval by the employee's supervisor. Documentation should comply with IRS guidelines for accountable plans.

Employees provided a credit card by BGCT who misuse this privilege or do not appropriately substantiate their expenditures will have their credit card revoked. The BGCT may withhold from an employee's paycheck for inappropriate charges or charges without supporting receipts.

Employees using a BGCT corporate credit card must also complete the online information to account for expenses, including out-of-pocket expenses. Employees will be provided the link to this site. This must be done on a monthly basis once the employee is notified credit card charge information is available.

A credit card will be available for checkout in Finance & Accounting for booking airline flights and for appropriate online purchases. Supervisor approval will be required to check out a card. Documentation, including account number to be charged, must be presented upon return of the card. The card must be returned the same day as it is checked out.

9/27/16

HUMAN RESOURCES/EMPLOYMENT

800

GENERAL EMPLOYMENT POLICIES

801

BONAFIDE OCCUPATIONAL QUALIFICATION

The Baptist General Convention of Texas (BGCT) is a nonprofit, church-related organization whose policy is to employ persons who are members of churches supportive of the BGCT for those employment positions for which a religious preference is authorized by law. Baptist faith and church affiliation will be considered a bona fide occupational qualification for positions at the BGCT.

An exception may be made for Baptist Student Ministries non-ministry support staff positions which are wholly funded by local moneys and not Cooperative Program funds.

5/23/17

802

EMPLOYMENT AT WILL

The length of employment with the BGCT is for no specific period of time and employment may be terminated by the BGCT or by the employee at any time for any reason.

The BGCT reserves the right, subject to limitations and provisions of applicable laws and regulations, to change, interpret, withdraw, or add to any of its published plans, policies, benefits, procedures, or terms and conditions of employment at its sole discretion, and without prior notice to any employee.

803

EMPLOYEE RESPONSIBILITY

Employees are responsible for and expected to comply with BGCT, policies, guidelines and procedures, regulatory guidelines, and all state and federal laws during employment. Employees are expected to always meet job performance expectations.

804

FAIR EMPLOYMENT PRACTICES

The Baptist General Convention of Texas makes all employment decisions based on its religious mission, purpose, and beliefs while otherwise complying with all federal, state, and local employment laws. The BGCT is dedicated to fair hiring practices and only relies on lawful exemptions to employment laws to the extent necessary to protect its religious mission, purpose, and beliefs. The BGCT is committed to offering and taking actions necessary to ensure equal employment opportunities to all qualified individuals in every aspect of employment such as hiring, promotions, transfers, and training in a manner consistent with its religious mission, purpose, and beliefs. Through implementation of the FEP policy statement, the BGCT is continuing efforts to create a diverse workforce and an environment in which individuals are treated fairly, giving consideration based on individual merit. Any unlawful discriminatory practice to the contrary, including harassment, will not be tolerated.

The BGCT may make employment decisions based upon religious preference. Employees of the BGCT should be members of a church in harmonious cooperation with the BGCT. Exceptions to this definition will be reviewed by the Executive Leadership Team and made on a case-by-case basis.

9/23/2024

805 CODE OF ETHICS FOR BUSINESS AND MINISTRY PRACTICES

The Baptist General Convention of Texas (BGCT) expects staff to uphold and conduct themselves in accordance with high ethical and moral standards as understood by Texas Baptists. Personal and professional conduct of employees reflects upon the institution itself and influences how others perceive Texas Baptists. The BGCT expects all employees to exhibit professional behavior in the workplace and any time when conducting business on its behalf.

Employees must not discriminate against or refuse professional service to anyone on the basis of race, gender, or national origin. Employees must seek to understand culture and demonstrate cultural competence in the provision of services and with co-workers. The BGCT can discriminate based on the religion and sexual preference of an individual for employment purposes. All BGCT employees must be members of a BGCT supportive church during employment as a bona fide occupational qualification.

I. Employee Representation of BGCT

The BGCT is a unique and special organization as churches have voluntarily given the BGCT a place of influence based upon the values of trust and respect. Employees are expected to manifest conduct and actions which project an image consistent with the express purpose and mission of the BGCT at all times. Any unprofessional conduct which brings embarrassment to the BGCT or impedes its credibility is unacceptable. Any conduct or actions inconsistent with normally accepted and expected Baptist denominational standards or other Christian standards is unacceptable. Conduct and actions perceived as inconsistent with the image and purpose of the BGCT are unacceptable.

II. Business Practices

Employees are prohibited from having any direct or indirect financial interest in the assets, leases, business transactions, or professional services of the BGCT. Employees must not seek to provide preferential treatment of members of the BGCT Executive Board, staff, donors, or independent contractors in application for and receipt of any BGCT services.

III. Financial Benefits and Interests

Employees must not engage in any activity or maintain any financial interest which might interfere or appear to interfere with the independent exercise of judgment and the performance of job responsibilities in the best interest of the BGCT. Any acceptance of economic benefits which may interfere with an employee's judgment on behalf of the BGCT is prohibited.

Examples of prohibited conduct are: acceptance of gifts from vendors, financial institutions, or others with whom the BGCT does business or ministry; membership in or holding office with associations whose charter or mission conflicts with the interest or mission of the BGCT; employment or investment that could be construed as interfering with exercise of independent judgment on behalf of the BGCT. All gifts, other employment, and investments that might interfere must be disclosed to the manager.

IV. Confidentiality

Many employees at the BGCT have access to BGCT data, plans, decisions, and/or other confidential information, such as financial statistics, employee data, or other plans. No employee may use or release this kind of information to others for their own use, personal profit, or benefit. This applies to the use of confidential information about associations or organizations with which the BGCT has, or is considering, a partnership or association. Employees should regard personal information about other employees as confidential in order to preserve the privacy of staff. Employees who handle confidential information or who have access to such information, whether physical, electronic, or otherwise, are responsible for the careful use, distribution, and disposal of such information.

V. Employment Verification and References

No employee is authorized to provide a BGCT employment reference or other employment-related information to a third party without prior authorization from Human Resources. Human Resources is responsible for approving any employment reference or other related information, such as employment verification, to any third party. Any release of employment information requires prior written consent by the employee unless release is required by law.

VI. Protected Health Information

Employees are prohibited from releasing any health information, verbally or in writing, about an employee or former employee to any other person without prior written authorization from the employee or former employee. Health information may include, but is not limited to health condition, medical care, health claims, health payments, benefit records, financial information, medication data, injury reports, billing records, or any other type of health related information.

Any employee or business associate may only obtain access to information specifically required in the delivery of services. Any disclosure of personal health information for purposes other than the care of the employee must be authorized in writing by the employee.

VII. Employee Records

All employee records must be retained in a controlled retention area. Only authorized individuals may access such records. Any person observed accessing such records without

prior authorization must be instructed accordingly and the incident must be reported immediately to any supervisor or Human Resources.

VIII. Compliance with Laws

All employees must comply with domestic and foreign laws and regulations affecting the business and ministry functions of the BGCT, as well as specific BGCT policies, guidelines, and procedures. These laws include, but are not limited to, Anti-Trust laws, Equal Employment Opportunity, Department of Labor, and other laws and regulations as applicable.

IX. Improper Payments

Improper payments and gifts to any governmental official are prohibited. Improper payments to any person or entity with which BGCT affiliates or conducts business or provides services with are prohibited. Gifts of nominal value in appropriate situations are acceptable, if approved by management.

X. Integrity of Information

All records and documents generated by any employee must be truthful and complete. Employees must not create or distribute information which is misleading in any fashion. Employees may only disclose records as authorized by BGCT policy or in response to legal process. All BGCT property shall be used solely for the benefit of the BGCT in the conduct of its business and ministry services.

XI. Reporting and Enforcement

The Code of Ethics for Business and Ministry Practices policy applies to all employees as well as consultants with whom BGCT does business. All employees have an obligation to report concerns or suspected violations to a manager, or directly to the Executive Director or his designee. These concerns may include but are not limited to: job applications, injury claim under occupational injury program, OSHA complaint, or charge of discrimination filed with the Equal Employment Opportunity Commission. All such reports will be fully investigated and no retaliation against the employee making the report will be tolerated. Managers are required to strictly enforce this policy and report to the Executive Director or his designee any instances of non-compliance.

5/22/12

806

FORMAL GRIEVANCE PROCESS

The BGCT recognizes that prompt attention to and resolution of complaints and grievances is the most important factor in maintaining satisfactory relations between employees and co-workers or management.

The BGCT desires to achieve 100 percent employee satisfaction in the workplace to ensure all ministries and services are carried out with the best intentions and on task with mission statement and goals. While disagreements with co-workers are inevitable, these issues are

most often resolved by the individuals directly involved working together to come to a resolution.

In situations where resolution is not achieved, the employee may begin the formal grievance process. This process is an objective step-by-step problem resolution evaluation that emphasizes ease of use, timely response, confidentiality, effective problem-solving and shared decision making. Human Resources is available to assist employees and managers through the process.

The BGCT is firmly committed to assuring all decisions affecting employees are based on relevant considerations, free from improper or illegal influences. Dedication of all employees to this commitment is critical for success as a BGCT and as individuals.

It should be noted that if a member of staff wishes to remain anonymous while bringing forth a complaint it may not be possible to take specific, targeted action. It may, however, be possible to address a complaint through indirect methods, such as publicizing and drawing attention to relevant policies and through training initiatives.

02/23/16

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 either 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.

9/23/25

809 INFORMATION TECHNOLOGY AND SERVICES USAGE POLICY

I. Overview and Scope

This policy outlines acceptable use of technology resources at the Baptist General Convention of Texas (Texas Baptists) and aligns with the organization's established culture of ethical and lawful behavior, openness, trust, and integrity.

To support its ministries, Texas Baptists provides various technology tools and systems, with a focus on balancing security and usability.

All users, including employees, contractors, consultants, volunteers, occasional workers, and other individuals working at Texas Baptists, as well as personnel affiliated with third parties, must comply with this policy. The policy applies to all information assets and technology tools owned or leased by Texas Baptists, cloud-based systems, and devices that connect to a Texas Baptists network or reside at a Texas Baptists site.

II. Texas Baptists IT Policy

A. Security

As a Texas Baptists technology resource user, you are responsible for exercising good judgment and complying with all Texas Baptists policies and guidelines. Any suspected security issues, including malware, must be reported immediately to the IT Helpdesk.

Your password is confidential and should only be shared with Texas Baptists IT User Support staff for support purposes. To maintain security, you should never write down or store your password where others can find it, and you can't share it with other users unless directed by IT. Texas Baptists IT may also require you to change your passwords periodically.

Through legal or technical means, you must ensure that proprietary information stays within the control of Texas Baptists at all times. Conducting Texas Baptists business that results in the storage of proprietary information on personal or non-Texas Baptists controlled environments, including third-party devices without a contractual agreement with Texas Baptists, is prohibited.

Texas Baptists systems are strictly prohibited from storing sensitive information without explicit approval. This includes but is not limited to: Private Health Information (PHI),

Financial Information such as credit cards, and Personally Identifiable Information (PII) such as Social Security Numbers (SSNs) and driver's license numbers.

Any exceptions to this policy must be in full compliance with all applicable laws and regulations, including but not limited to the Health Insurance Portability and Accountability Act (HIPAA) and Payment Card Industry (PCI). Unauthorized storage of sensitive information can result in significant legal and financial consequences for both the individual and Texas Baptists. Following this policy is crucial to protect both the organization and the individuals it serves.

B. Cloud, SaaS, and Software

Texas Baptists collaborates with and depends on partners who provide IT resources, applications, storage, etc. All cloud, SaaS, and third-party providers and tools must be reviewed, approved, and tracked by Texas Baptists IT.

To ensure the financial integrity and security of Texas Baptists, any cloud-based or software applications utilized by this organization that are involved in the processing of financial transactions, including but not limited to the acceptance of payments, donations, outgoing payments, or any other form of monetary exchange, must be processed through existing systems in place, which are under the oversight of the Controller.

Texas Baptists aims to maintain the highest standards of financial accountability and transparency while safeguarding the assets entrusted to the organization by its supporters and stakeholders.

Nonstandard software necessitates special handling, installation, and potential compatibility and security testing with existing systems, which may incur additional costs for the department. These costs may include but are not limited to:

- Procurement of software licenses
- Configuration and Installation
- Integration with existing systems
- Compatibility and security testing
- Additional hardware requirements
- Specialized training for staff
- Ongoing maintenance and support

Therefore, to ensure responsible and efficient resource allocation, departments will be charged back for any expenses directly associated with the acquisition and implementation of nonstandard software.

All software installed on Texas Baptists devices must be used in compliance with all applicable licenses, notices, contracts, and agreements.

Texas Baptists IT must approve all SaaS (Software as a Service) applications, including web-based software and software that exclusively uses the internet, before use. To obtain approval for ministry required SaaS, contact Texas Baptists IT. The nonstandard software approval process will be used for SaaS approval. Any associated purchase or subscription costs for approved SaaS must be paid by your ministry using approved payment methods.

Texas Baptists approved SaaS is restricted to ministry use only. You must not use your Texas Baptists email address for personal SaaS activities, including Banking, Shopping, Insurance, Healthcare, Newsletters, and more.

This Texas Baptists policy expressly forbids installation of the following:

- Privately owned software
- Software not approved by Texas Baptist IT
- Pirated copies of any software titles
- Any software that is not licensed to Texas Baptists
- Any software not installed according to the procedures set out in this policy.

Your business documents and data belonging to Texas Baptists must be stored in approved cloud storage and network storage environments. Any data stored on personal computers will not be backed up.

You must not store personal photos, videos, music, or other personal data on Texas Baptists cloud or network locations. Your personal files stored on devices such as laptops, tablets, or phones will not be transferred by Texas Baptists IT when moving you to a new device.

C. Email

As a Texas Baptists user, you are expected to check your Texas Baptists administered email account and read Announcements daily when working. This ensures that all users are up to date on important organizational information and can respond to communications in a timely manner.

All Texas Baptists ministries must use email accounts administered by Texas Baptists IT for organizational business. This policy is in place to maintain security and control over sensitive information. The use of personal or external email accounts for organizational business is strictly prohibited, unless explicitly approved by Executive Leadership on a case-by-case basis. This ensures that all business communications are conducted through secure and monitored channels.

