



***Personnel Policy Manual***

***SAINT MATTHEWS UNITED METHODIST CHURCH***

***600 East Florida Street***

***Greensboro, North Carolina 27406***

The policies and procedures in this manual are not intended to be contractual commitments by SMUMC and employees shall not construe them as such. They are intended to be descriptive of suggested procedures to be followed.

SMUMC reserves the right to revoke, change, or supplement guidelines at any time with reasonable notice. No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied by statements in this manual.

**TABLE OF CONTENTS**

<u>SECTION</u>	<u>SUBJECT MATTER</u>	<u>PAGE</u>
	General Comments.....	7
	Statement of Commitment to Employees.....	7-8
	Continuity of Policies - Right to Change or Discontinue .....	8
<b>A.</b>	<b>Employment</b>	
	Equal Opportunity.....	9
	Employment at Will.....	9
	Employment Classifications .....	9
	Employee Status for Federal Income Tax Purposes.....	9-10
	Immigration Law Compliance.....	10
	Hiring and New Employee Orientation/Onboarding.....	10-13
	New Hire Reporting Requirements.....	13-14
	Probationary Period.....	14
	Employment of Minors.....	14
	Employment of Relatives.....	14-15
	Disability Accommodation.....	15
	Display of Labor Posters.....	15-16
<b>B.</b>	<b>Compensation</b>	
	Pay Periods.....	17
	Time Records .....	17
	Paychecks .....	17
	Overtime.....	17-18
	Compensatory Time.....	18

Payroll Deductions.....	18
Garnishments.....	18
Staff Gifts.....	18-19
Final Paycheck.....	19

**C. Workplace Guidelines**

General.....	20
Personal Appearance and Dress Code.....	20
Open Door Policy.....	20
Parking on Church Facilities.....	20-21
Tardiness and Absence.....	21
Inclement Weather.....	21-22
Leaving Office during Regular Hours.....	22
Break and Lunch Periods.....	22
Personnel Files and Records .....	22-23
Grievances and Complaints.....	23
Sexual and Other Forms of Harassment.....	23-24
Personal or Romantic Relationships.....	24
Drug-Free Workplace.....	24-25
Personal Mail.....	25
Personal and Ethical Responsibilities.....	25
Financial Integrity.....	25
Confidentiality of Church Information.....	26-27
Copyright Infringements.....	27
Access to and Removal of Church Property.....	27
Issuance of Church Property and Equipment.....	27-28
Use of Church Telephones.....	28

Use of Church Computers and Internet Access.....	28-31
Use of Church Software.....	31-32
Use of Personal Software.....	32
Home Computer Use.....	32
E-Mail Usage.....	32-33
Use of Fax Machines and Copiers.....	33
Church Stationary.....	33
Church Calendar.....	33
Workplace Violence.....	33-34
Workplace Safety and Security.....	34
Safe Sanctuary.....	34
..Miscellaneous Responsibilities of Employees.....	35

**D. Benefits**

Retirement/Health Insurance Reimbursements.....	36
Time Off .....	36
Paid Time Off (PTO).....	36-37
Holidays.....	37-38
Other Absences.....	38-42
Provisions to All Leaves of Absences (Except Administrative Leaves) .....	42-43
Social Security.....	43
Worker's Compensation Insurance.....	43-44
Federal and State Unemployment Programs.....	44
Continuing Educations and Professional Memberships.....	44

**E. Performance Standards**

General Information.....	45
Work Performance.....	45
Misconduct and/or Unacceptable Behavior.....	45-46

Progressive Disciplinary Action .....	46-48
Position Descriptions.....	48-50
Performance Evaluations.....	50-51
Terminations.....	51-55
<b>F. Salary And Wage Administration</b>	
Statement of Policy.....	56
Compensation Philosophy.....	56
Compensation Program Purpose.....	56-57
Oversight.....	57
Employee Classifications and Categories.....	57
Assignment of Employee Classifications and Categories.....	57
Determination of Salary/Wage Scales.....	58
Employee Placement Within Salary Wage Scales.....	59-61
<b>G. Reference Checks for Volunteers</b>	
Criminal Background Checks.....	62
<b>H. Contractors</b>	
Use of Contractors .....	63
<b>I. Addenda.....</b>	<b>64-81</b>
Employee Statement Acknowledging Receipt of Handbook	
Employee Classifications at St. Matthews UMC	
Job Descriptions	
Performance Evaluation Forms	

## Personnel Manual- St. Matthews United Methodist Church

### **GENERAL COMMENTS**

St. Matthews United Methodist Church, (SMUMC), will care for its employees in a way that demonstrates a high regard and appreciation for the individual and his/her ministry service (1 Timothy 5:17-18, Colossians 4:1, Matthew 25:21, Galatians 6:2 and 1 Thessalonians 5:12-13). We will foster an atmosphere of reciprocal care between the staff and the congregation and remove as many encumbrances as possible to help the staff serve effectively and efficiently. We will encourage present and future staff to pursue excellence in ministry and reward them for their excellent performance. We will also strive to maintain our responsibility to be good stewards over the resources that have been entrusted to Church leadership.

