**SAMPLE UMC Personnel Policies and Procedures**

*Updated by the SPRC September 2013*

*Approved by Church Council September 21, 2013*

*As Jesus passed along the Sea of Galilee, he saw Simon and his brother Andrew casting a net into the sea—for they were fishermen. And Jesus said to them, “Follow me and I will make you fish for people.” Immediately, they left their nets and followed him.*

*Mark 1:16-17*

This document provides staff members and the members of the congregation with an informational guide to the relationship that exists between SAMPLE UMC and the staff members who support the ministry of the church as the congregation seeks to follow Christ.

This manual is not an employment contract, but it does serve as a description of what staff and the church may expect from one another as long as the employment relationship continues. Neither a member of the staff nor SAMPLE UMC is bound to continue in the employment relationship if either chooses to end the relationship at any time. Given the relationships involved in paid work within a church congregation, every effort should be made on the part of both the church and the staff members to conduct the employment relationship with a spirit of Christian respect and care.

This manual will be reviewed from time to time by the Staff Parish Relations Committee (SPRC) and any changes will be made known to staff. Requests for variances from these policies may be addressed to SPRC if special circumstances arise, and the SPRC will consider those requests carefully. If major changes are required, SPRC will recommend action to the Church Council.

The SPRC is grateful for the excellent support and leadership shown by the staff at SAMPLE UMC as the church goes about its mission to make disciples of Jesus Christ for the transformation of the world.

Church Staff Organization

The SAMPLE UMC staff team works together as colleagues in ministry working for the good of the kingdom, each with responsibilities for particular areas of work:

*Full time (FT) and part time (PT) positions are noted.*

Pastoral Staff

The pastors of the church are appointed by the Bishop according to the guidelines of the United Methodist Book of Discipline.

Age-Level Ministries Staff

Director of Program and Adult Ministries (FT)

Director of Children’s Ministries (PT)

Children’s Ministries Assistant (PT)

Nursery Coordinator (PT)

Nursery Assistants (PT)

Director of Student Ministries (FT)

Director of Senior Adult Ministries (PT)

Music Ministries Staff

Minister of Music and Organist (FT)

Music Associate (PT)

Organist (PT)

Rehearsal Accompanist (PT)

Contemporary Worship Leader (PT)

Administration and Support Staff

Church Administrator (FT)

Membership and Financial Giving Coordinator (PT)

Financial Manager (PT)

Project Coordinator/Facilities Manager (PT)

Custodian (FT)

A/V Support (PT)

Preschool Staff

The Preschool Staff Policies and Procedures for the teachers, assistants and administrators are established by the Preschool School Board, which has an SPRC representative as a member. The SPRC will have final approval for the staffing of the preschool Director.

Appropriate job descriptions are available for each of these positions upon request to the Chairperson of the SPRC, whose name and contact information are available from the church office**.**

Beginning the Employment Relationship

The Staff-Parish Relations Committee (SPRC) hires new staff, in consultation with the pastors and relevant ministry area leaders. Church Council is *notified* of all changes in employment; Church Council *approves* any new staff positions. Temporary contractors may be engaged with the approval of supervisors and/or pastors.

The hiring procedure for SPRC is:

1. SPRC receives input from ministry area leaders or the pastors about the need for the position in question and creates/updates the job description as needed. (New positions will be presented to Church Council for approval.)
2. SPRC researches relevant sources and consults with the Finance Committee as needed to identify a competitive salary offer. (Changes to the church budget must be approved by Church Council.)
3. SPRC advertises the position and requests resumes from interested individuals.
4. The SPRC (or a specialized task force designated by SPRC) reviews resumes and conducts interviews as appropriate in order to make a recommendation.
5. Once the full SPRC comes to a consensus to approve the recommendation of the successful applicant, the SPRC contacts him or her and offers the position. When the applicant and SPRC have agreed on hours, responsibilities, salaries and benefits, the Chair of SPRC (or his/her designee) will issue a letter to the new staff member detailing the agreed-upon terms and other applicants will be notified that the position has been filled. This letter will also be copied to the Financial Manager.
6. SPRC will notify Church Council of the new staff member and take appropriate steps to notify the congregation.
7. The new staff member will meet with the Financial Manager to go over pay policies, tax documents, timesheets (if applicable), security access to the building, benefits available, background check requirements and procedures and other relevant matters to the new employment relationship, including receiving a copy of their job description.