Your Texas Baptists email account is intended solely for professional and ministry-related communication. It should not be used for any personal activities, including but not limited to:

- **Financial Matters:** This includes online banking, managing investments, paying bills, or any other activity related to personal finances.
- **Online Shopping:** Your email account should not be used for personal browsing or purchasing of items from online retailers.
- **Insurance:** This includes managing insurance policies, filing claims, or communicating with insurance providers about personal insurance matters.
- **Healthcare:** Your email account should not be used for scheduling appointments, communicating with healthcare providers, or managing personal health information.
- **Newsletters and Subscriptions:** Subscribing to personal newsletters, promotional emails, or other non-work-related content is prohibited.
- **Personal Communication:** While incidental personal communication may occur, the primary use of your email account should be for professional and ministry-related purposes.

Using your Texas Baptists email account for personal activities can lead to security risks, data breaches, and potential misuse of organizational resources. You are responsible for maintaining the confidentiality and security of your email account and for using it in a manner consistent with Texas Baptists' policies and guidelines.

You must exercise caution when interacting with email. Clicking on unexpected or suspicious email, email attachments or links can expose the organization to security threats such as malware or phishing attacks. You should only interact with emails and attachments from trusted sources, and you should report any suspicious activity to Texas Baptists IT Help Desk.

Texas Baptists IT reserves the right to remotely delete Texas Baptists data from personal devices that are lost or stolen or when employment ends. This is done to protect sensitive organizational information from unauthorized access.

D. Hardware, Phones, and Mobile devices

You are responsible for ensuring the protection and proper care of assigned Texas Baptists assets. You must promptly report any theft, loss, or damage of Texas Baptists assets to IT.

IT will purchase and install all supported hardware; however, you may use personal peripherals (e.g., keyboards, mice, USB drives, speakers, headsets, microphones, and monitors) if they don't require specialized software, drivers, or IT support.

The Texas Baptists' hardware assigned to you is intended for use solely by you and not by any other individuals, including family, friends, or other persons. Incidental personal use of Texas Baptists hardware, software, and systems is permitted but must be minimal.

When Texas Baptists technology devices are lost or damaged, the cost of replacing the first lost or damaged device or accessory for a given employee will be covered by IT. If that employee loses or damages additional Texas Baptists hardware, then the cost center for the employee must pay for subsequent replacement costs.

Texas Baptists is not responsible for any loss or damage that occurs to personally owned devices, including but not limited to laptops, tablets, smartphones, and other electronic devices, while on Texas Baptists' premises or being used for Texas Baptists-related activities. This includes damage caused by accidents, theft, vandalism, or any other cause. Employees and guests are encouraged to take appropriate precautions to protect their personal devices, such as using strong passwords, installing security software, and backing up data regularly.

Unless Texas Baptists IT authorizes it, you are not allowed to set up wireless networks or access points at Texas Baptists facilities. If the network is down, you may use your personal cell phone as a hotspot only with IT approval.

It is your responsibility to check your voicemail and other messages at least once per day during work hours when you are working. Depending on your manager's specific instructions or the demands of your role, you may need to check your messages more frequently throughout the day to ensure timely responses and stay informed.

You are expected to comply with all applicable laws and regulations regarding the use of wireless communication devices while operating a motor vehicle. This includes, but is not limited to, refraining from texting, emailing, or engaging in other activities that could distract from the road while driving. Hands-free devices may be used where permitted by law, but safety should always be the top priority. In areas where the use of any mobile device while driving is prohibited, employees must pull over to a safe location before using their device.

If you are traveling out of the country for Texas Baptists ministry purposes, you are responsible for adding international calling, data, and text plans to your phones and removing plans after travel is completed. Reimbursement for international plans is subject to your manager's approval.

E. Prohibited Use

Texas Baptists information resources must be used in a lawful and ethical manner. These resources, which include but are not limited to computer systems, networks, internet access, email, and software, should not be used for any activities that violate

local, state, or federal laws. Additionally, these resources should not be used for activities that are prohibited by Texas Baptists policies, such as harassment, discrimination, or the distribution of inappropriate or offensive content.

Prohibited uses include:

- Soliciting, including outside business ventures, products for profit, personal gain, and non-Texas Baptists' fundraising. The sale of personal items internally is an exception.
- Requesting donations outside of normal Texas Baptists processes.
- Making and/or distributing political statements or endorsements outside of normal Texas Baptists assigned responsibilities.
- Making official, legal commitments on behalf of Texas Baptists unless expressly authorized.
- Viewing, downloading, entering, transmitting, or routing of any foul, obscene, profane, offensive, harassing, or otherwise inappropriate messages or material, including gambling. If a user receives this type of material from another party, the user is required to notify his or her supervisor or Human Resources immediately.
- Distributing copies of documents in violation of copyright laws.
- Transmitting messages or jokes that violate Texas Baptists harassment policy or create an intimidating or hostile work environment.
- Sending spam (unwanted communication not specific to all recipients) via any form of electronic communication.
- Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender.

F. Confidentiality

To gain access to proprietary information, including but not limited to lists of Texas Baptists churches, all employees and associates must submit a formal request through the Information Management Team (IMT). Any sharing of this information with external parties is strictly prohibited unless explicit approval is granted in advance by Executive Leadership. This policy is in place to safeguard sensitive data and maintain the trust of our constituents.

Furthermore, when traveling with company-issued devices, users are responsible for ensuring the physical and digital security of these devices. This includes, but is not limited to, using strong passwords, and avoiding unsecured Wi-Fi networks. Failure to adequately protect company data while traveling may result in disciplinary action, up to and including termination of employment.

G. Data Ownership and Right to Monitor and Review

Texas Baptists retains full ownership of all data amassed and stored within its systems for the advancement of its ministries. This data encompasses but is not limited to, personal information, communications, and any other data generated through the use of Texas Baptists' systems. Upon termination of a user's relationship with Texas Baptists, whether through resignation, termination, or any other means, the user relinquishes all rights and claims to this data. Texas Baptists reserves the right to access, monitor, collect, inspect, and divulge any and all information contained within its systems at any time and for any reason deemed necessary, within the bounds of applicable laws and regulations. This may include, but is not limited to, monitoring user activity, reviewing emails and other communications, and disclosing information to law enforcement or other third parties as required by law.

III. Enforcement of this Policy

Violations of this policy may result in disciplinary action, up to and including termination of employment. This applies to all employees of Texas Baptists. In the case of volunteers, contractors, and vendors, a violation of this policy could result in the termination of their current contract or assignment with Texas Baptists. Additionally, legal action may be pursued in cases where the violation involves illegal activities or causes significant harm to Texas Baptists or any related parties.

IV. Supplements to this Policy

This policy will be supplemented by additional Texas Baptists IT Guidelines, which will provide more detailed instructions and procedures for the use of technology resources. These guidelines may cover topics such as acceptable use, data security, password management, software installation, and incident reporting.

05/22/25

809.1

SOCIAL MEDIA POLICY

Social media and networking sites are powerful tools to strengthen our ministries. Social media can take many different forms, including Internet forums, blogs & micro blogs, online profiles, wikis, podcasts, pictures and video, e-mail, instant messaging, and music-sharing, to name just a few. Examples of social media applications include but are not limited to: LinkedIn, Facebook, MySpace, Wikipedia, YouTube, Twitter, Yelp, Flickr, Second Life, Yahoo groups, Wordpress, and ZoomInfo.

When employees participate in social networking, they represent both themselves personally and BGCT. While engaging in online social media, please remember that employees are expected to comply with Policy 805 (Code of Ethics for Business and Ministry Practices). Per this policy, "Personal and professional conduct of employees reflects upon the institution itself and influences how others perceive BGCT."

Similar to the personal use of other communication media (phone, e-mail, etc.) while at work, employees may use the BGCT's electronic devices for personal social networking on a limited basis, such as before or after work or during work breaks.

The following guidelines clarify what is appropriate online conduct and how to avoid the misuse of this communication medium:

- A. Do not post any financial, confidential, sensitive or proprietary information about BGCT or any of our related institutions, clients or members.
- B. Speak respectfully about our current, former and potential members, church partners, institutions, employees, competitors, vendors and business partners. Do not engage in name-calling, obscenities, slurs, personal attacks or behavior that will reflect negatively on your or BGCT's reputations. Beware of comments that could reflect poorly on you and the BGCT. Social media sites are not the forum for venting personal complaints about supervisors, co-workers, or the organization.
- C. As a BGCT employee, be aware that you are responsible for the content you post and that information remains in cyberspace forever.
- D. Use privacy settings when appropriate. Remember, the Internet is immediate and nothing posted is ever truly private nor does it expire.
- E. If you see unfavorable opinions, negative comments or criticism about yourself or BGCT, think through any action and do not try to have the post removed or send a written reply that will escalate the situation. If you feel action is required, forward this information to our internal Human Resources or Communications.
- F. Be respectful of others. Think of what you say online in the same way as statements you might make to the media, or e-mails you might send to people you don't know. Stick to the facts, try to give accurate information and correct mistakes right away.
- G. When posting to social media sites, be knowledgeable, interesting, honest, and add value. BGCT' outstanding reputation and brand is a direct result of our employees and their commitment to uphold our core beliefs.
- H. Do not infringe on copyrights or trademarks. Don't use images without permission and remember to cite where you saw information if it's not your own thoughts.
- I. Be aware that you are not anonymous when you make online comments. Information on your networking profiles is published in a very public place. Even if you post anonymously or under a pseudonym, your identity can still be revealed.
- J. Understand that just because something is legal or not offensive to one group, it might still be inappropriate to post as a BGCT employee. For example, posts that are political in nature or support alcohol or tobacco would most likely be offensive to some of those in the Texas Baptist family.
- K. Be conversational; be yourself.
- L. Strive to make social media posts that do not require a disclaimer. That is to say, positive and inoffensive.
 - i. If you express an opinion that may not represent Texas Baptists, use a disclaimer like this: The views expressed on this website/weblog are mine alone and do not necessarily reflect the views of Texas Baptists.
- M. If contacted by the media, refer them to Communications.

The BGCT may monitor content out on the web and reserves the right to remove posts that violate this policy. Users who violate the Policy may be subject to discipline, up to and including termination of employment.

5/20/14

810 SAFETY IN THE WORKPLACE

The Baptist General Convention of Texas is responsible for providing employees with a safe workplace, proper supervision, training and ensuring compliance with all applicable workplace safety and health laws which relate to the physical condition of the workplace and all equipment used therein. In accepting this responsibility, a Safety Program has been established to provide a healthy and safe working environment.

5/23/06

811 HANDGUNS OR WEAPONS

The Baptist General Convention of Texas (BGCT) prohibits handguns or weapons and ammunition inside any BGCT premises or at any BGCT function regardless of any employee's possession of a license to carry a weapon unless otherwise authorized in writing by the Executive Director, Associate Executive Director, or Treasurer in advance of the event. An employee who lawfully possesses a firearm may store the weapon and ammunition in a locked, privately owned motor vehicle in a parking lot, parking garage or other parking area that the BGCT provides for employees.

5/22/12

812 SMOKE FREE ENVIRONMENT

It is the Baptist General Convention of Texas' (BGCT) desire to provide employees and clients with a safe and healthy environment.

Offices occupied by the BGCT staff and all BGCT leased or owned vehicles are deemed smoke-free Environments.

Smoking is prohibited in buildings owned or operated by the BGCT, offices leased by the BGCT, offices or facilities where BGCT services are provided or BGCT owned and/or operated vehicles.

5/23/06

820 AUTHORITY TO EMPLOY

I. Executive Director

The Executive Director is the chief executive officer of the Baptist General Convention of Texas and is elected by the Executive Board on behalf of the BGCT according to the

provisions of the Constitution and the process outlined by the BGCT Bylaws. The Executive Director is employed for an indefinite term. The Executive Committee of the Executive Board is to evaluate annually the performance of the Executive Director and to recommend compensation to the Executive Board.

II. Associate Executive Director and Treasurer

The Associate Executive Director/Chief Operating Officer and the Treasurer/Chief Financial Officer are elected by the Executive Board according to the provisions of the Constitution and the BGCT Bylaws. The Associate Executive Director and the Treasurer are supervised by and report to the Executive Director. Their compensation is a part of the compensation plan for employees adopted by the Executive Board.

III. Other BGCT Employees

The Executive Director is authorized by the BGCT Constitution and Bylaws to employ other staff members for the BGCT as provided by the plan of work and the financial plan of the BGCT. The Executive Director shall determine the guidelines and processes to employ other staff members, within the policies of the Executive Board. The Executive Board shall provide a compensation plan for all employees.

5/23/06

821 EMPLOYMENT CATEGORIES

The BGCT offers a range of employment categories depending on the work environment and requirements of the particular jobs. Each employee's job category will be defined based on one of the following classifications and total number of hours scheduled to work each week:

- A. Regular Full-Time: An employee working at least 40 hours in a work week
- B. Regular Part-Time: An employee working 20 to 39.9 hours in a work week
- C. Temporary Full-Time: An employee on BGCT payroll working at least 40 hours in a work week on a short-term project basis with beginning and end dates of employment
- D. Temporary Part-Time: An employee on BGCT payroll working 1 to 39.9 hours in a work week on a project basis with beginning and end dates of employment
- E. Occasional: An employee scheduled to work fewer than 20 hours per week on an as needed basis and no more than 1,000 hours per calendar year

02/26/08

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 of 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; 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) 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.

9/23/25

823

SUBSTANCE ABUSE AND DRUG TESTING

The Baptist General Convention of Texas is committed to maintaining a safe, healthy, productive and lawful working environment. Employees have the right to work in an alcohol-free and drug-free environment and to work with others who are free from the effects of alcohol and illegal drugs. The use of illegal drugs and/or controlled substances increase the potential for, among other things, on-the-job injuries, absenteeism, unsatisfactory work performance, poor morale, and damage to the Baptist General Convention of Texas' reputation. The use, possession or distribution of illegal drugs and/or controlled substances is strictly prohibited on any BGCT premise, in any BGCT facility and in any work, situation involving the Convention, its employees, clients and/or vendors.

Applicants and employees are required to complete the drug testing process within 24-hours of receipt of notification by the BGCT's representative. If any Applicant fails to complete the drug testing process within 24-hours of receipt of notification by the BGCT representative that Applicant may no longer be eligible for employment with the BGCT. Employees required to complete the drug testing process due to "reasonable cause" must complete the drug testing process as directed by his/her supervisor or Human Resources.

I. Definitions

A "legal" drug/controlled substance is defined, for purposes of this policy, as a prescribed or over-the-counter drug which has been legally obtained and is being used for the purpose for which it was prescribed by manufacturer.

An "illegal" drug/controlled substance is defined, for purposes of this policy, as any drug or controlled substance which is (1) not legally obtainable or (2) is legally obtainable, but was not legally obtained.