This Personnel Policies and Procedures Manual is the property of SMUMC. The policies, procedures, rules, benefits, and other elements of this Manual pertain only to Church employees and have no bearing on persons outside the Church. The contents found in this Manual are provided for employee's use as a reference guide and summary of practices, methods and benefits and are not to be construed as legal documents nor used for strict interpretation of the policies and/or procedures provided herein. While leadership believes wholeheartedly in the plans, policies, and procedures described in these manuals, they are not to be considered conditions of employment. The Church reserves the right to modify, revoke, suspend, terminate, or change any or all such plans with or without notice. The language used in this manual is not intended to create nor are they to be construed to constitute a contract of employment or a guarantee of benefits between SMUMC and any or all of its employees. Furthermore, where not prohibited by law, the employment at will principle will apply. If employees or ministry leaders have questions or require additional information, they shall contact their supervisor, minister or Chair of the Staff and Pastor Relations Committee (SPRC).

**This manual is not an employment contract between the church and any employee.**

### **Statement of Commitment to Employees**

The church is committed to:

- ❖ Providing a work environment and leadership which unites employees and generates enthusiasm for the church and its services;
- ❖ Maintaining the highest standards of ethics;
- ❖ Valuing the importance of the employee's role in accomplishing the church's mission; and
- ❖ Providing training and opportunities for personal growth.

We are also committed to an open door policy. The Pastor commits to being available to any employee at any convenient time to discuss any job-related problems the employee may have. Each employee is encouraged to consult with his or her supervisor first, but should always feel comfortable speaking directly with the Pastor. We are committed to open communications among employees, recognizing that we can all do our jobs better when we act as a team.

### **Continuity of Policies - Right to Change or Discontinue**

- ❖ To preserve the ability to meet SMUMC's needs under changing conditions, SMUMC may modify, augment, delete or revoke any and all policies, procedures, practices, and statements contained in this manual at any time with reasonable notice.
- ❖ Such changes shall be effective immediately upon approval by the SPRC unless otherwise stated.

## **SECTION A: EMPLOYMENT**

### **Statement of Policies and Procedures**

This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, termination, rates of pay, and other forms of compensation or overtime.

#### **1.0 Equal Opportunity**

St. Matthews is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, marital status physical disability, mental disability, medical condition, veteran's status, age, sexual orientation/onboarding or any other applicable protected class so required by the state or local statute or code, to the extent required by law. This would include providing reasonable accommodations to qualified applicants and employees with known physical or mental disabilities. This applies to all employment practices including hiring, promotions, training, disciplinary actions, termination and benefits.

#### **2.0 Employment at Will**

.01 Under federal and state law, St. Matthews has the right to terminate the employment relationship at any time, with or without cause or advance notice and the employee may resign at any time. This employment "at-will" relationship will remain in effect throughout the ministers' and non-ministers' employment with St. Matthews.

.02 This employment "at-will" relationship may not be modified by any form of oral or implied agreement. No Church leader, supervisor or Church representative has the authority to alter this relationship, and each employee shall never interpret such a person's remarks as a contract to and/or as a guarantee of continued employment

#### **3.0 Employment Classifications**

.01 St. Matthews' Leadership has clarified the definitions of employment classifications further so that employees understand their employment status as it relates to governing matters and benefit eligibility. These classifications do not guarantee employment for any specified period of time and St. Matthews' employment "at-will" policy remains in effect at all times.

02. Addendum 2 of this manual lists the various classes of employment with SMUMC.

#### **4.0 Employee Status for Federal Income Tax Purposes**

.01 All employees of the Church, for federal income tax purposes, will be issued an IRS form W-2 at the end of each year to report taxable income less any properly



authorized housing allowances, tax withholdings and miscellaneous required information.

.02 Ministerial employees are exempt, by law from withholding of federal income taxes. As a service to the minister, the church will withhold taxes and submit them to the proper authorities. If the minister chooses to have this service, they will need to submit a Form W-4 to the Church. The Church will never withhold FICA taxes, nor match the employer portion of this tax on the Minister. Furthermore, the minister can request an additional amount of federal income taxes to be withheld in an amount that equals their self-employment tax liability. If the Minister requests such tax withholdings, these withholdings will be reported on the Minister's Form W-2 at year end.

## **5.0 Immigration Law Compliance**

.01 SMUMC is committed to employing only United States citizens and those who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

.02 In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form, if they have not completed the I-9 form with St. Matthews United Methodist Church within the past three years, or their previous I-9 is no longer retained or valid.

.03 Copies shall be made of all documents that were verified on this form. These copies shall be stapled to the I-9 form and maintained in a separate file apart from the employee's personnel file.

.04 Employees with questions or seeking more information on immigration law issues are encouraged to contact the Chair Person of the SPRC. Employees may raise questions or complain about immigration law compliance without fear of reprisal.

.05 A copy of the I-9 form and instructions can be found at the Immigration and Naturalization Service's website, [www.ins.usdoj.gov](http://www.ins.usdoj.gov), by clicking on on-line forms.

## **6.0 Hiring and New Employee Orientation/Onboarding**

.01 Personnel requisitions, interviewing and ultimate hiring shall be permitted in an effective manner and method with the objective to ultimately fill the staff position with the best available candidate.

### **6.1 Hiring Procedures for Non-Ministerial Employees**

#### **6.1.1 Employee Recruitment**

.01 Every effort shall be made to fill the position in the most cost-effective manner. All costs of want ads, agency fees, etc., shall be considered and budget funds must be available. The hiring supervisor/individual may work with the SPRRC Chair or his/her designee on drafting want ads or summary position descriptions, if needed, for use in advertising the position or working with an employment agency. Special caution will be taken in the preparation of such ads so as to avoid wording that could be used as evidence of discrimination against applicants.