The SPRC will ensure equal opportunity to all applicants for employment. Opportunities exist without regard to race, color, national origin, gender, physical disabilities, age, marital status, family responsibilities or political affiliation. The SPRC does expect that staff members will be active in their faith lives. The committee works to ensure an environment free from discrimination and harassment.

Compensation and Benefits

1. Pay Periods. Each month is divided into two pay periods at SAMPLE UMC. The first pay period covers the 1st through the 15th of the month, and the second covers the 16th through the last day of the month. Paydays for staff will normally be on the last day of each pay period (the 15th and the last days of each month). When a payday falls on a non-work day, staff will receive their pay on the last workday preceding the non-work day.
2. Health Insurance. SAMPLE UMC provides individual health insurance through the Virginia Conference of the UMC to all full time staff members. Information about health plans is available through the Conference Office, at [www.vaumc.org](http://www.vaumc.org). Staff members who wish to enroll in a different level of coverage are responsible for any difference in premium. Staff members who wish to obtain health insurance under a different plan or a family member’s plan are welcome to do so and should notify the Financial Manager of their intended enrollment status.
3. Retirement and Pension. Clergy retirement funds are calculated through the Virginia Conference. Lay retirement plans are available for full-time staff members after six months.
4. Travel and Mileage Expenses. Clergy staff have accountable reimbursement funds to cover travel and mileage expenses (as well as other work-related expenses), and those funds have IRS guidelines for calculating amounts and keeping records. Lay staff may submit receipts or a mileage log for travel and mileage expenses incurred while performing job responsibilities. Mileage will be reimbursed at the current IRS rate and paid out of the appropriate budget line.
5. Continuing Education. SPRC budgets funds for continuing education for a number of staff positions where continuing education is especially relevant. Staff members are expected to put these funds to good use each year to enhance their ministry work at SAMPLE UMC. In consultation with their supervisor, each staff member with a continuing education budget line should determine classes, workshops and/or events that will enhance skills, build connections and inspire them in their ministry area. Discussion of continuing education events and the fruit that results from them will be expected in annual evaluation conversations.
6. Salary levels. The Virginia Conference sets a minimum salary for appointed pastors. SPRC establishes salaries as described in “Beginning the Employment Relationship” above. Staff salaries for both lay and clergy staff positions are reviewed annually and may be adjusted by SPRC based on merit, job changes and/or available funds. Salary ranges may be established for various positions. Appointed clergy salaries must be published and voted on at Charge Conference.

Expectations of Staff Members

1. Work Commitment Expectations. Full time, salaried staff are expected to work at least 37.5 hours per week, and special events or seasons will require additional hours. Part time hourly and salaried staff members’ work expectations are detailed in their job descriptions, and they are expected to work within their hourly limitations.
2. Compensatory Time. In recognition of the fact that some events or seasons may require an extraordinary effort, comp time may be granted by a staff member’s supervisor in consultation with the pastors.
3. Days Off. Clergy and lay staff who are required to work on Sundays should choose a weekday as their regular day of rest and Sabbath renewal. This scheduled day should be approved by the staff member’s supervisor and communicated to the church office.
4. Church Hours. The Church Office is open 8:30-4, Monday-Thursday, 8:30-12, Friday. The Church Building is open 6:00am-11:00pm every day of the week to those with security access—access during other hours may be requested through the Church Administrator and/or supervisor. A supervisor should approve the work schedule for each staff member. Some aspects of ministry happen in varied places and on unusual schedules; each staff member’s supervisor and the church office should be aware of staff work schedules and locations, if outside the church.
5. Collegiality. Staff members are expected to work with each other as a team in ministry together and to address challenges in a constructive manner. Conflicts should be first addressed with the party in question, then brought to a supervisor/pastor, and then ultimately brought to SPRC if they cannot be resolved.
6. Character. Staff members are expected to be active in their faith life and live out practices of honesty, respect, personal integrity, forgiveness and dedication to their work. While employed at SAMPLE UMC, staff members are expected to demonstrate the five practices that are at the core of our church vision statement—radical hospitality, passionate worship, intentional faith development, risk-taking mission and service, and extravagant generosity.