Being "under the influence" of alcohol is defined, for purposes of this policy, as having a minimum 0.02 blood alcohol content.

Being "under the influence" of an unauthorized controlled substance or illegal drug is defined, for purposes of this policy, as testing at any level of mg/ml.

II. Job Candidate Testing

All final candidates for jobs must submit to a drug test for the presence of illegal or illegally obtained drugs prior to beginning employment or immediately after being hired and receiving a contingent offer letter of employment.

All candidates whose employment is contingent upon the negative test results must go for testing within 24 hours of receiving the paperwork from the Baptist General Convention of Texas representative.

Hiring managers should notify candidates during the interview process of the Substance Abuse and Drug Testing Policy and its requirements. At the time of interview or completion of application candidates should read and sign the policy acknowledgment. The primary candidates should be sent to the identified occupational health provider for drug testing.

No candidate will begin employment until drug test results are received unless that candidate received a contingent offer letter of employment on this basis. If any illegal or illegally obtained drug is present, the individual will be considered as having failed the employment health screening process. In all cases, a positive test will be verified by a second confirmation test from the same specimen through a medical review officer.

Any such test results or follow-up, as well as other employee health records and information, are confidential and shared only with those persons within the BGCT who have a legitimate need to know. All specimen collection and processing techniques will be consistent with the Baptist General Convention of Texas' rules governing forensic tests.

A job applicant or candidate who refuses to consent to a drug and/or alcohol test will be denied employment with the Baptist General Convention of Texas.

III. Current Employee Testing

The BGCT prohibits all individuals, including employees, contractors, visitors, and all others, from possession, sale, purchase, distribution, consumption, or having illegal drugs while on property which is owned, leased, or under the control of the BGCT including, but not limited to premises, parking lot, offices, and desks (hereinafter "BGCT premises"), or while performing BGCT business or on duty, even if the employee is not on BGCT premises. Further, the BGCT prohibits all individuals, including employees, contractors, visitors, and all others, from consumption of alcoholic beverages or being under the influence of alcoholic beverages (blood or urine alcohol greater than 0.02%) on BGCT "premises". All employees must comply with the policy when on BGCT premises, whether on duty or not, to ensure their own safety that of other employees, and to protect the BGCT interests.

The BGCT may request drug and alcohol screening of current employees for cause. The following will apply:

A. Condition of Employment

Compliance with the BGCT's Substance Abuse and Drug Testing policy is a condition of employment. Failure or refusal by an employee to cooperate fully, sign any required document, submit to any inspection or test, follow any prescribed course of substance abuse treatment (if applicable) or other such failure to comply with any provision of this policy may be grounds for immediate termination of employment.

IV. **Confidentiality**

No employee or applicant will be labeled a “drug user”, and there will be no disclosure of such information to a third party who does not have a need to know about test results or subsequent actions. All investigations and test results of individuals will be kept confidential except that there may be instances when the Baptist General Convention of Texas will be required to notify legal or regulatory authorities.

5/23/06

824 EMPLOYMENT OF FAMILY MEMBERS AND DATING RELATIONSHIPS

I. **Family Members**

The BGCT does not permit employment of family members of current BGCT full time, part time, or temporary employees. Exceptions may be approved by the Executive Director after consultation with the supervisor of the potential employee and the executive leadership. Occasional employees may be relatives of a BGCT employee during employment. Current employees and relatives of employees who are currently employed with BGCT as of May 23, 2006, are “grandfathered” in employment and are not affected by this policy. “Grandfathered” employees may not work in a supervisor and subordinate relationship during the course of employment with BGCT. Relatives of employees who are LifeCall/Mission Service Corps (MSC) volunteers may be employed. Family members include spouse, parent, parents-in-law, child, brother, sister, grandparent, grandchild, aunt, uncle, nephew, niece or cousin, or the spouse of one of the above.

II. **Dating Relationships**

The BGCT does not permit employees in dating relationships to work in a supervisor or subordinate relationship, or any other work situation that causes or may cause conflict or disruption to the workplace. Dating relationship is defined as a consensual personal relationship between persons employed by the BGCT.

9/29/09

825 EMPLOYMENT RECORDS

The BGCT will not hire or continue to employ any person who is not authorized to work in the United States or who is unable to present required documentation necessary to begin or continue employment. In order to begin employment an individual must sign the offer letter of employment and job description. All new hires must present appropriate documentation evidencing eligibility to work in the United States and complete the I-9 form.

If an individual is in the United States and working under a government-issued right-to-work card, he or she must maintain a valid card or other suitable documentation during employment. Any invalid right-to-work card will lead to immediate termination of employment. An individual must present the original Social Security card issued by the Social Security Administration Office

on the first day of employment. A new hire must also present government issued photo identification. All employees are required to complete and sign all acknowledgments contained in the employee handbook or otherwise presented to employee during employment. All of the stated information will be retained in the employment records during employment.

The employment records are maintained by Human Resources to accurately reflect the work progress. Records contain information about employment such as the employment application, job performance and disciplinary action documents, information on position changes, and any legal or required forms such as W-4. All of the information in the employment file is kept confidential and will be disclosed only to those individuals with a legitimate business need to know.

Upon receipt of employee request, at reasonable times and intervals, and in the presence of a Human Resources representative, BGCT may allow the opportunity for an employee to inspect certain documents in the employment file as provided by law. Employees may take notes as to what he or she inspects in the file and upon written request, the employee may obtain a copy of any document previously signed by the employee. If an employee disagrees with any information or document in the file, the employee may add a statement to the file reflecting the position on the issues. All employment records are the exclusive property of BGCT.

5/23/06

826 WORK SCHEDULE AND ATTENDANCE

Work hours are defined by the BGCT to meet the business and ministry needs. The days and hours worked depend on the nature of the position held, business operation needs, ministry needs, and the needs of churches. The days and hours may change periodically. Management is responsible for defining the work schedule. The BGCT requires that all employees report to work and work as scheduled.

5/23/06

827 RE-EMPLOYMENT AND BRIDGING SERVICE

The day an employee is hired and begins work with the BGCT establishes that employee's "employment date." If employment terminates due to resignation or dismissal, and the employee is subsequently rehired, credit for service is based on the following:

When an employee, who was a regular employee immediately before leaving the BGCT, returns as a regular employee and the gap in service is 30 days or less, then years of service for the purpose of benefits, paid time off (PTO), and service awards will be treated as not having a break in service.

For the purpose of employee service awards, when an employee with a break in service of greater than 30 days is rehired and completes one year of service since being rehired, then the employee is recognized based upon all years of service.

5/19/09

COMPENSATION

830

COMPENSATION POLICY

The BGCT's policy and practice is to compensate employees fairly and without regard to any legally protected characteristics. The BGCT will comply with all applicable local, state, and federal laws and regulations effecting employee compensation.

Employee pay is determined by several factors such as an employee's job responsibilities, performance, tenure, and market rate for jobs requiring similar experience, training, and skills.

Other factors that may be considered include cost of labor in the area and conditions of the economy.

All employees will participate in and receive an annual performance evaluation. Employees may be eligible for a compensation review which could result in a change in pay rate based on job performance and the performance evaluation. Compensation increases are not guaranteed.

Employees on performance improvement plans or otherwise failing to meet performance standards and expectations are not eligible for any pay adjustment until he or she attains and sustains expected performance.

Compensation Pay Grade and Salary Range

Job: Director

Class	Title	PG	Pay Salary Range		
			Min	Mid	Max
Director I		9	61,800	81,350	100,900
Director II		10	67,300	108,600	119,900
Director III		11	87,100	121,200	155,300
Director IV		12	98,000	140,000	182,000
Director V		13	112,800	160,200	207,600

Job: Manager

Class	Title	PG	Pay Salary Range		
			Min	Mid	Max
Manager I		6	43,800	57,650	71,500
Manager II		7	48,600	66,800	85,000
Manager III		8	51,900	72,250	92,600

Job: Professional

Class	Title	PG	Pay Salary Range		
			Min	Mid	Max
Professional I		7	48,600	66,800	85,000
Professional II		8	51,900	72,250	92,600
Professional III		9	61,800	81,350	100,900

Job: Specialist

Class	Title	PG	Pay Salary Range		
			Min	Mid	Max
Specialist I		1	19,400	24,500	29,600
Specialist II		2	23,000	29,100	35,200
Specialist III		3	27,400	35,000	42,600
Specialist IV		4	31,000	40,800	50,600
Specialist V		5	36,800	48,450	60,100
Specialist VI		6	43,800	57,650	71,500

Job: Administrative

Class	Title	PG	Pay Salary Range		
			Min	Mid	Max
Administrative I		2	23,000	29,100	35,200
Administrative II		3	27,400	35,000	42,600
Administrative III		4	31,000	40,800	50,600
Administrative IV		5	36,800	48,450	60,100
Administrative V		5	43,800	57,650	71,500

9/28/10

831 ELIGIBILITY FOR BENEFITS

All Regular Full-Time employees working at least 40 hours in a work week are eligible for benefits based upon eligibility requirements of each plan.

All Regular Part-Time employees working 20 to 39.9 hours in a work week are eligible for the pro-rated paid time off (PTO) benefit employment and other benefits based on eligibility requirements of each plan.

Temporary employees are not eligible for benefits other than those offered under the BGCT Workers' Compensation Insurance coverage.

Occasional employees are not eligible for benefits other than those benefits offered under the BGCT Workers' Compensation Insurance coverage.

All employees working more than 1,000 hours per year are eligible to participate in the BGCT retirement benefit plan.

9/27/11

832 LICENSED, COMMISSIONED, OR ORDAINED MINISTER

Licensed, commissioned, or ordained ministers may exclude from their gross income for income tax purposes an amount designated as housing allowance to the extent the housing allowance is used to provide for their home. The Internal Revenue Service (IRS) has guidelines limiting the housing allowance on an individual tax return. The employee is responsible for full and accurate reporting to the IRS for the housing allowance.

According to the Internal Revenue Service, the gross income of a licensed, commissioned, or ordained minister does not include the fair rental value of a home (a parsonage provided) or a housing allowance paid, as part of the minister's compensation for services performed that are ordinarily the duties of the minister. If the minister owns his or her own home, he or she may still claim deductions for mortgage interest and property taxes. If the minister's housing allowance exceeds his or her actual expenses, he or she must include this amount as other income.

BGCT staff must provide Payroll an amount to be designated annually for housing allowance for payroll processing purposes and IRS reporting. This must be completed and submitted to Payroll in advance of receiving any housing allowance monies.

The housing allowance must be equal to or the lesser of:

- A. Actual expenses paid to provide for a home, or
- B. The fair rental value of the furnished home plus the cost of utilities.

If at the end of the tax year, an employee has overestimated the housing allowance the employee is required to put into taxable income on the tax return any excess allowance over actual expenses. If an employee underestimates, the rules and guidelines state the employee cannot recover the underestimated expenses per IRS regulation.

Licensed, commissioned, or ordained ministers may be employees of the BGCT and paid through BGCT payroll, but for purposes of Social Security these employees are considered self-employed. Licensed, commissioned, or ordained ministers are exempt from federal withholding, but may request voluntary withholding by completing a W-4 form and returning to Human Resources. IRS Revenue Code requires the treatment above. BGCT does not provide a self-employment tax allowance.

5/23/06

833

NON-EXEMPT EMPLOYEE PAY

I. **Determining Pay and Pay Periods**

All non-exempt employees are paid an hourly rate for hours worked and approved and accrued vacation, sick, personal, medical leave, and other paid time away from work benefits.

Used, approved, and accrued paid time away from work benefits are paid to non-exempt employees at the employee's regular hourly rate of pay. Non-exempt employee paychecks will reflect pay for the number of hours worked in the pay period and any accrued paid time away from work taken and submitted to payroll prior to the end of the pay period in which the time was taken.

II. **Overtime Pay**

Non-exempt employees are paid overtime pay for all hours worked over forty (40) in a workweek. Overtime pay will be equal to one and a half times the employee's regular hourly rate. Overtime pay will be calculated and paid in accordance with the Fair Labor Standards Act.

Paid time away from work or any hours paid but not worked are not included when computing hours worked for overtime purposes.

III. **Travel Time Pay**

When a non-exempt employee is required to travel to a work location other than the regular work location, the time spent traveling to that alternate work location is considered time worked. Travel time begins when the employee's commute to the new work site (or common carrier such as an airport) exceeds the employee's normal commute to work or when the employee leaves the regular work site during the course of the day to begin travel. Travel time ends when the employee reaches the destination.

If the employee is offered BGCT provided public transportation (i.e. airline transportation), but elects to drive instead, only the travel time which would have been required if the employee had used the BGCT provided public transportation is considered time worked.

Travel time will be counted as time worked for the purpose of calculating overtime for non-exempt employees.

9/25/07

834

EXEMPT EMPLOYEE PAY

All full-time exempt employees are paid a weekly base salary for each week worked regardless of the number of days or hours worked. Exempt employees are not eligible for overtime pay.

Exempt employees will be paid a weekly base salary for each week worked unless the employee has taken time away from work under the paid or unpaid time away from work programs. Partial days of absence under the Family and Medical Leave Act may be deducted from the

weekly salary. Accrued Paid Time Off will be used to offset days absent. Exempt employees will be paid in accordance with the Fair Labor Standards Act.

5/23/06

835 JURY DUTY AND COURT APPEARANCE

All regular, full-time employees will be paid for the time away from scheduled work for jury duty if he or she submits the completed timesheet or exempt work report with "Proof of Attendance" from court. The employee will be paid at the regular rate of pay for each day that jury duty is served. If a person attends a court or governmental agency proceeding at BGCT's request, they will receive regular pay.

5/23/06

838 PERFORMANCE MANAGEMENT

Achieving and maintaining expected job performance is the key to an employee's success at BGCT. The BGCT approaches, evaluates, and makes decisions about job performance in a non-discriminatory manner.

Performance management begins the first day of employment and continues throughout the employment period. Performance management is focused on regular feedback combined with a flexible approach toward achieving goals. Key elements include setting goals, ongoing monitoring of results, and an annual review. Employees can expect development and growth potential to increase as well as improved productivity.

I. Performance Improvement

The BGCT approaches performance improvement redirection as a form of education and training, not as punishment. At any time an employee is not performing his or her work according to BGCT standards and the position job description and expectations, the employee will be counseled and re-directed to improve his or her performance.

The BGCT bases the performance improvement redirection approach on factors such as the employee's conduct, past performance and disciplinary record, length of service, and the surrounding circumstances. The BGCT desires for the employee to generally have the opportunity to learn about and modify behaviors to meet job performance expectations.