#### 6.12 Employment Applications

.01 All applicants must complete the Church's Application for Employment. (See St. Matthews Employment Application in Appendix 1) .The application asks a number of questions which will assist the hiring employee and the SPRRC and/or the Minister in evaluating the suitability of the candidate for the position and further reduce the Church's risk of being charged with negligent hiring.

.02 Employment applications should not be accepted until all questions have been answered, the past employment section thoroughly completed and the application is signed by the applicant.

.03 Selected application and personal resumes will be sent to the hiring supervisor for his or her review. The hiring supervisor will choose applicant(s) for interview.

#### 6.13 Interviewing

.01 Interviews will provide Church leadership with an opportunity to inquire into each applicant's background and make a determination as to each person's suitability for the position under consideration.

.02 For certain positions, the interviewing team or individual may conduct a second or third interview if necessary.

#### 6.14 Performing Background and Reference Checks

.01 All applicants for positions with St Matthews United Methodist Church are subject to a criminal background check. The Church will not treat background investigation information differently for individuals based on any factors not related to the position for which he or she is applying.

.02 Reference checks will be performed by the hiring supervisor or the SPRC Chair on every applicant being considered for employment. These records are sealed and only accessible to the Pastor and the SPRC Chair. This information may prevent the hiring of the wrong employee and could help protect the Church against charges of "negligent employment". Even if previous employers will not give out much information, the following question shall always be asked; "Is he/she eligible for re-employment"? (See Reference and background authorization in Appendix 3)

.03 References should be from individuals with knowledge of an applicant's past and his or her suitability for the needed Church position.

.04 Prior to conducting reference and other background checks, the applicants must sign an Authorization and Release of Information or Prior Employment Release prior to conducting reference checks, either by mail, (including e-mail) or by phone. (See Reference and background authorization in Appendix 3)

.05 SMUMC conducts criminal background checks on all new employees to determine suitability of employment. The Authorization for Criminal/Court Records Check is used for this procedure. SMUMC also reserves the right to conduct criminal background checks of existing employees. In the event a criminal record exists, consideration will be given to the relationship between the conviction and the responsibilities of the position that is or will be held. A relevant job-related conviction is grounds for termination of employment or non-selection of an applicant. Conviction is defined as including all felonies and misdemeanors except minor traffic violations in relation to any position that does not require driving. For positions that do require operation of a motor vehicle, the term conviction shall include minor traffic violations. Falsification of application materials, including failure to disclose criminal convictions is grounds for termination of an employee or non-selection of an applicant.

.06 Driver's license background check through the Church's Insurance Carrier for those positions that require driving a Church vehicle or using their own vehicle while conducting Church business.

.07 Credit checks shall be made through a Credit bureau for applicants for Church positions. A Notice and Authorization for Consumer Report will be obtained from the candidate allowing for such checks. To comply with the federal Fair Credit Reporting Act (FCRA), the Church will provide notice to the applicant and/or employees regarding each of the following: (1) a clear and conspicuous written disclosure that a consumer report may be obtained, (2) that a written authorization for receiving the report must be obtained from them, (3) notification will be given to them if any adverse action is to be taken based upon the consumer report, and (4) a copy of the report and a summary of the consumer's rights will be provided to them. (See FCRA Authorization Appendix 4)

.08 The Church will not give an applicant a "second chance" if during the screening process it was determined that the applicant has been involved in prior sexual misconduct.

.09 Furthermore, it is not anticipated that any person would be employed whose Christian conduct and standards are questionable in any way or could bring reproach upon the name of Christ or this body of believers.

#### 6.15 Hiring and Employee Orientation/onboarding

.01 A Payroll Authorization will be prepared for the employee's signature

.02 The Employee Orientation/onboarding Checklist will be used as the basis for giving the orientation/onboarding. (See Employee Orientation/onboarding Checklist in Appendix 5)

.03 The hiring supervisor or secretary will be responsible for meeting with the new employee and completing any remaining forms or documentation as noted on the Orientation/onboarding Checklist (i.e. health insurance, IRS tax

withholding Form W-4, citizenship verification INS Form I-9, etc.). (See Onboarding Checklist in Appendix 5)

.04 The hiring supervisor or designee will be responsible for briefly reviewing the Church's Policies and Procedures Manual with the new employee and provide a copy to him or her. The new employee will be told they need to read this Handbook within the first week of employment and sign the declaration acknowledging receipt of the material and willingness to comply with Church approved policies and procedures. (See Employee Acknowledgement of Receipt of St. Matthews Personnel Policy Manual in Appendix 6)

.05 The hiring supervisor will be responsible for completing an Employee Personnel File for the new employee and appropriately filing all personnel requisitions, interviewing and hiring information and other employment documentation in a designated secured location.

.06 If a person begins work before all of the above procedures are appropriated completed, their employment status could be interrupted until all forms and documentation are completed in an acceptable manner.

.07 Prior to recommending a candidate to the church, the hiring supervisor or the search committee will request the SPRC chair to secure a criminal, credential and credit report from the service they use for employee screening. When the reports are received the SPRC Chair and the Pastor will review the report. If there are concerns/issues raised by the reports, a decision will be made by these two (Pastor and SPRC Chair) as to whether to : a) Proceed with the candidate's recommendation to be hired; b) do additional investigation which may include meeting with the candidate, and/or c) removing the candidate for consideration. The Criminal, Credit, Credential reports remain the property of the Church, maintained by the SPRC. Reference checks/reports made will be included in the personnel file for this member of the staff.

