



BEREAN BAPTIST CHURCH
Fayetteville, NC 28314



March 23, 2009

Memorandum for BBC/A Employees

Subject: Task completion

All employees of Berean Baptist Church will be assigned, given, or asked to fulfill certain tasks, assignments, responsibilities, do-outs or requests that are within their area of expertise or within their scope of ability to complete. These are to be taken seriously and with utmost priority according to one's schedule. When an employee's chain of command, whether an immediate supervisor or higher, gives an assignment, that assignment is to be completed in a timely manner. If a timeline is given, then that timeline and all deadlines are to be met without excuse. Christ-like, professional and mature behavior is expected at all times. If no timeline is given, it is still expected that the employee will follow through with the task under the full knowledge that it is his or her responsibility to see the task through to completion. It should not be thought that the chain of command will forget the task or change their mind.

If the agreed upon timeline is not met, or if the employee's chain of command discovers that the task was not completed responsibly or in a timely manner, then the employee's pay will be suspended until the given task is completed in full and satisfactorily. At that time, pay will resume and any back pay may be returned to the employee. In the case of an employee who creates a track record of not being able or not being willing to complete assigned tasks in a timely manner, their pay may be suspended without return of back pay, and employment may be terminated.

Sincerely,

Steven Wilson
Executive Pastor