These are general rules. Any time an employee is unwilling or unable to change behaviors necessary to meet job performance expectations that employee will be subject to termination of employment.

the BGCT believes that policies, guidelines, and regulations must apply to every employee as equally and fairly as possible. BGCT guidelines are based on generally accepted business practices and designed to assist in maintaining a favorable work environment.

II. Performance Evaluation

The Baptist General Convention of Texas offers a benefit program that emphasizes the employee's overall well-being. It is the goal for each employee to grow professionally, personally, and spiritually while working at BGCT.

The following benefits program is provided:

- A. Employee Service Recognition
- B. Time Away From Work
- C. Family Medical Leave
- D. Retirement Benefits
- E. Survivor Benefit
- F. Texas Workers' Compensation Insurance
- G. Professional Development and Continuing Education

The BGCT Benefits Program enables the employee to elect benefits to meet his/her own needs. Eligible full-time employees working at least 40 hours per week may elect or choose from the following benefits:

The BGCT Health Plan, Life Insurance, Dental Plan, Flexible Spending Account Plan, Retirement Savings Plan, Dependent Life Insurance, Voluntary Life Insurance, and Voluntary Long-Term Disability. Part-time employees may choose to join the Retirement Savings Plan.

In addition to the flexibility to choose benefits, the Benefits Program also offers tax advantages. BGCT has adopted an Internal Revenue Service Section 125 Plan that enables full-time employees to make contributions towards the BGCT Health Plan and Flexible Spending Plan on a before-tax basis. This means that the salary is reduced by the amount of these contributions. The plan document, in conjunction with the terms of the BGCT Health Plan, will govern the election coverage and when coverage can be changed.

9/30/08

841 EMPLOYEE SERVICE RECOGNITION

The Baptist General Convention of Texas (BGCT) is committed to recognizing the importance of service longevity through the Employee Service Recognition Program. Regular employees will receive a service award upon the completion of each period of five years of service as a regular employee at the BGCT.

5/22/12

842 TIME AWAY FROM WORK

I. Holidays

The BGCT recognizes designated days of religious and historical importance as holidays and pays regular employees (full-time and part-time) for time off on such days. Regular part-time employees will be paid at one-half of their regular scheduled hours if they are regularly scheduled to work on the holiday. Holiday pay is not paid out upon termination

of employment. If a particular holiday falls on Saturday or Sunday, the Executive Director is authorized to designate another day as the holiday, as might be the government or business custom. BGCT offices will be closed in observance of the following days:

- A. New Year's Day
- B. Martin Luther King Day
- C. Good Friday (Easter)
- D. Memorial Day
- E. Juneteenth
- F. Independence Day
- G. Labor Day
- H. Thanksgiving Day
- I. The day after Thanksgiving Day
- J. Christmas Eve
- K. Christmas Day

II. Paid Time Off (PTO)

Paid Time Away from Work (PTO) may provide the employee a break from work to spend time with family or friends, to take care of personal and family matters, to care for self or family members during illnesses or injuries, to become revitalized and refreshed, and to provide time one may need away from the office. Temporary and occasional employees are not eligible for PTO.

Annual PTO Accrual Chart for Regular Full-Time Employees

* Accrual rates increase upon the employee's anniversary date of hire, not the calendar year

<u>Years of Service</u>	<u>PTO Available Per Year</u>	<u>Hours Earned Per Pay Period</u>
Less than 5 years	136 hours (17 days)	5.23
5 years	176 hours (22 days)	6.77
6 years	184 hours (23 days)	7.08
7 years	192 hours (24 days)	7.38
8 years	200 hours (25 days)	7.70
9 years	208 hours (26 days)	8.00
10+ years	216 hours (27 days)	8.31

Annual PTO Accrual Chart for Regular Part-Time Employees

<u>Years of Service</u>	<u>PTO Available Per Year</u>	<u>Hours Earned Per Month</u>
0-2 Years	16 hours (2 days)	0.62
2 Years	40 hours (5 days)	1.54
3 Years	48 hours (6 days)	1.85
4 Years	56 hours (7 days)	2.15
5 Years	64 hours (8 days)	2.46
6 Years	72 hours (9 days)	2.77
7+ Years	80 hours (10 days)	3.08

A. General Provisions

- i. Employees will accumulate PTO each pay period that they work, and it is up to each employee how to use that time. The BGCT requires employees to exhaust accrued but unused PTO during a Family Medical Leave event or other leave of absence based on the guidelines for each of the benefit programs and the type of leave.
- ii. PTO begins to accrue on the first day of employment.
- iii. PTO will be paid at the employee's regular rate of pay for exempt and non-exempt employees. PTO does not count for the purposes of calculating overtime.
- iv. If an employee's employment classification changes from full-time or part-time to occasional or temporary, the employee will stop accruing PTO hours. The employee will continue to be eligible to use accrued PTO hours upon approval from the manager, but the employee will not accrue any additional hours based upon the new employment status.
- v. Employees are required to provide their supervisors with reasonable advance notice and obtain approval prior to using PTO when possible. Employees must notify their managers if their time away from work could be a Family Medical Leave of Absence qualifying event. Please see the Family Medical Leave of Absence policy for more information.
- vi. Employee PTO requests may be denied or revoked to meet business operation and ministry needs or due to disciplinary issues, including failure to work scheduled hours.
- vii. Regular full-time employees may borrow against their full PTO accrual for the calendar year before the time is actually accrued per pay period up to a maximum of 10 days or 80 hours. A regular full-time employee may borrow against his or her PTO accrual for the calendar year and will be required to reimburse the BGCT for any negative PTO balance upon ending employment for any reason, consistent with state and federal laws in effect at the time. Employees are not able to borrow more time than they will be eligible for in a calendar year.
- viii. If a BGCT-observed holiday falls within an approved PTO period, the holiday will not be counted as PTO. Employees will be paid for holidays observed by the BGCT as holiday pay at their regular rate of pay. PTO will not accrue during an unpaid leave of absence. An employee must receive a paycheck for the pay period in order to accrue PTO during that pay period.

B. Rollover

- i. Employees classified as regular full-time on December 31 of each calendar year will automatically rollover up to 80 hours of accrued but unused PTO into the next calendar year. Any balance over 80 hours will be forfeited for the purposes of PTO.
- ii. Regular part-time employees are not eligible for carrying over unused accrued PTO to the next calendar year, EXCEPT that up to 40 hours may be carried over into the

year following the year an employee transitions from regular full-time status to regular part-time status.

C. Pay Out Upon Ending Employment

- i. Regular full-time employees are eligible for pay-out of PTO upon resignation or retirement of employment. A full-time employee's unused accrued PTO as of his or her ending date of employment will be paid to the employee based on the employee's current pay rate and BGCT policy.
- ii. A regular full-time employee voluntarily terminating employment by resignation or retirement must provide the BGCT a written, two-week notice of termination, submitted to his/her manager, to be eligible to receive pay for any accrued unused PTO benefits. Employees must successfully work the complete two-week notice period to be eligible to receive accrued unused PTO benefits. Employees who do not submit a written notice of their intent to terminate employment two or more weeks prior to the termination date will not be eligible to receive pay from any accrued unused PTO benefits program unless approved by the appropriate Executive Leadership member. Employees ending employment involuntarily due to policy violation or violation of a state or federal law or other violation which would render the employee ineligible for employment with the BGCT are not eligible to receive pay for accrued unused PTO unless otherwise approved by the appropriate Executive Leadership member. Part-time employees are not eligible for pay out of PTO hours upon termination, resignation, or retirement from the BGCT.

D. Accrual Calculation and Eligibility for Regular Full-Time and Part-Time Employees

- i. Prior full-time Baptist related denominational work experience is equivalent to BGCT work experience for the purpose of calculating PTO accrual for full time employees up to a maximum of ten (10) years of applicable service. Prior part-time work experience with the BGCT will count as half of full-time working experience for the purposes of calculating PTO.
- ii. PTO eligibility and accrual are based on the employee's anniversary date of employment, not the calendar year.
- iii. Years of service for regular part-time employee PTO accrual is based on actual years of service with the BGCT, not on years of experience outside the BGCT.

05/23/2023

III. **Medical Leave (ML)**

The BGCT has self-funded a short-term disability-like program for all regular full-time employees. This Medical Leave is meant to be used in the case employees have a personal illness or injury which requires them to be away from work or unable to work for a short period of time.

Regular full-time employees who are ill or have suffered injury rendering them unable to report to work and who are under the care of a doctor are eligible to use Medical Leave to receive pay while away from work.

A. Types of Medical Leave

The Medical Leave chart for full-time employees with a minimum of one year of BGCT experience is based on a “rolling” 12-month calendar measured backward from the date of any medical leave usage and the employee’s years of service with the BGCT as a full-time employee, counted from the most recent hire date.

There are two types of Medical Leave – 1) Full-Pay Medical Leave and 2) Half-Pay Medical Leave. Full-pay ML pays the employee his/her regular wages at 100% less all applicable taxes as if the employee was actually working. Half-Pay ML pays the employee 50% of his/her regular daily wages less all applicable taxes. To supplement half-pay ML so the employee could receive full pay for the day, the employee may use accrued but unused or borrowed PTO.

ANNUAL MEDICAL LEAVE (ML) CHART FOR FULL-TIME EMPLOYEES

<u>Years of Service</u>	<u>Full Pay ML Available Per Year</u>	<u>Half Pay ML Available Per Year</u>
0	0	0
1-3	20 days (160 hours)	60 days
4-7	40 days (320 hours)	40 days
8-11	60 days (480 hours)	20 days
12+	80 days (640 hours)	0 days

Medical Leave may only be used for an employee’s own illness or injury and only after four work days of accrued but unused PTO has been exhausted. Employees will be required to borrow against their PTO accrual for the calendar year before using Medical Leave; this means that if four days or 32 hours are not accrued then the employees will exhaust what is accrued and borrow the balance due against the 4 days up to the PTO time that can be accrued through the remainder of the year before beginning ML.

Medical Leave days/hours will be paid for approved requests only.

Employees are no longer eligible to use Medical Leave when their employment status changes to part-time, occasional, or temporary. If an employee ends employment with the BGCT for any reason, Medical Leave is forfeited and is not payable upon termination of employment.

Exceptions to this policy will be reviewed by Executive Leadership and made on a case by case basis. The decision of Executive Leadership will be final.

IV. **PARENTAL LEAVE (PL)**

Any Parental Leave taken under Section IV of this policy runs concurrently with any leave for birth or adoption of a child to which and employee may be entitled under the Family and Medical Leave Act (FMLA) described in Policy 846.

A. Maternity Leave

The BGCT will grant up to six weeks of paid Maternity to a mother upon the natural birth of her child. The BGCT will grant up to eight weeks of paid Maternity Leave to a mother upon the Cesarean or VBAC birth of her child.

B. Paternity Leave

The BGCT will grant up to three weeks of paid Paternity Leave to a father upon the birth of his child regardless of the method of delivery.

C. Paid Adoption Leave

The BGCT will grant up to six weeks of paid Adoption Leave to an eligible full-time employee during the period immediately following placement of the adopted child in the employee’s home. To be eligible for leave under Subsection C, the employee must certify that he or she is the primary caregiver for the adoptive child, and the child must be under the age of 13. If both adoptive parents work for the BGCT, only one may be designated as primary caregiver. (This Adoption Leave policy does not apply to an employee adopting the child of the employee’s spouse or other member of the employee’s household.)

There are two types of Adoption Leave – 1) Full-Pay Adoption Leave and 2) Half-Pay Adoption Leave. Full-pay pays the employee his/her regular wages at 100% less all applicable taxes as if the employee was actually working. Half-Pay pays the employee 50% of his/her regular daily wages less all applicable taxes. To supplement half-pay so the employee could receive full pay for the day, the employee may use accrued but unused or borrowed PTO.

ANNUAL ADOPTION LEAVE (AL) CHART FOR FULL-TIME EMPLOYEES

<u>Years of Service</u>	<u>Full Pay Available Per Year</u>	<u>Half Pay Available Per Year</u>
0	0	0
1-3	20 days (160 hours)	10 days
4+	30 days (240 hours)	0 days

Adoption Leave may only be by the designated primary caregiver after four work days of accrued but unused PTO has been exhausted. Employees will be required to borrow against their PTO accrual for the calendar year before using Adoption Leave; this means that if four days or 32 hours are not accrued, then the employees will exhaust what is accrued and borrow the balance due against the 4 days up to the PTO time that can be accrued through the remainder of the year before beginning AL.

Adoption Leave days/hours will be paid for approved requests only.

Employees are no longer eligible to use Adoption Leave when their employment status changes to part-time, occasional, or temporary. If an employee ends employment with the BGCT for any reason, Adoption Leave is forfeited and is not payable upon termination of employment.

Exceptions to this policy will be reviewed by Executive Leadership and made on a case by case basis. The decision of Executive Leadership will be final.

D. Unpaid Adoption Leave

Under the Family and Medical Leave Act (FMLA), an employee who has completed a year of service is generally entitled to a maximum of 12 weeks of unpaid adoption leave. Any portion of an eligible FMLA leave not covered by the Paid Adoption Leave policy or by an available PTO accrual will be unpaid.

Employees not eligible for Paid Adoption Leave or FMLA leave, or who are eligible but wish to request extended leave, may request an unpaid leave. All accrued Paid Time Off (PTO) must be exhausted prior to the employee attaining eligibility for an unpaid leave of absence as described in Policy 850.

09/23/2024

843 PROTECTED HEALTH INFORMATION PRIVACY RIGHTS POLICY

In compliance with HIPAA – Health Insurance Portability & Accountability Act of 1996.

BGCT strives to protect the rights of its employees by maintaining privacy of their protected health information. Protected health information may include, but is not limited to the following:

❖ Employee Health Information (clinical or financial)	❖ Employee Medical Claims
❖ Consultant Documents	❖ Incident Reports

Only information specifically required in the delivery of care may be accessed by any employee or business associate. Any disclosure of protected health information for purposes other than the care of the employee must be authorized in writing by the employee or responsible party prior to disclosure.

What is confidential?

All information about employees is considered private or “confidential,” whether written on paper, faxed, saved on computer, or spoken aloud. This includes the name, address, age, Social Security number, and any other personal information. The reason they are ill or injured, the

treatment and medications the employee is receiving, and information about past health conditions is also considered confidential and protected information.

5/23/06

846

FAMILY AND MEDICAL LEAVE ACT

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.