## **7.0 New Hire Reporting Requirements**

.01 The Church must report all new hires to the North Carolina Department of Health

And Human Services for purposes of allowing law enforcement agencies to locate those persons who are delinquent in their child support payments.

.02 Federal and state law mandates that each employer report the name, address, and social security number of new hires within 20 days of hiring, unless the transmission is made electronically, then it must be made twice a month. In addition, the employer must report his name, address, and federal EIN. This can be accomplished by using the Form W-4 or its equivalent containing the required information.

.03. Each report must list all new hires, along with the following information:

- Employee Name
- Employee Address
- Employee Social Security Number
- Employee's first day of work (defined as first day the employee began earning a wage)
- Employer Name and address

- Employee Federal Employee I.D. Number

## **8.0 Probationary Period**

.01 All non-ministerial, staff are hired for a 90 day probationary period. At the end of this 90-day period, the staff person will be evaluated by their supervisor to determine if continued employment will be extended. This time period will also allow the staff person to decide if they would desire to continue their employment relationship with SMUMC. The “employment-at-will” policy will remain in effect during this probationary period, as well as all other periods of employment.

## **9.0 Employment of Minors**

.01 All applicants for employment who are not at least 18 years old, will be required to provide a valid work permit. Minors cannot work during school hours. Additionally, a parent/guardian acceptance letter and a Permission and Medical Consent must always be received before a minor is allowed to work at St. Matthews. All relevant documentation shall be filed in the minor’s personnel file.

.02 U.S. Department of Labor regulations also require that the Church maintain the following records on Church employed minors; 1) daily starting and quitting times; 2) daily and weekly hours worked; and 3) their job position. This information shall be obtained from the completion of the minor’s Time Record and maintained in the minor’s personnel file.

.03 Minors are not allowed to work in the facilities department, or any other area of the Church where they could be assigned hazardous duties. Hazardous duties would consist of, but not be limited to: electrical work, construction projects, roofing repairs, operation of mowing equipment, driving of Church vehicles, etc...

.04 The employment of minors could also be restricted by other terms and conditions as established by local, state and federal law, and should only be considered in consultation with the SPRC Chair.

.05 All minors must also be appropriately screened as outlined in the above procedures. After the minor has been approved for employment, the minor will follow the normal employee orientation/onboarding /onboarding procedures.

## **10.0 Employment of Relatives**

.01 No employee shall fill a position over which a member of his/her immediate family exercises supervisory authority. For the purposes of this section a member of an immediate family will include any of the following: Husband, Wife, Child, Brother, Sister, Father, Mother, Aunt, Uncle, Spouse’s parents, spouse’s grandparents, spouse’s children, grandparents or other relative that reside in the employee’s household.

.02 No church employee can continue employment, nor can an applicant for employment be hired if a member of his/her immediate family serves on a committee or church entity which either, by rule or practice, screens candidates for employment or recommend or determines financial compensation,

or which may have direct or indirect supervisory or managerial responsibility for the position

### **11.0 Disability Accommodation**

.01 St. Matthew United Methodist Church is committed to complying fully with the American with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

.02 Reasonable accommodation is available to all disabled employees, where their disability affects the performance of their job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

#### **11.1 Reasonable Accommodation**

.01 Upon written request, SMUMC provides reasonable accommodations to individuals with disabilities. Under the employment provisions of (Title()) of the Americans with Disabilities Act, or ADA, employers are required to provide "reasonable accommodation" as a means of overcoming unnecessary barriers that prevent or restrict employment opportunities for otherwise qualified individuals with disabilities.

.02 It is the desire of St. Matthews to extend reasonable accommodation to the known limitations of qualified persons with disabilities who are employees or applicants for employment, in order that these individuals may perform the essential functions of a position and /or participate in the employment application process. In general, it is the responsibility of the applicant or employee with a disability to inform St. Matthews that an accommodation is needed in order for him or her to participate in the application process, to perform the essential job functions, or to receive benefits and privileges of employment.

.03 All requests for accommodations will be evaluated on an individual basis to determine the appropriateness of the request. Moreover, employment opportunities shall not be denied because of the need to make reasonable accommodations for an individual's disability. To request a reasonable accommodation, the disabled person must contact their Supervisor or the SPRC Chair and make the request in writing.

#### **11.2 Identification of Special Needs**

.01 Individuals are encouraged to report any special needs to their Supervisor and/or the SPRC Chair so they may be protected during emergency proceedings. The employee shall make arrangements with these individuals if assistance exiting the building during an emergency is needed.

### **12.0 Display of Labor Posters**

.01 The following federal labor law posters will be placed in a prominent and conspicuous location within the Church Office where they can be easily seen by employees and applicants for employment.

- Federal Minimum Wage and Overtime Poster
- “Equal Employment Opportunity is the Law “Poster
- Occupational Safety and Health Act (OSHA) Poster
- Workers Compensation Poster



## SECTION B – COMPENSATION

### 1.0 Pay Periods

.01 SMUMC practices a bi-weekly pay period, the 15<sup>th</sup> and last working day of each month. Hourly employees receive wages for hours worked during this period. If the pay period falls on a holiday, the payday will be the preceding normal workday.

### 2.0 Time Records

.01 All non-exempt hourly employees are required to complete a Time Record that accurately reflects their actual hours worked, leaves of absence and sicknesses. These Time Records must be submitted to the Chair of SPRC for approval on or by the 10<sup>th</sup> and 25<sup>th</sup> of each month no later than 9:00 a.m. Failure to turn in Time Records on a timely basis may result in a delay in pay.