Those staff members who will work with or in the vicinity of children, youth or vulnerable adults must have a background check on file with the church. Please see SAMPLE UMC’s Child, Youth and Vulnerable Adult Protection Policy for details.

1. Clergy Expectations. Clergy staff are evaluated and held accountable by the District Superintendent to the Expectations of Pastoral Leadership, available at: <http://www.vaumc.org/ncfilerepository/BOM/SPRC/ExpectationsOfPastoralLeadershipFall2010-WebRead.pdf>

Staff Evaluations

Each staff member will be given a copy of their job description when they begin the employment relationship. Their supervisor will go over job expectations and requirements with them and set goals with them for the coming year. Progress and performance toward these expectations, requirements and goals will be reviewed with the supervisor on a quarterly basis. In the first quarter of employment, the review is a particular opportunity for both the staff member and the church to determine whether this employment relationship is a fruitful one for all parties and whether it should continue. In every quarterly review, highlights and challenges will be discussed and any deficiencies will be noted, along with plans and, if applicable, timelines for any necessary improvements. Major developments that come from the quarterly reviews will be shared with SPRC.

Annually, staff members will receive written feedback on their job performance for the year from their supervisor and a representative of the SPRC.

A staff member may request an opportunity to meet with the entire SPRC or with the Chairperson to discuss concerns they may have within their employment at SAMPLE UMC. The SPRC Chairperson’s name is published on the Lay Leadership list each year, and his or her contact information is available in the church directory.

Vacations and Holidays

Clergy staff vacation policies are set by the Virginia Conference. In setting vacation schedules, every effort will be made to have one member of the clergy staff accessible at all times.

All lay staff members who work in excess of 8 hours per week will be eligible for paid vacation. Vacation time will be paid proportionately based on a staff member’s normal work week.(e.g., a staff member who works 20 hours per week and has worked at SAMPLE UMC one year would have 40 hours of vacation time (two of their work weeks) available as paid vacation over the course of the year. A staff member who works 10 hours per week and has worked at SAMPLE UMC one year would have 20 hours of vacation time paid over the year.) Vacation may be taken on an hourly basis for those who work on an hourly basis.

0-2 Years of Service 10 workdays (2 workweeks)

3-4 Years of Service 15 workdays (3 workweeks)

5+ Years of Service 20 workdays (4 workweeks)

Vacation days do not roll over from year to year and are calculated on a calendar year basis.

All vacation timefor clergy or lay staff members must be scheduled with a staff member’s supervisor in advance and submitted on a Vacation/Leave Form to the supervisor, who will submit it to the Financial Manager. Attention should be paid to the number of Sundays included in the vacation request as well as relevant special events in the life of the church (VBS, Holy Week, Confirmation, etc.). If a scheduled holiday, noted below, occurs during a scheduled vacation, it will not be counted as a vacation day.

Scheduled Holidays

New Year’s Day Martin Luther King, Jr. Day

President’s Day Easter Monday

Memorial Day Independence Day

Labor Day Columbus Day

Veterans’ Day Thanksgiving Day & the day after Thanksgiving

Christmas Day and the day after Christmas (except when Christmas falls on a Sunday, when the holiday will begin the Monday following)

Hourly staff members will not work on scheduled holidays and will not be compensated for hours lost due to the holiday unless prior approval is granted by their supervisor or their work may be arranged to be done on non-holiday days.