09/23/25

848

BEREAVEMENT LEAVE

I. Immediate Family Member

All regular full-time employees are eligible for Bereavement Leave. In the event an immediate family member dies, regular full-time employees may take time off with pay not to exceed five (5) business days to accommodate bereavement needs. Employees may use PTO for any additional time needed. Immediate family members include spouse, parent, child, brother, sister, grandparent, grandchild and in-laws falling in one of the above categories. BGCT reserves the right to request proof of relationship. In addition, Human Resources will send a suitable floral tribute or donation to convey condolences on behalf of the BGCT.

II. Other Funerals

Up to three (3) business days of time off with pay may be granted for the funeral of other relatives, as approved by department management. The amount of time depends on specific needs such as travel time. Employees may also request time off with pay to attend funerals of current employees, relatives of current employees or retired employees.

Each request should be for a reasonable amount of time out of the office on the day of the service and is subject to management approval. Employees may use PTO to attend a funeral for someone who is not mentioned in this policy.

02/24/09

849 **MILITARY SERVICE LEAVE**

The BGCT will comply with the laws in effect at the time an employee is required to report to uniformed services, including but not limited to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). A member of the uniformed services may be entitled to reemployment and other employment benefits, according to the provision of the laws governing such events.

USERRA provides four important benefits related to military leave:

- A. Protection from discrimination on the basis of military service.
- B. Protection from termination for a period after returning from service.
- C. The right to reemployment on conclusion of military service.
- D. Certain rights in connection with employee benefits plans.

The BGCT may deny reemployment to a person otherwise entitled to reemployment if (1) business circumstances have so changed as to make reemployment impossible or unreasonable, (2) reemployment would impose an undue hardship on BGCT, or (3) the position the person left was for a brief, nonrecurring period that carried no reasonable expectation that it would continue indefinitely. Additionally, the person must be able to perform the essential functions of the job.

2/22/11

850 **UNPAID LEAVE OF ABSENCE**

This policy is intended for employees requiring a Leave of Absence (LOA) beyond that of the Time Away From Work Policy (842) Family Medical Leave of Absence Policy (846), or Military Service Leave Policy (849). All accrued Paid Time Off (PTO) must be exhausted prior to the employee attaining eligibility for a leave of absence as described by this policy.

All regular full-time employees who have completed six (6) months of continuous service are eligible for a Leave of Absence without pay. Leave of absence without pay may include, but is not limited to leave for an educational experience, personal matter, military leave, or extended sick or medical leave circumstances. If granted, the LOA will be for a specific amount of time not to exceed thirty (30) business days except for Military leave of absence. Seniority or benefits, including paid time away from work benefits will not be in effect nor accrue while employee is on LOA without pay.

An employee who participates in the LOA program understands that positions and/or work schedules are subject to change upon return from LOA to the workplace. The BGCT will attempt

to place returning employees into a comparable position and/or work schedule if available. Employees on LOA are restricted from engaging in other employment of any type or kind, unless approved by the BGCT in writing.

Any employee returning to work following any unpaid leave of absence may be required to provide a fitness-for-duty report in order to verify that the employee is capable of resuming the duties of the position in which he/she is placed. All medical information will be maintained in confidence in accordance with all state and federal laws in effect at the time the employee returns to work. Any employee who fails to return to work upon expiration of approved LOA will be terminated.

An employee on LOA is not eligible for a compensation review. Compensation reviews may occur following return to work at the end of a period of time equal to the time the employee was away from work for unpaid leave of absence.

Any employee away from work on an unpaid leave of absence is subject to any layoff or reduction in force as permitted by applicable law in effect at the time of the layoff or reduction in force. Employees away from work for any leave status have no greater right to reinstatement than if they had been continuously at work. The BGCT retains the right to modify hours, schedules, duties, benefits, pay, and any other matter in connection with work deemed appropriate by the BGCT in compliance with all state and federal laws in effect at the time.

Any employee away from work on unpaid leave of absence is required to contact his/her manager at the end of every seven (7) day period or as otherwise required by the manager to discuss the status of the Leave of Absence and intent to return to work. Any employee available for modified duty is required to notify his or her manager immediately. If modified duty is available, employee is required to return to work immediately.

An employee who is away from work on approved LOA is eligible to continue health insurance coverage; at his/her own expense.

09/30/08

851

BGCT SPONSORED INSURANCE PROGRAMS

The BGCT offers employer-sponsored benefits plans to enable employees to care for themselves as well as their family health, future planning, and in case of an accident or other serious health condition. Benefits sponsored include the following:

- A. Medical
- B. Dental
- C. Long-Term Disability (LTD)
- D. Term Life
- E. Spouse Life
- F. Dependent Life
- G. Personal Accident

H. Spouse Accident

The BGCT also offers optional life, cancer, and long-term care policies, but the costs of these premiums are not shared by the BGCT. The employee is responsible for the full amount of the premium if these policies are elected. The premium payments may be paid through payroll deduction by BGCT if the employee elects that option of payment.

I. Continuation of Coverage

In some cases, special provisions allow an employee or eligible dependent to continue coverage in elected benefit plans for a specified amount of time when his or her coverage would normally terminate due to one of the following events:

- A. Employee's termination
- B. Employee's loss of coverage due to reduced number of hours worked rendering the employee ineligible for participation in the plan
- C. Employee's death
- D. Elimination of an eligible class of employees
- E. Loss of dependent child status
- F. Divorce or legal separation from the Employee

The BGCT's benefit plans offer the following continuation options:

- A. Medical and Dental Continuation Provision (MDCP)
- B. Continuation of Insurance Eligibility (CIE) – employees only
- C. Portability of Term Life Coverage
- D. Conversion of Term Life Coverage
- E. Continuation of coverage for Surviving Spouse and dependents

II. Medical and Dental Continuation Provision (MDCP)

The BGCT offers this provision to employees and their dependents whose medical and dental coverage would otherwise terminate. The MDCP allows continuation of medical and dental coverage only. All other coverage will terminate on the date the employee and/or dependent becomes ineligible under the Group Plans.

An individual whose medical and dental coverage would normally terminate may elect to continue his or her current medical and dental coverage after the date he or she would normally become ineligible for coverage under the group health and dental plans. Medical and dental coverage may continue for up to eighteen (18) or thirty-six (36) months, dependent upon the reason for termination. Medical and dental coverage may continue for up to eighteen (18) months for employees or dependents who become ineligible for coverage due to: termination of employee's employment, loss of coverage due to a reduction in the number of hours the employee works, or elimination of the eligible class of employees to which the employee belongs.

Coverage may continue for up to thirty-six (36) months for employees and dependents who become ineligible due to: divorce or legal separation from the employee, or loss of dependent child status. Coverage will terminate under the MDCP at the end of the 18 or

36-month period, if the participant becomes covered as an employee or dependent under another group medical or dental plan, the participant ceases to make the premium payments to the employer, the participant becomes eligible for Medicare, or the group plans terminated for all employees of the employer.

Only dependents who are participating in the program prior to becoming ineligible for coverage are eligible for participation in the MDCP.

Evidence of good health is not required for the continuation of medical or dental coverage through the MDCP, however, application must be made within 31 days of the date the employee or dependent becomes ineligible for coverage through the group plans.

III. Continuation of Insurance Eligibility (CIE)

The BGCT offers terminating employees who are actively seeking full-time denominational employment with a church or agency affiliated with the Southern Baptist Convention to continue medical, Term Life, and dental coverage at the employee's current coverage volume for a period of up to 12 months after the date he/she becomes ineligible for coverage under the group plans. Disability and accident coverage and any other coverage that the terminating employee does not elect to continue will terminate on the date the employee becomes ineligible under the group plans.

Employee participation under the CIE is a prerequisite for dependent coverage. Only dependents who are participating in the program prior to the employee's termination are eligible for participation in CIE.

Evidence of good health is not required for the continuation of coverage through CIE, however, application must be made within 31 days of the date the employee becomes ineligible for coverage through group plans.

Coverage under the CIE will terminate at the end of the 12-month period, if the participant accepts another denominational position in the Southern Baptist Convention, if the participant ceases to make the premium payments to the employer, if the participant becomes eligible for Medicare, or the group plan terminates for all employees of the Employer.

IV. Portability of Term Life Coverage

Portability is a feature of Term Life coverage that allows employees to continue their Term Life and, if applicable, Optional Term Life coverage, to direct payment policies with the Life Claim Administrator at group rates when coverage under group plans terminates. In addition, Spouse Term Life, Spouse Optional Life, and Child Term Life, under certain conditions, may be continued. Portability coverage is available to dependents only if the employee elects Portability coverage.

To continue Term Life coverage through the Portability option, an employee and his/her covered dependents must provide Evidence of Good Health to the Term Life carrier. An individual is not eligible for the Portability option if he or she has a medical condition which has a material effect on life expectancy.

Coverage under the Portability option may be continued up to the lesser of five times the Participant's salary or the coverage amount lost. The employee and the eligible dependents, if applicable, must make application within 31 days following the date he or she becomes ineligible for coverage through group plans.

If an employee wants to continue Term Life coverage under the Portability option, the employee must send a completed Life Insurance Election of Portability Coverage form to the Life Claim Administrator.

Portability of Term Life coverage is permitted when Term Life coverage is lost due to termination of employment, coverage is reduced due to the plan's retirement reduction provision, or is lost due to elimination of eligible class of employees.

The employee must pay the full premium directly to the Life Claim Administrator for the Term Life policy(ies) under the Portability option. The BGCT makes no payment toward the premiums of these policies.

V. Conversion of Term Life Coverage

If a participant is ineligible for Portability of Term Life coverage, or if his/her Portability coverage terminates, he/she may be eligible for Conversion of Term Life coverage. Employees may convert their Term Life and, if applicable, Optional Term Life coverage, to individual direct payment policies when coverage under the plans terminates. In addition, Spouse Term Life, Spouse Optional Life, and Child Term Life, under certain conditions, may be converted to direct payment policies.

Term Life coverage may be converted in any amount up to and including the amount lost, to any of the standard conversion contracts offered by the Life Claim Administrator, without evidence of good health. The employee or eligible dependent must make application within 31 days following the date he or she becomes ineligible for coverage through group plans. (Or within 31 days of the date the employee or dependent is declined for Portability of his or her Term Life coverage, if applicable.) If an employee wants to convert Term Life coverage, the employee must send a completed Life Insurance Conversion Notification of Conversion Privilege Form to the Life Claim Administrator.

Term Life conversion is permitted when term life coverage is lost due to termination of employment, reduced due to age or the plan's retirement reduction provision, lost due to elimination of eligible class of employees, or dependent term life is lost due to loss of dependent eligibility.

02/26/08

852

FLEXIBLE SPENDING ACCOUNTS PLAN

All regular full time BGCT employees are eligible for participation in the Flexible Spending Account plan which is based on the current Internal Revenue Service guidelines for Section 125 plans. Part-time, occasional, and temporary employees are not eligible for participation in the plan.

This plan allows eligible employees to set aside a portion of their salary before taxes and place the money into an account designated for qualifying medical expenses and dependent care expenses. An employee's portion of his or her salary as designated will be set aside in a Section 125 account to receive the pre-tax benefit.

Each year eligible employees must complete an application to participate in the plan and authorize how much of their earnings they want to set aside for the benefit. The designated amount of pay will be deducted from the pay over the course of the year per pay period.

The maximum total of contributions for the Health Care Reimbursement is \$5,000 per plan year and the Dependent Care Reimbursement is \$5,000 per plan year. Under the Health Care Reimbursement option, employees actively participating in a Health Savings Account may only participate in the Limited Flex Plan, which reimburses dental and vision expenses only.

02/24/09

853 HEALTH SAVINGS ACCOUNT

Eligible full-time employee participants in a BGCT sponsored qualified high-deductible health plan will be eligible to enroll in a Health Savings Account (HSA). This Plan is designed to allow eligible employees to save for eligible medical care expenses on a non-taxable basis. Plan administration and participation will be modified as needed to comply with all legal requirements.

2/22/11

854 WORKERS' COMPENSATION INSURANCE

The Baptist General Convention of Texas is committed to providing employees with income protection and payment of medical services when an employee is injured on the job or has a work-related illness. To accomplish this, the BGCT provides coverage under the Texas Workers' Compensation Insurance program. The BGCT provides employees with coverage information, in writing, when hired or whenever the employer becomes, or ceases to be, covered by workers' compensation insurance. Employees receiving wage replacement benefits for missed work from the Texas Workers' Compensation Insurance program are eligible to receive partial benefits under the Paid Time Off or Medical Continuation programs to reach a 100% full pay level.

9/30/08

855 DEATH OF EMPLOYEE

In the event of the death of a regular full-time BGCT employee, the BGCT will pay an amount equal to the remainder of the salary of the pay period in which the death occurs to the designated beneficiary as designated on the employee's life insurance application. The BGCT will also pay an amount equal to three months' salary based on the employee's regular rate of

pay to the designated beneficiary as designated on the employee's life insurance application.

If the employee was carrying dependent coverage under the medical and/or dental insurance plans, and the dependent opt to continue this coverage through the Medical and Dental Continuation Provision (MDCP), then the BGCT will supplement the premium cost for the three months following the employee's date of death. The supplement will be the same amount as is currently provided to active employees.

5/19/09

RETIREMENT BENEFITS

870

RETIREMENT ELIGIBILITY

All employees of the BGCT working more than 1,000 hours per calendar year are eligible to participate in the retirement plan sponsored by the BGCT.

All regular full-time employees who elect participation in the BGCT retirement plan are eligible for employer retirement contributions to their individual retirement plans by BGCT. The BGCT will contribute an amount equal to a percentage of the regular base salary including housing allowance if applicable to the individual's retirement plan. This percentage contribution has been established at six percent (6%) and will remain at this level until changed by approval of the Executive Board. After an individual completes two (2) years of service with the BGCT as a regular employee or with any other Baptist affiliated entity, BGCT contributions to their retirement will fully vest. Until the two-year commitment is met, no vesting will occur on the BGCT contributions.

After a regular full-time employee has completed three (3) years of service or other creditable denominational service with another Baptist-affiliated entity, if the regular full-time employee is eligible to contribute one (1) percent of the regular base salary to include housing allowance if applicable for each three (3) years of service not to exceed fifteen (15) years, then the BGCT will match those contributions in addition to the BGCT's employer non-match contribution.

05/22/25

871

RETIREMENT GIFT AND RECEPTION

When a regular full-time employee decides to retire from employment with the BGCT, the employee must notify his or her manager and Human Resources with a written notice of retirement to include retirement effective date.

Employees hired prior to January 1, 2014, **and** who were 50 years or older prior to January 1, 2014

- A. Employees must be age 55 or older to be eligible for the retirement gift.