.02 Employees shall not record their starting time until they are ready to report directly to their workstation and begin work.

.03 Employees shall never record or sign the Time Record of another employee or knowingly allow someone else to record or sign his or her time record.

.04 If a change or correction is to be made on a Time sheet; both the employee and supervisor must initial the revision.

.05 Violations to these guidelines may result in disciplinary action, up to and including possible termination.

### 3.0 Paychecks

.01 Paychecks and paystubs are available after 11:00 a.m. from the financial secretary or via mail.

.02 The cashing of employee paychecks is not allowed from Church funds.

### 4.0 Overtime

.01 Federal labor laws require the Church to pay time-and-a-half (1-1/2) for time non-exempt employee's work which is in excess of 40 hours per week. The work week is Monday – Sunday. To comply with this requirement, non-exempt employees are required to report all hours worked at their regular job on their Time Record each week. Non-exempt personnel are specifically not allowed to "volunteer" hours in performing their regular job assignment. Since all overtime hours worked are required to be paid at time-and-a-half, it is the responsibility of



the non-exempt employee's supervisor to monitor and prioritize each non-exempt employee's work so that overtime is kept to an absolute minimum.

.02 It is the policy of SMUMC to staff all administrative support and activities in such a manner that employees are regularly scheduled for a 40-hour or less workweek

.03 Overtime shall not be worked by non-exempt employees unless prior authorization is obtained by both the supervisor and/or the Senior Minister.

.04 The approval process outlined above also applies to hourly non-exempt employees who are budgeted to work less than 40 hours per week. All supervisors shall ensure that the authorized budgeted hours are not exceeded without prior approval.

### **5.0 Compensatory Time**

.01 The Chair of SPRC may work in conjunction with non-exempt employees to adjust work schedules when excessive hours are required to be worked in the early part of the workweek. Furthermore, no compensatory time off is allowed outside the 40-hour workweek (a pay period) in which the time is computed.

### **6.0 Payroll Deductions**

.01 By law the Church is required to deduct, where applicable, federal and state income taxes and Social Security taxes. Any other voluntary deductions from an employee's paycheck (i.e. group health and life insurance premiums, etc.) must be authorized in advance in writing by the employee.

.02 If the financial secretary receives any Form W-4 where the employee is claiming 10 (ten) or more allowances or claims "exemption" from withholding altogether (and his/her wages would normally exceed \$ 200.00 per week), the employee will be contacted and informed that the Church is required by IRS regulations to furnish a copy of their Form W-4 to the IRS. The secretary will send the form as required by IRS instructions.

### **7.0 Garnishments**

.01 As required by law, the Church is required to honor legal garnishments of employees' wages. The Church will notify the applicable employee of any garnishment notice received by the Church. Repeated garnishments of wages may be cause for disciplinary action up to and including discharge.

### **8.0 Staff Gifts**

.01 All special occasion gifts to staff (i.e. birthday, anniversary, etc.) which are paid out of the Church funds (unrestricted or restricted) must first be

recommended by the SPRC and approved in advance by Finance Committee who will notify the Senior Minister and recommend to Church for approval.

.02 Gifts given by Church members directly to a staff member arising from “detached generosity”, that is, where there is no Church leadership involvement or solicitation, will not be taxable to the staff member nor tax deductible by the donor. The Church will never be used as a funnel to transfer or self-direct funds to a staff member for the purpose of receiving a tax-deductible contribution.

.03 The basic tax rule that prizes, awards, and gifts from an employer to employees normally constitute taxable income to the employees, subject to federal (and state) income tax withholding and FICA, will apply to St. Matthews employees. The IRS has always taken the position that any gifts or payments made to employees arising out of present or past years of service performed by the employee will not be considered as arising from “detached generosity” (required for a gift to be tax free). There are some exclusions based on *de minimis* factors that take into account the value of the property or service and the frequency with which similar fringes are provided by the employer to the employees. Cash awards are never excludable as a *de minimis* fringe benefit. Gift certificates that may be redeemed for cash are also not excludable under the *de minimis* rules. In order for a fringe benefit to be considered “de minimus,” the IRS stipulates: (1) that there must be no accounting for the benefit on an individual basis; and (2) that the benefit must be occasional. By “no accounting” the IRS means that the value of the benefit cannot be tracked; the IRS defines “occasional” as no more than once per quarter.

## **9.0 Final Paycheck**

.01 The final paycheck for voluntary terminated (resignation) employees will be available under the normal payroll pay cycle.

## **SECTION C – WORKPLACE GUIDELINES**

### **1.0 General**

.01 The purpose of these guidelines is to define SMUMC's general workplace expectations. By keeping employees informed of these expectations both the Church and the employees will be able to operate God's house in a more decent and orderly manner.

.02 St. Matthews basic rule is very simple. If any employee engages in activity detrimental to the best interest of the Church, its members or its employees he or she will be appropriately disciplined. There will be consequences for improper behaviors. The workplace guidelines listed in these procedures shall not be considered as exhaustive or all inclusive.

.03 Examples of activities detrimental to the Church includes, but are not limited to, habitual lateness and/or absenteeism, destruction /misuse of Church property, reporting to work under the influence of drugs or alcohol, stealing, insubordination, refusing to perm an assignment, disclosing confidential information in appropriately, non- support of church guidelines, and others. This list is not all inclusive but provides an example of improper or unacceptable behavior.