Sick Leave

Paid sick leave is available for all staff members who work in excess of 8 hours per week. Sick leave may be used for personal illness or illness of family members, including medical/dental appointments. Notification of absence from work must be communicated immediately to a staff member’s supervisor. Notification of the use of paid sick leave must be communicated as soon as possible upon return to work by submitting the Vacation/Leave Form to the supervisor, who will submit it to the Financial Manager. SAMPLE UMC urges ill staff members to stay at home to care for their own health and to protect fellow staff and congregants from infection.

Full time staff will have a total of 96 hours/12 workdays of sick leave per year. SPRC may grant paid sick leave in excess of twelve days per year, as well as unpaid sick leave, on a case by case basis.

Part time staff will have sick leave pro-rated to their work week:

4 hours, multiplied by (# of hours per pay period) divided by 80, times the pay periods in the year (24) yields the sick leave available for each part time position.

Sample sick leave table:

30 hour work week – 72 hours/year

20 hour work week – 48 hours/year

17 hour work week – 41 hours/year

15 hour work week – 36 hours/year

10 hour work week – 24 hours/year

SPRC may grant paid sick leave in excess of these guidelines, as well as unpaid sick leave, on a case-by-case basis. Sick leave does not roll over from year to year and is calculated on a calendar year basis for both full time and part time staff.

There will be no compensation for unused sick leave when ending the employment relationship.

Family Medical Leave will be granted to staff members with a minimum of one year’s service. Staff members may take up to twelve weeks of unpaid leave for the purposes of caring for a parent, child or spouse with a serious health condition, or for the staff member’s own serious health condition. A serious health condition includes illness, injury, impairment or a physical or mental condition involving incapacity or treatment by a health care provider. Employee pension and health care benefits will be continued during the leave period.

Other Leave

1. Parental Leave. Maternity, Paternity and Adoption Leave are available for eight workweeks of paid leave and an additional four workweeks of unpaid leave for all staff members who work in excess of 8 hours per week. Health and pension benefits will continue during all weeks of parental leave. Requests for parental leave should be made as soon as possible. Requests for additional leave or additional coverage of benefits may be granted on a case-by-case basis.
2. Disasters and Inclement Weather. Staff members will still be paid when the Pastor(s) close the church for the sake of safety.
3. Civic Duties. Staff members may be granted time off to vote or perform other civic responsibilities such as jury duty, National Guard service or Reserve Duty. An employee summoned for temporary active duty or training in the US Armed Forces will be granted paid military leave, calculated by taking the employee’s salary minus any sums paid by the government. Military leave will not count against any other type of leave.
4. Professional Development. Clergy staff have two workweeks’ continuing education leave according to Virginia Conference policy. Lay staff with continuing education budget lines have one workweek’s continuing education leave, as approved and scheduled with their supervisor. Staff may also be granted paid professional leave for connectional church conferences and duties. The Lead Pastor will approve these days.
5. Bereavement. All staff members may be granted five days of paid bereavement leave necessitated by the death of loved one, as approved by the supervisor. Bereavement leaves in excess of five days may be granted by the SPRC.
6. Other Leave. Other requests for paid or unpaid leave must be submitted to the Lead Pastor and the SPRC, including sabbaticals and extended personal leaves of absence.

Ending the Employment Relationship

1. Resignation. SAMPLE UMC hopes that a staff member who wishes to resign would give one month’s written notice of their intention and participate in an exit interview with their supervisor and a representative from SPRC.
2. Layoffs. For financial, ministry or missional reasons, a staff member’s employment relationship with SAMPLE UMC may need to be ended involuntarily. In such cases, every effort will be made to give sufficient notice and support to the staff member.
3. Termination. The employment relationship with staff members whose work is unsatisfactory will be terminated. An action plan to address deficiencies may be implemented with specific goals and a specific timeline for improvement, but the employment relationship may also be terminated immediately when necessary. When the supervisor and/or pastor(s), in consultation with the SPRC, determines that the employment relationship is no longer sufficiently fruitful and does not have a reasonable expectation of becoming so, the staff member will be notified orally and in writing of their employment termination by their supervisor and the SPRC.
4. Neither unused vacation nor unused sick leave time will be compensated upon resignation, layoff or termination.