- B. A cash retirement gift based on years of service with the BGCT and the employee's monthly salary will be paid to the employee by the BGCT as consideration and recognition of the employee's service to Texas Baptists.
- C. The retirement gift will not exceed an amount equal to three month's salary.

Employees hired on or after January 1, 2014, or who were younger than 50 years old on or after January 1, 2014

- A. Employees must be age 60 or older and have either 10 years of service with the BGCT or five years of service with the BGCT and served a total of 25 years of denominational service to be eligible for the retirement gift.
- B. A cash retirement gift based on years of service with the BGCT and the employee's monthly salary will be paid to the employee by the BGCT as consideration and recognition of the employee's service to Texas Baptists.
- C. The retirement gift will not exceed an amount equal to three month's salary not to exceed a maximum retirement gift of \$10,000.

If the employee retiring also meets eligibility requirements for Retirement Insurance (see Policy #872), then BGCT will provide a building wide retirement reception in the retiring employee's honor. The retiring employee may invite up to 20 outside guests to attend the reception. Human Resources will budget funds to cover the costs of each reception, not to exceed \$300 per reception.

9/24/13

872 RETIREMENT INSURANCE

The BGCT provides retirees with several options to continue group medical, dental, and life insurance when the individual retires from BGCT while regularly employed and eligible for participation in the plans.

I. Retirement Age

Retirement age is fifty-five (55) for the purposes of the group benefit plans offered by the BGCT. At retirement, an employee may elect to continue coverage in the same plans he or she was enrolled in at the date of retirement.

II. Death in Active Service at Age 55 or Older

If an employee dies in active employment and was already eligible for retiree insurance benefits, then the surviving spouse and any other eligible dependents may elect retiree insurance coverage. In addition, the BGCT will supplement the full cost of the insurance premiums for the first three months following the employee's death. After that time, there is no supplement for any of the premiums for dependent coverage.

III. Dependent Eligibility

At an employee's retirement, a dependent is eligible for coverage under the retired employee's medical, dental, and term life plans only if the dependent is enrolled in the

plan(s) at the time of the employee's retirement. A dependent may be eligible for coverage at a later date if he/she meets the plan requirements for Special or Late Enrollee. Upon the death of the retiree, only current dependents may continue coverage based on eligibility requirements of the plan. No additional dependents may be added to the plan, not even under the Special or Late Enrollee provisions.

IV. Payment of Premiums:

Premiums must be paid by the retiree or the retiree's surviving dependent to the BGCT in advance of the month (s) of coverage. The BGCT will provide all retired employees with the premium amounts and election options for each retiree plan.

V. Eligibility for BGCT Insurance Supplement:

If an employee retires and has completed at least ten (10) years of service with the BGCT or has completed at least five (5) years of service with the BGCT and served a total of twenty-five (25) years in a church/denominational capacity, then he or she is eligible for the BGCT Insurance Supplement as described in the following sections.

VI. BGCT Insurance Supplement for Retirements Prior to April 1, 1993:

Employees who retired prior to April 1, 1993, are grandfathered under a previous policy and receive a subsidy that covers 100% of the life and medical premiums for both the retiree and his/her pre-retirement spouse. The BGCT does not supplement premiums for dental insurance for any retiree or dependents.

VII. BGCT Insurance Supplement for Retirements April 1, 1993, and After:

The BGCT supplements the life and medical premiums of the retired employee based upon the current annual premium schedule as determined by the Treasurer/CFO. The BGCT does not supplement any of the premiums for dependent medical coverage. In addition, the BGCT does not supplement premiums for dental insurance for any retiree or dependents.

Medical coverage will continue under the employee's benefit plan as elected for the retiree and dependent until each reaches the age of sixty-five (65). At age 65, the employee and/or dependent must select a Medicare supplement plan if he or she wants to continue medical coverage under the group plans. Coverage is then offset by the benefits provided by Medicare.

Life insurance coverage is available to retirees and dependents based upon the employee's date of hire with BGCT. For those retirees who were hired prior to December 31, 1984, life insurance may be retained in the amount of \$20,000. If the retiree was hired after January 1, 1985, life insurance may be retained in the amount of \$5,000. If an employee retires after January 1, 2001, life insurance may be retained at a maximum of \$10,000. At an employee's retirement a spouse is eligible for life insurance coverage at one half of the amount of the employee's life insurance coverage to a maximum of \$5,000.

9/29/09

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Part I: Organization

The Baptist General Convention of Texas seeks to be a good and considerate employer to its current and former employees, while also being a good steward of the resources entrusted to us by God and Texas Baptist churches.

Part II: The Plan

The 403(b)(9) Retirement Plan for The Executive Board of The Baptist General Convention of Texas (the "Plan"). The Plan is intended to be a retirement income account program, which satisfies the applicable requirements of Code section 403(b)(9) and any Treasury Regulations promulgated thereunder. The Plan is also intended to be a Church Plan as defined in Section 2.07.

The purpose of the Plan is to provide eligible employees of The Baptist General Convention of Texas ("The BGCT") with a convenient way to save on a regular and long-term basis for retirement through a combination of employee and employer contributions to individual participant accounts. Employee contributions are made through payroll deductions each payroll period and remitted to the Trustee for investment into the investment options designated by the employee. The BGCT provides a matching contribution as set forth in the plan document.

The Plan's participants and beneficiaries are expected to have different investment objectives, time horizons and risk tolerances. To meet these varying investment needs, Plan participants and beneficiaries will be able to direct their account balances among a range of investment options that span the risk/return spectrum. Plan participants and beneficiaries alone bear the risk of investment results from the options and asset mixes that they select.

Part III: Statement of Objectives

It is The BGCT's objective and the Retirement Plan Committee's ("Committee" to be defined herein) mission to:

- Identify criteria and procedures for selecting investment options,
- Use prudent experts to assist in making the investment decisions,
- Demonstrate that the prudent expert was selected by following a due diligence process,
- Monitor the activities of the prudent expert to ensure that the expert is performing the agreed upon tasks,
- Notify Plan participants that The BGCT and the Retirement Plan Committee intends that the Plan comply with the requirements of Code section 403(b)(9) as it pertains to a plan for 501(c)(3) nonprofit organizations, churches, and ministers.
- Provide Plan participants at least three investment options that have a different risk/return profile.
- Provide Plan participants with sufficient information so they can make informed decisions about their selection of investment options,

- Permit Plan participants to change their investment strategies/allocations on a daily basis, except where equity wash rules may apply.
- Provide a “qualified default investment alternative,” defined as age-based life cycle or targeted retirement date funds or accounts and risk-based balanced funds, and
- Encourage effective communications between The BGCT, its Committee, the Investment Advisor, and other expert providers to the Plan.

Part IV: Purpose of the Investment Policy Statement

The purpose of this Investment Policy Statement (the “Policy”) is to assist the Plan’s fiduciaries by ensuring that they make investment-related decisions in a prudent manner. It outlines the roles and responsibilities of various parties and the objectives, processes and criteria for the selection, monitoring and evaluation of the Plan’s investment options. Specifically, this Investment Policy Statement:

- Describes the Plan’s investment objectives.
- Defines the roles of those responsible for Plan investments.
- Describes criteria and procedures for selecting investment options.
- Establishes measurement standards and monitoring procedures for investments.
- Describes ways to address investment options that fail to satisfy established objectives.
- Identifies the qualified default investment alternative (“QDIA”) selected by the Plan’s fiduciaries as the default investment for Plan participants and beneficiaries who do not direct the investment of their Plan account.

It is intended that this Investment Policy Statement be reviewed and updated periodically and, if appropriate, can be amended any time there are significant changes in the capital markets, Plan participant and beneficiaries’ objectives, or other factors relevant to the plan. The Investment Policy Statement and the standards, guidelines and objectives within the Policy are not binding. They are intended to allow for sufficient flexibility yet provide parameters to The BGCT, or its Committee in fulfilling its responsibilities with respect to Plan investments. The BGCT or its Committee in its discretion may determine that departure from the provisions of the Policy may be necessary or appropriate from time to time. If any term or provision of the Policy conflicts with terms or provisions of the Plan, the terms and provisions of the Plan will govern.

Part V: Investment Objectives

The Plan’s investment options will be selected in order to satisfy the following criteria:

1. The options should maximize returns within reasonable and prudent levels of risk and should provide returns comparable to returns for similar investment options.
2. The options should provide exposure to a range of investment opportunities in various asset classes, which accommodate the different needs of participants and beneficiaries with different investment styles and from which participants and beneficiaries may create individual, diversified portfolios with aggregate risk and return characteristics appropriate for each individual.

3. The fees and expenses relating to each option should be kept reasonable.

Part VI: Roles and Responsibilities

The parties responsible for the management and administration of the Plan's investments include, but are not limited to:

Plan Sponsor and Retirement Plan Committee

The BGCT is the Plan Sponsor ("The BGCT") and is responsible for the roles and responsibilities outlined below, and as such, it may appoint a Retirement Plan Committee ("The Committee") to consist of the following office holders of the BGCT: Executive Director, Associate Executive Director, Treasurer/CFO, Human Resources Director, and Controller/Assistant Treasurer. The BGCT may appoint any other members to the Committee as it may deem necessary. If so appointed, this Committee will perform the roles and responsibilities for and on behalf of The BGCT as outlined below. The BGCT is a named fiduciary for the Plan. In addition to appointing the Committee and among other things, it is responsible for selecting the Plan's Trustee, hiring the record keeper, hiring investment advisory consultants, if desired. The BGCT is responsible for monitoring and evaluating each of the service providers it appoints.

The responsibilities of THE BGCT or its Committee also include:

1. Preparing and maintaining the Investment Policy Statement.
2. Selecting investment options for the Plan.
3. Periodically evaluating the investment performance of investment options offered under the Plan and, if appropriate, making changes to the Plan's investment options.
4. Controlling and accounting for all investment, recordkeeping and administrative expenses associated with the Plan.
5. Providing Plan participants with investment education and communications.
6. Integrating Christian ethical values in accordance with The BGCT's Mission, Baptists Statements of Faith and Belief, and its heritage as a Baptist institution into investment decisions, where deemed appropriate.

Trustee (GuideStone)

1. The Plan's Trustee is responsible for holding and investing the Plan's assets in accordance with the terms of the trust agreement.

Record Keeper (GuideStone)

1. The Record Keeper will maintain individual participant investment account records and provide participants and beneficiaries with sufficient information to manage their investments.
The services may include: enrollment, education, advice, exchanges, transfers, periodic individual statements and distributions.
2. The standard of care applied to the Record Keeper shall be the prudent expert standard.
3. The Record Keeper will acknowledge in writing their as a fiduciary of the plan.

- The Record Keeper will provide plan participants with reporting on investment valuations for each investment option, daily for electronic reports and quarterly for mailed reports.

Consultant (United Bank of Scotland)

- The Investment Consultant will assist the Plan Sponsor in the selection of Record Keepers and / or investment options, and the measurement of qualitative and quantitative investment performance as defined by section VI, VII and VIII of this policy.
- The standard of care applied to the Investment Consultant shall be the prudent expert standard.
- The Investment Consultant must acknowledge (in writing) their status as a fiduciary as it pertains to the Investment Advisors Act of 1940.
- On at least a quarterly basis, the Investment Consultant shall communicate with The BGCT or its Committee and / or staff to review the performance of the Plan's investments, investment organizational changes, and other topics as needed.

Plan Participants (Employees – Current and Retired)

- Each Plan participant has the responsibility to construct and manage portfolios based upon his/her own unique investment, ethical value system, and risk tolerances, using the investment options available to the participant as applicable.

Part VII: Selection of Investments

The selection of investment options offered under the Plan is among The BGCT’s or its Committee’s most important responsibilities. Set forth below are the considerations and guidelines that should be employed in fulfilling this fiduciary responsibility.

Asset Classes

The Plan intends to provide a range of investment options that will span the risk/return spectrum and will allow participants to construct portfolios consistent with their unique individual circumstances, goals, time horizons, risk tolerance, and ethical value system as applicable. Major assets classes to be offered and their suggested benchmarks may include, but not be limited to:

Asset Class	Benchmark
Fixed Income	BC Aggregate Bond Index
Large Cap Value	Russell 1000 Value Index
Large Cap Growth	Russell 1000 Growth Index
Large Cap Blend (Core)	S&P 500 Index
Mid Cap Value	Russell Mid Cap Value Index

Mid Cap Growth	Russell Mid Cap Growth Index
Small Cap Blend (Core)	Russell 2000 Index
International	MSCI EAFE Index
Emerging Markets	MSCI Emerging Markets Free
Target Date Funds	Appropriate Morningstar Lifetime Index
Stable Value	90 Day T-Bill

In addition, The BGCT or its Committee may consider for inclusion on a case-by-case basis other asset classes deemed appropriate to enabling participants to develop a well-diversified portfolio. Such additional asset classes may include global bonds, TIPS, emerging market debt and/or equities, risk-hedged funds, hard assets, real estate, etc.

Designation of Default Investment

The BGCT or its Committee, as the Plan’s investment fiduciary, selects the age-appropriate target date funds as the default investment for participants and beneficiaries who do not provide investment directions for their accounts.

Investment and Investment Provider Selection

After determining the asset classes to be used, The BGCT or its Committee must evaluate individual investment options and investment option providers, taking into account the following criteria:

1. *General:* Each investment option should have clearly stated investment objectives and a readily ascertainable market value. Operational efficiencies, which may be available from offering investment options from a single family of funds, may be considered, keeping in mind the relative strengths of other fund families.
2. *Style consistency:* The investment option (other than multi-asset or multi-sector class options, i.e. target date funds) should be highly correlated to one of the asset classes identified above and it should demonstrate adherence to the stated investment objective. The fund’s holdings should be consistent with the style.
3. *Performance relative to benchmark and peer group:* Performance should be equal to or greater than the median return for an appropriate style-specific benchmark and peer group over a specified time period. The analysis should incorporate annualized returns over a period of at least 3 years or a market cycle and take into consideration the investment on the risk-adjusted basis.
4. *Multi-asset class investments:* For multi-asset class investment options, such as target date funds, the asset allocation and glide path should be evaluated taking into account factors such as generally accepted investment theories and prevailing investment industry practices, and goals of the plan, the philosophy of the fiduciaries regarding asset class diversification and the desired relationship of risk (or volatility) and potential

return, and the needs and abilities of the participants and beneficiaries. The BGCT or its Committee will engage in a process to identify and consider those goals, preferences, needs and abilities and to select a default investment consistent with that analysis.