### **2.0 Personal Appearance and Dress Code**

.01 Appearances reflect not only on the staff person as an individual, but also on the Church as well. The appearance of staff members shall be appropriate to the occasion and their duties. Attire shall always be neat and attractive while on Church functions/responsibility and/or while officially representing the church. Church leadership expects staff to take pride in their appearance and strive to achieve a positive and professional image when representing the Church.

### **3.0 Open Door Policy**

.01 One of the foremost goals of St Matthews United Methodist Church is to ensure that each employee has a way to express their concerns, problems opinions or suggestions. For all administrative matters, the employee shall talk with their immediate supervisor first and if their supervisor cannot resolve an issue that is brought to his or her attention, he or she will refer them to the next supervision level for resolution.

.02 For all personal matters, the employees may talk with the Minister, if they so desire.

### **4.0 Parking on Church Facilities**

.01 Parking space on Church Grounds are available on a first come, first serve basis, except for reserved spaces. Employees shall not park in reserved spaces that have been appropriately designated. (I.e. Handicap, Pastor, etc.)

.02 Parking is at the employee's own risk. St. Matthews will not be responsible for any forms of theft or damage to and employees' vehicle parked on or near

Church facilities. Additionally, St. Matthews will not be responsible for any personal property left in vehicles that is lost, damaged, stolen or destroyed. Vehicle shall always be locked when unattended. It is the responsibility of each employee to use prudent measures in safeguarding their vehicles while on Church facilities.

.03 Each employee is encouraged to notify his/her supervisor or other person in authority whenever the notice a suspicious person or unusual circumstance in the Church's parking lot or building.

## **5.0 Tardiness and Absence**

.01 Each employee should work his/her assigned schedule on a punctual and consistent basis. However, the Church is aware that illnesses or emergencies may occur which could cause the employee to miss work.

.02 The offices of the Church are open Monday through Thursday, 9 am to 5 pm. If an employee is unable to report to work for any reason, they must call the Church office no later than 9:00 am. Employees shall talk directly to his/her supervisor or other designee. Leaving a message is only acceptable if no other Church staff is available, in the event the supervisor is also absent.

.03 Employees who are tardy or absent excessively or show a consistent pattern of absence, whether excused or unexcused, will be subject to disciplinary action, up to and including termination.

.04 If an employee does not call in or report to work for three consecutive scheduled workdays, such actions may be considered as a voluntary resignation or job abandonment.

## **6.0 Inclement Weather**

.01 SMUMC offices and building shall remain open unless otherwise notified by the Pastor or the Staff Parish Relations Chair.

.02 As with Sunday morning worship, when inclement weather happens the Pastor in consultation with the Staff Parish Relations Chair and Trustee Chair will make the determination to close the church offices and building or open the church offices and building at a later hour.

.03 If the church offices and building are closed or open at a later hour the church lay staff will be notified, in a timely manner, by either the Pastor or Staff Parish Relations Chair by any of the following media: Email, Text or Phone Call no later than 6am. The congregation will be notified by any of the following media: the phone tree, Fox8, WFMY2, TWC14 or WXII 12 stations (if available) or church website (if available).

.04 If the church staff is unable to travel to work or will be delayed getting to work because of inclement weather when the church offices and building are open they must contact both the Pastor and Staff Parish Relations Chair. Full time staff will be required to take leave time (personal or vacation) or staff may choose to

make up the time in 4 hour increments during the current pay period after discussion and approval by the Chair of SPRC and/or the Pastor.

## **7.0 Leaving Office During Regular Hours**

.01 When an employee leaves the offices, he/she is expected to obtain approval from their immediate supervisor stating their departure and the expected time of return to the office. Any delays in returning shall result in a call to the office. The time out of the office must be properly recorded as uncompensated leave time on non-exempt employee's timecard or Time Record.

## **8.0 Breaks and Lunch Periods**

.01 Non-exempt employees are provided on (1) fifteen minute break period for each four (4) hours of work. Break periods shall be taken near the middle of the four (4) hour work period. A thirty (30) minute unpaid lunch period is provided for non-exempt employees who work more than five (5) hours in a workday. However, employees who do not work more than six (6) hours in a workday may choose to waive their lunch periods.

## **9.0 Personnel Files and Records**

.01 It is critical that the Church maintains current and accurate information about each employee. Employees are expected to keep the supervisor informed of changes to their name, address, phone number, marital status, person to notify in case of emergency, and other legal information deemed critical by their supervisor.

.02 A statement of marital status and the number of exemptions claimed for income tax withholding purposes shall be reported by the use of an Employee Withholding Exemption Certificate.(IRS Form W-4). Normally, an employee may claim exemptions on this form equal to or less than the number of exemptions to be shown on his/her Federal income tax return. In addition, Form W-4 may be used to authorize the withholding of a specified amount of tax per pay period in excess of the amount required to be withheld under the normal Circular E tax table rules.

.03 After filing a Federal tax return for the prior year, an employee with sufficiently large itemized income tax deductions, estimated for the ensuing year may be able to qualify for reduced withholding. The amount of reduced withholding can be determined by the employee from Schedule A of Form W-4. In order to reduce the withholding, a revised W-4 must be filed with the Payroll Office or immediate supervisory.