5. *Performance relative to assumed risk:* Risk and risk-adjusted return measures (such as a fund's beta, standard deviation, alpha and Sharpe ratios) should be reviewed and should be within a reasonable range relative to the fund's style-specific benchmark and peer group. A performance report shall be compiled quarterly for The BGCT's or its Committee's review.
6. *Expense ratios:* Fees should be competitive compared to similar investments, and in consideration of expected performance.
7. *Regulatory oversight:* The provider or manager of the investment option must be a regulated investment management company or a bank, insurance company, or a registered investment adviser that qualifies as an "investment manager" within the meaning of the Investment Advisors Act of 1940.
8. *Reputation and good standing:* The fund's and fund manager's reputation should be considered. The fund's manager should be operating in good standing with its regulators.
9. *Ethical mandates and boundaries when selecting faith-based funds:* This references the integration of Christian ethical values in accordance with The BGCT's Mission, Baptist Statements of Faith and Belief, and its heritage as a Baptist institution. The BGCT or its Committee may engage external professional 'Investment Managers' that have demonstrated competence in their respective investment strategies. This may include Investment Managers who have demonstrated competence in selecting and managing funds that integrate with Christian ethical values that would be in accordance with the Convention's Mission, Baptist Statements of Faith and Belief, and its heritage as a Baptist institution. These managers shall have full discretion and authority for determining investment strategy, security selection and timing of purchases and sales of assets subject to the guidelines herein. A review of the Investment Manager's upfront alignment with investment objectives and boundaries will need to be performed before contracting, especially in situations where the Investment Manager is chosen for their competence in selecting and managing funds that integrate with Christian ethical values. The BGCT or its Committee may make a reasonable effort to verify facts relevant to the management and investment of the assets and will recognize that if pooled investment vehicles are utilized, it is understood that investments of those specific assets will be governed by the Prospectus or similar document for that vehicle.

Part VIII: Investment Option Monitoring

Review of Investment Objectives

The BGCT or its Committee will review this Investment Policy Statement periodically. It is not expected that the Investment Policy Statement will change frequently. In particular, short-

term changes in the financial markets should not require adjustments to the Investment Policy Statement.

The BGCT or its Committee acknowledges that fluctuating rates of return characterize the securities markets, particularly during short-term time periods. Recognizing that short-term fluctuations may cause variations in performance, The BGCT or its Committee intends to evaluate investment options and performance from a long-term perspective.

Reporting / Performance Monitoring

The purpose of monitoring and reporting on investment performance is for the Plan fiduciaries to (a) monitor compliance with the Investment Policy Statement and applicable law, (b) assess the performance of managers retained by the Plan, and (c) make determinations about retaining an investment in the Plan.

On an interim basis (e.g., quarterly) The BGCT or its Committee shall receive the following information:

1. An outline of current strategy and investments;
2. Portfolio performance versus the assigned benchmark index and peer group for the most recent quarter end, for one-, three-, and five-year periods ending with the most recent quarter, and for the most recent period if not a quarter end; and,
3. A summary of the portfolio's diversification and other characteristics.

Other reports that may affect future investment results will also be reported in a timely manner. Such reports may include but are not limited to:

1. Changes in investment style (style drift);
2. If an investment option demonstrates consistent underperformance, the option may be put on a "watch list" and/or additional information may be requested from the manager regarding the holdings, transactions, or changes in management, strategy or investment process. If an investment option is on a watch list and continues to underperform in subsequent quarters, a decision could be made to replace the option if the trend does not show signs of reversal;
3. Fund fees, to ensure they are in line with peers and do not have an inordinately negative impact on performance. Certain cost components will be disclosed (e.g., 12b-1 fees, and disclosure of revenue sharing/rebates between investment providers, record keepers, and / or plan sponsors/plan participants); and
4. Notification of staffing changes or events affecting plan providers that could have a significant impact upon the plan. Examples of such events include departure of key investment professionals, violation of investment guidelines, material litigation against the firm, or the announcement or occurrence of material changes in firm ownership.

Monitoring Plan Fees

The BGCT or its Committee will review regularly all costs associated with the management of the Plan's investment program, including:

- Expense of each investment option against the appropriate peer group.
- Trustee and custody fees for holding assets, collecting income and payment disbursements.
- Plan administrative fees, including record keeping fees and other fees associated with services the plan receives, such as compliance testing fees, audit fees, fees for communications services, etc.

Part IX: Investment Option Termination

For each asset class within the Plan, each investment's performance will be compared to a primary benchmark appropriate for that investment's sector and style determined by the committee and its appointed consultant. It is The BGCT's or its Committee's goal that each investment outperforms their primary benchmark over a full market cycle on a risk-adjusted basis. It is expected, however, that index fund options will not outperform their related indexes but also should not lag significantly due to tracking-error. Where appropriate, an investment will also be compared against a secondary benchmark, selected by the consultant, to give The BGCT or its Committee a broader framework to evaluate that investment's performance relative to its particular sector and style.

While it is the intention of The BGCT or its Committee to fairly evaluate each investment's performance, both absolute and relative, over a reasonable period of time, they clearly retain the right to terminate an investment in the Plan for any reason including but not limited to the following:

- Failure to respond promptly to concerns of The BGCT or its Committee.
- Failure to meet communication and reporting requirements of The BGCT or its Committee.
- Unacceptable justification for poor results.
- If the investment incurs excessive risks.
- A significant change in key personnel or a change in ownership.
- When The BGCT or its Committee reaches a consensus that a change of an investment would be in the best interests of the Plan, with or without cause. (This judgment by The BGCT or its Committee is sufficient justification for termination in and of itself.)
- Investment fails to comply with all applicable laws & statutes, including this policy.
- Failure to align with Christian ethical values in situations where the investment was made primarily to provide employees with the funds that place emphasis on Christian ethical values or where the overall deviation from Christian ethical values in any fund is so inconsistent with The BGCT's Mission, Baptist Statement of Faith and Belief, and heritage as a Baptist institution that it becomes advisable to terminate the investment.

An investment option to be terminated shall be removed using one of the following approaches:

- Remove and replace with an alternative investment option (map assets to

- replacement investment option)
- Continue the investment option, but add a competing investment option
- Remove the investment option and do not provide a replacement investment option (map assets to another investment option)

Replacement of a terminated investment option would follow the investment option selection criteria outlined above.

Part X: Further Guidelines

Investment Advice

Plan participants may be offered investment advice from a third-party registered investment advisor* selected and monitored by The BGCT or its Committee utilizing the same criteria that apply to selection and monitoring of investment option providers. At a minimum, the investment advice by the selected provider should be unbiased and be based on sound asset allocation theory and in-depth fund analysis. It should also be tailored to each participant's circumstances.

Managed Accounts

In addition to investment advice, Plan participants may be offered a managed accounts option that utilizes the asset allocation theory and fund analysis of the Plan's investment advice provider. Under the managed accounts option, the investment advisor* will have discretionary authority over the participant's accounts and will determine the percentage of the Plan participant's account to invest in each of the Plan's investment alternatives based on the Plan participant's current age, assumed retirement age, assumed risk tolerance, available investment alternatives, and additional information that may be provided by the Plan participant.

*The investment advisor providing assistance with Investment Advice and Managed Account services must be different from the Plan's investment consultant.

02/22/22

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TUITION REIMBURSEMENT

Based upon available funds, the Tuition Reimbursement Program may reimburse eligible employees up to \$500 per semester with a maximum reimbursement of \$1,000 annually for course work and \$5,000 total for any one employee during employment with the BGCT.

Dependent upon fund availability, however, and the needs of other qualified applicants, the amount of the reimbursement may be less than the amounts listed above and will be designated each year and approved by the Treasurer/Chief Financial Officer. Reimbursement is available for tuition only, not for books, travel, or other fees and expenses.

Regular full-time employees who have completed at least one year of employment with BGCT are eligible for tuition reimbursement. Eligible employees must be enrolled in a degree program at an accredited college, university, or technical school which leads to an associate, bachelor, or graduate level degree. Course work should be scheduled during the employee's non-work time, although flexible working hours may be approved by the supervisor based on business needs.

Reimbursement occurs after successful course completion. All up-front costs for tuition are the responsibility of the employee. If the employee leaves the BGCT within two years of course work or degree completion, the employee will be required to reimburse the BGCT for a prorated amount of the tuition assistance he/she received, to be calculated by the Treasurer/CFO. Benefits are available subject to budget constraints.

The provision of educational support to an employee in no way impacts the fact that employment with the BGCT is governed by the traditional legal principles of "employment at will" which means that the BGCT or the employee have the right to terminate the employment relationship at any time.

9/29/09

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL SUPPORT

881 EXTENDED LEAVE FOR ADVANCED STUDY OR PROFESSIONAL PROJECTS

After seven (7) years of employment, regular full-time professional staff is eligible to apply for an extended leave for advanced study or professional project. This leave is meant to allow staff members to take advantage of advanced educational opportunities and to participate in special projects of interest or benefit.

The scope of advanced study or projects may include but is not limited to the following:

- A. Course work for an advanced degree or post graduate study
- B. A professional writing project
- C. A self-determined professional improvement project
- D. Teaching a course or seminar
- E. Participation in an extended mission or ministry project that is not BGCT work related

The maximum leave time available is four (4) months. PTO will run concurrent with the approved extended leave time and PTO may be exhausted during the leave event.

The eligible employee will continue to receive full pay and benefits during the extended leave event. The employee is responsible for all expenses incurred during the leave unless the leave is for course work qualifying for tuition reimbursement. If the leave is for qualified course work, the employee would be reimbursed based upon the Tuition Reimbursement policy. If the reason for the leave is specifically tied to and directed by the ministry of the BGCT, the expenses must be approved by the Executive Director or his designee in order to be eligible for reimbursement.

Extended leave may be taken over an extended period of time and does not have to be taken all at once. Eligible employees have 4 months of extended leave time available after seven (7) years of employment which must be used within two (2) years of beginning to use extended leave time. Once that leave time is exhausted, the employee will not be eligible for another extended leave of four months until the employee has completed another seven years of employment with BGCT.

Extended leave is meant to enable the employee to serve Texas Baptists more effectively and perpetuate the work of the BGCT and Texas Baptists. If an employee takes an extended leave and terminates employment for any reason within two years of taking the leave, the employee must reimburse the BGCT for any tuition reimbursement as stated in the Tuition Reimbursement policy and will forfeit any vacation leave benefit payment the employee would have otherwise received.

9/29/09

882

CONCURRENT MINISTRY LEAVE

The BGCT offers employees the opportunity to serve in interim and part-time church staff positions during employment with BGCT. Many churches express a desire to use BGCT staff on an interim or part-time basis for pastor or other positions. These services benefit the church and are encouraged by the BGCT. BGCT employees who have an opportunity to serve in a church role on an interim or part-time basis have an important responsibility since the church is the primary focus of BGCT ministries. This area is covered more thoroughly in our Employee Handbook.

I. Interim and Part-Time Church Staff Positions

All employees who have completed at least one year of employment with the BGCT are eligible to serve in an interim/part-time church staff position during employment with the BGCT. The employee must make the request to serve in an interim/part-time role with a church in writing to his/her supervisor and the request must be approved prior to the employee accepting the position. This document must be submitted to Human Resources and placed in the employees' work file.

The interim/part-time period of employment is limited to twelve (12) months of service. The employee must make a written request for an extension if necessary to his/her supervisor prior to continuing in the role over twelve months. The extension can be no longer than (6) months for a total of (18) months of Interim/part-time at one church. If the request is approved, the employee must complete an Interim/Part-Time Covenant which must be signed by a church representative, the employee, the supervisor, the team director, and the Executive Director. Once signed the document must be submitted to Human Resources and placed in the employees' work file.

Interim/part-time service must not interfere with the employee's regular work and schedule for BGCT employment. Also, one Sunday and one Wednesday per month must

be designated for BGCT activities. Any time away from scheduled work must be approved in advance by the employee's supervisor.

If an employee is not able to sustain performance in his/her BGCT position and comply with all BGCT policies, guidelines, and requirements, the employee may be required to end the interim/part time covenant with two weeks' notice.

Any employee who serves in an interim/part-time position forfeits eligibility in the extended leave for professional study or professional projects program. If an employee serves in an interim/part-time role for twelve months, the employee forfeits the extended professional study or project leave for that year. If an employee serves in an interim/part-time role for a portion of the year, the extended leave for professional study or project is reduced by an equal amount. For example, six months of interim service would equal one half of the extended professional study benefit.

II. **Senior Pastor Positions**

While the BGCT recognizes and honors our licensed ministerial staff, no staff member may work for the convention and work in the senior pastor role without prior Executive Director approval. If an employee is granted permission to pastor a church while working for the BGCT, they must have an annual review with their center director, and the Executive Director to continue approval.

Note: One Sunday and one Wednesday per month must be designated for BGCT activities.

More detailed requirements for this position are written in the Employee Handbook.

5/23/2023

883

MINISTRY LEAVE

Baptist General Convention of Texas (BGCT) employees are allowed paid leave in order to provide a service to Texas Baptists, churches, BGCT institutions, associations, or other church ministry organizations. Examples of this service include revivals, conferences, seminars, enlargement campaigns, fundraising campaigns, vacation bible schools and other missions events.

Regular full-time exempt staff are eligible to take a maximum of 10 days or 80 hours of leave per year.

Regular full-time non-exempt employees who have been employed at least one year with the BGCT, are eligible to take a maximum of five days or 40 hours of leave per year.

BGCT will not pay for, or reimburse, any expenses for this type of leave. BGCT only provides payment and reimbursement for those activities which are directly related to and directed by the work of the BGCT.

9/25/12

891**VEHICLE USE**

The Baptist General Convention of Texas requires any employee driving on behalf of the Convention to comply with all Convention guidelines, policies and state and federal laws. Employees must be at least age 21 to drive on behalf of the Convention.

The Convention's auto liability insurance covers employees while driving Convention-owned vehicles while conducting business; however, if the employee is driving his/her privately owned vehicle to conduct Convention business, the employee's personal auto liability insurance is primary. The Convention's auto liability insurance is secondary and pays only if the employee's insurance limits have been exhausted.

The Convention's auto physical damage insurance applies only to Convention-leased or owned vehicles. The Baptist General Convention of Texas does not carry any auto physical damage insurance for employee's personal vehicles.

When an employee routinely drives his/her privately owned car on Convention business, that employee must maintain current auto insurance as required by state law at his/her expense. Employee must provide proof of his or her current insurance coverage to the Convention prior to transporting clients or driving on behalf of the Convention. The Finance and Accounting office will retain all insurance documentation.