.04 Personnel files will include the following types of employee information (list is not all inclusive):

- Position Description
- Offer of employment
- IRS Form W-4
- Periodic performance evaluations
- Sign-up forms for employee benefits
- Performance memos

- Warnings and disciplinary actions

.05 Employees will be allowed to review their personnel records that have been used to determine their qualifications for employment, promotion, compensation, termination or other disciplinary actions in the presence of the SPRC chair or her/his delegate. Employees are not allowed access to other employees' files unless it is part of their position's job duties.

.06 All employees personnel files shall be considered otherwise confidential and maintained in a confidential and secure location to be determined by the SPRC Chair and the Pastor.

.07 When it is necessary for an employee's records to be sealed, the SPRC will have to approve accessing the file.

.07 Pre-employment reference and information from criminal court, credit or other reference records will be sealed and will be accessible only by the Pastor and the Chair of the SPRC.

### **10.0 Grievances and Complaints**

.01 Employees who have grievances or complaints regarding Church policies, procedures or organizational structure issues shall discuss these their immediate supervisor. Discussions must be made with (3) workdays. The supervisor should respond with 5 working days. If the employee feels their grievance or complaint is unresolved by their supervisor, the employee has 5 more days in which they can express their concern in writing to the SPRC chair. The SPRC shall respond within 10 working days. If the employee is still not satisfied, he/she may place the concern in writing to the Pastor, who will review the matter and provide a final response.

.02 Grievances or complaints between fellow employees shall be addressed immediately between themselves, as outlined in Matthew 18. If these guidelines are unsuccessful, one or both shall then discuss with their supervisor(s).

.03 SMUMC does not regard the use of these problem solving procedures as a nuisance, but as an opportunity to correct dissatisfaction in job related practices and policies. It is the Church's practice to let every employee tell their side of the story, without penalizing him/her for expressing their point of view.

### **11.0 Sexual and Other Forms of Harassment**

.01 The Church is committed to providing a work environment that is free of discrimination, harassment or a hostile work environment. In keeping with this commitment, St. Matthews maintains a strict policy prohibiting unlawful harassment, including sexual harassment. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexual oriented behavior or comments that create a hostile or offensive work environment. It is important for every employee to understand that jokes, stories, cartoons, nicknames and comments about appearance may be considered offensive to others. In no way shall the above listed examples be considered all-inclusive, but they are intended to provide guidance as to what may constitute a form of harassment.

.02 Sexual harassment of employees by supervisors, coworkers, or others who visit St. Matthews (i.e. vendors or church members) is prohibited.

.03 If an employee believes he or she is being, or has been harassed in any way, or has observed harassment in any way, they must report the facts of the incident or incidents to the Pastor or SPRC Chair immediately, without fear of reprisal. They will investigate the allegations by considering the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, and determine whether the alleged conduct constitutes unlawful harassment. They shall document, in writing, their investigative findings and conclusions.

.04 Every complaint will be taken seriously, investigated promptly and held highly confidential. St. Matthews will take affirmative steps to ensure that such behavior is not allowed or tolerated. Offenders shall be disciplined, up to and including termination and may lose any accrued benefits.

### **12.0 Personal or Romantic Relationships**

.01 Situations may arise where employee or otherwise friendships develop into personal, romantic relationships or marriage. Romantic relationships between coworkers or others at or through the Church can create difficulties for the parties involved. When this occurs and one employee is anywhere in the chain of authority or influence over the other, the employees must report the relationship to their supervisor and/or to the Pastor. Reporting is mandatory.

.02 It is the supervisor's responsibility (if he or she is not one of the employees involved) to determine whether a direct reporting or supervisory relationship exists. If the Supervisor is one of the employees, the Pastor will make this decision.

.03 If two employees become involved in a romantic relationship which conflicts with this policy, one employee must either move to a different position, if available, or terminate employment with St. Matthews within no more than 90 days.

.04 If the employees cannot agree as to which employee must move to a different

Positions or terminate employment, the decision will be made by the Pastor.

### **13.0 Drug-free Workplace**

.01 St. Matthews is committed to providing a drug free, healthy and safe work place for its employees, congregation and guests. To promote this goal employees are required to work in appropriate mental and physical condition to perform their work in a satisfactory manner.

.02 The manufacturing, distribution, dispensation, possession of alcohol, illegal drugs or any controlled substance on Church property or in Church vehicles is strictly prohibited. It is a violation of St. Matthew's policy for employees to report to work or operated Church vehicles or equipment under the influence of alcohol, illegal drugs, or any controlled substances. St. Matthews reserves the right to require employees to submit to a blood or urine test prior to employment or at any point during employment.



.03 Possessions or detection of drugs or alcohol or refusal to abide by this policy will subject an employee to disciplinary action, up to and including termination.

.04 St. Matthews may establish and maintain a drug and alcohol testing program that may require employee to submit to testing, depending upon the circumstances and what governmental regulations and insurance carrier stipulations either require or allow. If the employee has any questions or need additional information in regard to the Church's drug free policy, they must check with the SPRC Chair or the pastor.

#### **14.0 Personal Mail**

.01 Mail of a personal nature is to be delivered to the employee's home address and not to the Church.

#### **15.0 Personal and Ethical Responsibilities**

.01 All employees must conduct their personal affairs in such a fashion that their individual responsibility and the Church's ministries and reputation are not jeopardized, and ethical and/or moral questions do not arise with respect to their association or work with St. Matthews. Employees are expected to use good judgment and common sense by avoiding acts that could violate sound business ethics or cause harm to the Church and/or fellow employees.