When an employee drives his/her privately owned vehicle on behalf of the Convention, the Convention will reimburse the employee for mileage expenses after submitting an expense reimbursement. Mileage reimbursement per mile driven is determined each calendar year by the Treasurer/Chief Financial Officer in conjunction with published IRS guidelines.

Any employee involved in a vehicle accident while driving on behalf of the Convention or driving a Convention-owned vehicle, must report that accident to the Baptist General Convention of Texas Finance Department within 24 hours or if the accident occurs during a weekend then report it no later than the next business day. Injury must be reported to the Convention before the end of the work shift.

5/23/06

892**VEHICLE FLEET**

PURPOSE

ELIGIBILITY TO DRIVE A BGCT VEHICLE

DRIVER RESPONSIBILITIES

SAFETY GUIDELINES

TRAFFIC VIOLATIONS

PERSONAL USE OF A BGCT VEHICLE

VEHICLE MAINTENANCE

GARAGING

DRIVING OUTSIDE THE U.S.

ATTACHMENTS ON VEHICLES

BGCT VEHICLE ODOMETERS

WITHDRAWAL OF BGCT VEHICLE PRIVILEGE

STOLEN VEHICLE

WHAT TO DO IN CASE OF AN ACCIDENT

HOW TO REPORT AN ACCIDENT

I. **Purpose**

When BGCT vehicles are assigned to employees, it is expected that the primary use of these vehicles will be for approved BGCT business. Such vehicles, owned by the BGCT, may provide a means of lowering total travel costs for employees who travel extensively.

BGCT vehicles provide an extremely cost-effective employee benefit that assists in attracting and retaining quality employees. The vehicles also ensure that employees are traveling in safe, well-maintained vehicles while on BGCT business.

- A. Record Keeping - Employees assigned a BGCT vehicle must keep accurate and complete records of all mileage traveled in the vehicle, using the appropriate forms. Monthly reports will be submitted to the Finance & Accounting Office in accordance with the monthly reporting process, usually within fifteen (15) days following the month reported.
- B. Business Miles - Miles driven in the BGCT vehicle for purposes related to the work of the employee as defined in IRS regulations and guidelines.
- C. Personal Miles - Any non-business miles are considered personal miles. Mileage incurred in speaking assignments or other engagements (e.g. interims, United We Build Campaigns, revivals, etc.) in which the employee is reimbursed for his or her travel expenses or receives an honorarium will be considered personal miles.
- D. Commuting Miles - Miles driven commuting between the employee's home and the employee's primary office are considered personal miles.

II. **Eligibility to Drive a BGCT Vehicle**

Exempt employees may be provided a vehicle by the BGCT. The privilege of a BGCT vehicle is determined by the Executive Leadership Team. All employees must adhere to the following policies, as well as guidelines and procedures outlined in the fleet management program.

III. **Driver Responsibilities**

The employee assigned a BGCT vehicle is responsible for the security, safe operation and routine maintenance of that vehicle. The employee is expected to operate the vehicle in a safe and lawful manner at all times.

The employee must have and maintain a current valid driver's license. In addition to public safety concerns, employee must maintain satisfactory driving records in order for

the BGCT to acquire appropriate insurance coverage at reasonable rates. Driving records will be checked upon employment and at periodic intervals thereafter.

The employee assigned a BGCT vehicle will permit only authorized drivers as defined by this policy to drive the vehicle. If an unauthorized person drives the vehicle, BGCT insurance will not cover the vehicle and the employee will therefore be responsible for any liabilities or damages arising from the unauthorized use.

- A. Authorized Drivers – In addition to the employee assigned a BGCT vehicle, the following may also drive the assigned vehicle under the direction of the employee:
 - i. The spouse of that employee may also drive the vehicle provided the spouse is at least 21 years of age, has a current valid driver’s license, and has a “clean” driving record.
 - ii. Another employee of Executive Board that is authorized to drive Executive Board vehicles may also drive the vehicle. In cases of emergency, the BGCT employee is expected to use his/her discretion in authorizing another person to drive the vehicle.
- B. Unauthorized drivers – No one other than those specifically listed under “Authorized Drivers” of this policy may drive the BGCT vehicle. [Specifically excluded are children of the employee and those who have not met the specifications outlined in the “Authorized Drivers” section of this policy.]

IV. **Safety Guidelines**

It is mandatory that seat belts be used by all occupants of a BGCT vehicle, at all times, without exception. It is the employee’s responsibility to ensure that all occupants fasten their seat belts prior to operating the vehicle. Any malfunctioning seat belt should be repaired or replaced immediately. The BGCT reserves the right to revoke the driving privilege of any driver not complying with this policy. In addition, the BGCT expects all employees to drive defensively at all times, to obey all traffic laws, and prohibits employees from driving under the influence of drugs and alcohol. If an employee is taking prescription drugs on a doctor’s orders, he or she must immediately notify the Finance & Accounting office if the drug(s) affect their driving ability. BGCT vehicles should not be used to transport flammable items, firearms, or other hazardous materials.

V. **Traffic Violations**

Excessive speeding violations and/or accident history may exclude a driver from being covered by BGCT-provided insurance and may make them ineligible to receive a BGCT-provided vehicle.

Should you, for any reason, receive a summons for a traffic violation or a parking ticket, you must pay it as soon as possible. All traffic violations and parking tickets should be reported to the Finance & Accounting office as quickly as possible. Under no circumstances are traffic or parking fines to be charged to the BGCT. A driver with three (3) moving violations or any combination of three accidents and/or moving violations within a three-year period will be prohibited from driving a BGCT vehicle. Any driver with

a violation associated with alcohol or drugs will be prohibited from driving a BGCT car until authorized by the Executive Leadership Team. This type of violation may also be grounds for immediate termination at the discretion of management.

VI. Personal Use of a BGCT Vehicle

Employees assigned a BGCT vehicle, not selecting the Personal Use Option, will have the value of personal mileage included as taxable income on their W-2.

The use of an assigned vehicle for personal use/family vacations out of state must be approved in advance by an Executive Leadership Team member.

VII. Prohibitions

- A. The transport of a hitchhiker or stranger. This policy has been established by our insurance carrier and must be observed for the protection of the associate and the BGCT.
- B. The use of a BGCT car for any business venture other than that pertaining to the associate's job duties and responsibilities at the BGCT.
- C. The acceptance of any form of compensation from any individual for carrying passengers or material.

VIII. Vehicle Maintenance

Every driver of a BGCT vehicle is expected to maintain his or her assigned vehicle in a safe operating condition. Maintenance schedules outlined in your vehicle's owner manual should be adhered to and receipts maintained documenting that prescribed service work was completed. Particular attention should be paid to the maintenance requirements for keeping the warranty of your vehicle in effect. Also, never leave a BGCT vehicle at a service facility without specific instructions as to what work needs to be done. It is the employee's responsibility to call the Maintenance Hot-Line for pre-approval.

IX. Garaging

The BGCT driver is responsible for ensuring all necessary precautions are taken to prevent damage and theft of the BGCT vehicle and/or its contents at all times. Whenever you leave a BGCT vehicle, follow these precautions:

- A. Roll up all windows.
- B. Lock all doors.
- C. Do not leave merchandise and equipment in open view inside a car, which may tempt a break-in. Lock all valuable items inside the trunk when the vehicle is left unattended.

When traveling outside your residential area, whether on personal or BGCT business, make sure to take reasonable precautions to safeguard the vehicle and its contents. When possible, select an off-street, lighted area close to a business or hotel entrance where normal police surveillance or security protection exists.

X. Driving Outside the U.S.

A BGCT vehicle may not be used in Mexico for any reason. BGCT vehicles may be operated in Canada on BGCT business if prior consent is received from the Executive Leadership Team.

XI. Attachments on Vehicles

- A. Trailer Towing - Your BGCT car should not be fitted with a trailer hitch to pull a trailer or boat without prior authorization from the BGCT.
- B. In addition, your BGCT car should not be used to push another vehicle.
- C. Bumper Stickers - No bumper or window stickers should be affixed to a BGCT vehicle unless prior consent is received from the Finance & Accounting office.

XII. BGCT Vehicle Odometers

BGCT vehicle odometers shall be governed in accordance with the following federal odometer laws and regulations:

- A. Change of mileage indicated on the odometer is prohibited. No person shall disconnect, reset or altered, the odometer of any motor vehicle with intent to change the number of miles indicated thereon.
- B. Operation of a motor vehicle with knowledge of disconnected or non-functional odometer is prohibited.
- C. Criminal penalties: Any person who knowingly and willfully commits any of the two items listed above is liable to be fined not more than \$50,000 or imprisoned not more than one year, or both.

No person shall, with intent to defraud, operate a motor vehicle on any street or highway knowing that the odometer of such vehicle is disconnected or non-functional.

Any BGCT employee who knowingly violates the federal laws specified in items 1 and/or 2 above will be immediately terminated and the BGCT may pursue available civil remedies.

XIII. Withdrawal of BGCT Vehicle Privilege

The privilege of driving a BGCT vehicle may be withdrawn for any of the following reasons:

- A. Abuse or misuse of the vehicle or failure to comply with the rules and procedures stipulated in this BGCT policy.
- B. A driving record which becomes deficient during the course of operating a BGCT vehicle which, under certain circumstances, may be grounds for dismissal.
- C. Conviction or a guilty plea to driving a BGCT vehicle under the influence of alcohol or an illegal controlled substance.
- D. If an eligible driver has a long-term disability, his/her assigned vehicle could be reassigned to another driver. Upon recovery from the disability and return to work, the driver may be assigned another vehicle.

XIV. Stolen Vehicle

If your BGCT vehicle is stolen, report the theft immediately to the local police and to the Finance & Accounting office. Obtain a copy of the police report filed. Maintain one copy for your personal files and submit another to the Finance & Accounting office.

Any attempted break-in or theft of items from a BGCT vehicle must be reported to the local police department. The BGCT requires that the following information be provided to the Finance & Accounting office:

- A. The name, badge and precinct number of the police officers responding to your call.
- B. A list by model and serial number of any equipment which was stolen.
- C. The date and location of where the theft occurred.

XV. What to Do in Case of an Accident

- A. All accidents, no matter how seemingly inconsequential, must be reported to the Finance & Accounting office within 24 hours; or if the accident occurs during a weekend then report it no later than the next business day.
- B. A BGCT accident reporting form must be filled out as completely and as quickly as possible for submission to the Finance & Accounting office.
- C. The driver must notify the local police and state motor vehicle authorities of the accident.
- D. If the employee grants permission for someone to drive their assigned vehicle other than an Authorized Driver as defined previously, the employee will be considered financially responsible for all damages and vehicle repairs.

XVI. How to Report an Accident

If you are involved in an accident, it is necessary to follow the procedure outlined below:

- A. If anyone is hurt, call for medical assistance.
- B. Immediately following an accident, stop and investigate what damage might have occurred to the vehicle.
- C. Get the names and addresses of the owner(s) and driver(s) involved, license number and registration number of the car(s) involved and the names and addresses of any passengers in the vehicles connected with the accident.
- D. Get the name of the other party's insurance company and insurance policy number.
- E. Get the names and addresses of witnesses, if any.
- F. If law enforcement officers are present at the scene, note their names, badge and precinct numbers. If no police officers are present, try to have one called to the scene of the accident.
- G. Express no opinion as to who was at fault. Give no information except as required by law enforcement officers.

- H. Sign no statements for anyone except an identified representative of the insurance company covering the assigned company vehicle.
- I. Contact the Finance & Accounting office within the first 24 hours after the accident so a preliminary accident report may be taken.
- J. Keep a copy of the BGCT authorized accident reporting form for your records.
- K. Complete all reports required by local law enforcement and state motor vehicle authorities. If you need help in completing these reports, request help from your local police department, state motor vehicle office, or the Finance & Accounting office.
- L. If any demand, claims or summons is served to an associate involved in an accident asserting liability against the associate, contact the BGCT Finance & Accounting office immediately.
- M. If the collision involves an unattended vehicle, you must attempt to notify the owner. If that is not directly possible, attach a note to the vehicle asking the owner to contact you. Notify the police immediately telling them that you have attempted to make contact with the owner.

There are NO EXCEPTIONS to the above requirements. Failure to comply with this procedure could have serious consequences for the BGCT and your association with the BGCT.

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CONFLICTS OF INTEREST POLICY

I. Purpose

The purpose of the conflicts of interest policy is to protect the Convention's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of defined management employees. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations. The policy as defined in Policy #315 will apply, with the following exceptions:

II. Definitions

- A. Interested Person – An employee who has budget responsibility, or has a direct or indirect financial interest, as defined below, is an interested person.
- B. Review, Disclosure and Approval - All review, approval, disclosure, and administrative responsibilities identified in Policy #315 will be assumed by Executive Leadership.
- C. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through business, investment, or immediate family--
 - i. an ownership or investment interest in any entity with which the Convention has a transaction or arrangement, or
 - ii. a compensation arrangement, outside of salary and benefits from the Convention, with the Convention or with any entity or individual with which the Convention has a transaction or arrangement, or

- iii. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Convention is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

Executive Leadership, after receiving full disclosure of the conflict, may decide to proceed with the proposed transaction.

III. **Duty to Disclose**

In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of his or her financial interest and must be given the opportunity to disclose all material facts to Executive Leadership and the parties considering the proposed transaction or arrangement.

IV. **Violations of the Conflicts of Interest Policy**

- A. If Executive Leadership has reasonable cause to believe that an employee has failed to disclose actual or possible conflicts of interest, it shall inform the employee of the basis for such belief and afford the employee an opportunity to explain the alleged failure to disclose.
- B. If, after hearing the response of the employee and making such further investigation as may be warranted in the circumstances, Executive Leadership determines that the employee has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

V. **Records of Proceedings**

A record shall be kept by Executive Leadership that contain the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and Executive Leadership's decision as to whether a conflict of interest in fact existed.

VI. **Statements**

Each employee with budget responsibility or a direct or indirect financial interest as defined above shall sign a statement which affirms that such person--

- A. has received a copy of the conflicts of interest policy,
- B. has read and understands the policy,
- C. has agreed to comply with the policy, and
- D. understands that the Convention is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

VII. **Periodic Reviews**

To ensure that the Convention operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
- B. Whether partnership and joint venture arrangements and arrangements with management service organizations conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the Convention's charitable purposes and do not result in inurement or impermissible private benefit.

VIII. Use of Outside Experts

In conducting the periodic reviews, Executive Leadership may, but need not, use outside advisors. If outside experts are used, their use shall not relieve Executive Leadership of its responsibility for ensuring that periodic reviews are conducted

2/21/2017

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