.02 Potential ethical conflicts could include receiving gifts, misappropriation of work time on Church property, biased selection of vendors or vendor contract, disclosures of confidential information to others or use for personal gain. Etc. While these standards are not all-inclusive, compliance with ethical standards is the responsibility of every employee, church member employees or non-church member employees. Under certain conditions, an employee may be asked to sign a Statement of Confidentiality.

#### **16.0 Financial Integrity**

.01 All employees are to respect the Church's budget process and final adopted budget. Staff are to administer the budget effectively and abide by the following financial guidelines;

- Not transfer funds from their responsible budget area(s) to another budget area without prior permission from the finance committee.
- Not overspend the budget without prior approval from the Finance Committee
- Not solicit contributions for programs or other purposes without prior approval.
- Be careful to never solicit or encourage gifts from Church members or guests for themselves or their family.

.02 No money is to be kept at employees/staff desks or workstations. All monies are to be properly deposited, per Finance Committee policies and procedures.



## **17.0 Confidentiality of Church Information**

.01 During the course of the employees' employment with St. Matthews, they may have access to information of a highly sensitive and confidential nature. This information will be contained in Church records, correspondence with Church members and others, internal memoranda and similar documents. Employees of St. Matthews serve in a position of trust and they have an obligation to the Church and to those persons to whom the Church ministers, to see that the confidentiality of this information is strictly maintained and protected.

Unauthorized use or disclosure, even if inadvertent, compromises both the employee and the Church, and seriously erodes the confidence of others without which St. Matthews could not effectively minister. Under certain situations, and employee may be asked to sign a Statement of Confidentiality.

.02 Information regarding SMUMC or its members, or other persons to whom SMUMC may minister, of which the employee becomes aware as a result of their employment relationship, is considered confidential information. The employee may not disclose, duplicate, or use this information except as required in the performance of their duties with the Church. Failure to adhere to these necessary standards may result in disciplinary action, up to and including termination.

.03 Confidential information and messages shall never be sent to or received from an individual by use of the Church's fax machine or e-mail system. Furthermore, confidential information that is sent in the mail or an inter-office envelope shall always be sent in a sealed envelope marked "Confidential -- to be opened by Addressee only." Confidential documentation shall always be stored in a locked filing cabinet. Access to this material shall be allowed only to authorize individuals.

.04 Following are several helpful tips that Church employees shall use in handling confidential information:

- Protect confidential papers that are on employee's desk by keeping them face down.
- Safeguard confidential documents by storing them in a locked file cabinet when not in use.
- Mark each confidential folder or envelope "CONFIDENTIAL".
- Never leave personal notes and papers on your desk when you leave for the day.
- Shred confidential papers, notes and photocopies before they are thrown away in the trash.
- Use passwords to access personal and confidential files that are stored on personal computers.

.05 The employee's obligation to preserve the confidentiality of information acquired during their employment continues even after the Church no longer

employs them. The employee may not disclose, after separation of their employment, any information which they were not permitted to disclose during their employment. Moreover, the employee may not utilize the confidential information he or she acquired while employed at SMUMC even after their departure from the Church.

.06 Any information that an employee gains because of their position is considered confidential unless it is in the public domain.

### **21.0 Copyright Infringements**

.01 Church leadership will not tolerate any forms of copyright infringements. Church owned copy machines, computers, sound recording devices or any other forms of duplicating or reproducing equipment shall not be used to copy or reproduce any form of copyright materials for ministry or personal use. This policy is strictly monitored. Violation of this policy can result in immediate termination.

### **22.0 Access To and Removal of Church Property**

.01 It is critical that SMUMC have access at all times to Church property. As a result, the Pastor, and designated leadership team members, together, reserve the right to access employee offices, work stations, filing cabinets, desks, credenzas, and any other Church property at its discretion, with or without advance notice or consent. Such access would also include records, documents, files, schedules, ledgers, etc of a non-confidential nature.

.02 No property is to be loaned or removed from the Church grounds without the approval of the Pastor or chair of the Trustee Board.

.03 Removal or destruction of official Church documents or records without the expressed consent of the Pastor, the SPRC Chair, or Council Chair is strictly prohibited.

### **23.0 Issuance of Church Property and Equipment**

.01 Keys to exterior doors and/or offices of the Church will be issued to appropriate employees by the Chair of the Trustee Board. Church issued keys shall not be used by anyone except the employee to whom they are issued.

.02 Any Church owned property and/or equipment (i.e. keys, credit cards, laptop computers, beepers, cellular phones, , recorders, uniforms, etc.) which has been personally issued to an employee to perform their job remains the property of SMUMC. It is the employee's responsibility to see that these items be used solely by the issued employee for Church related business. These items must be returned to the Chair of the Trustee Board, or other designee, at the time of the

employee's termination and their final paycheck will be held until all such items have been returned.

#### **24.0 Use of Church Telephones**

.01 Church leadership realizes that it may be necessary for employees to occasionally make and receive personal calls on Church telephones. However, such calls shall be held to a minimum. Such personal calls shall be made, whenever possible, during scheduled break and lunch periods

.02 Use of cellular phones while driving church-owned vehicles is prohibited.

.03 Employees and lay leaders shall not knowingly listen to personal phone conversations or secretly record any oral or electronic conversations or communications between a staff member and a third party. If some form of wrongdoing is suspected, this concern shall be brought to the attention of the Pastor.

.04 Employees are expected to use good judgment and common sense when it comes to using Church telephones.

#### **24.0 Use of Church Computers and Internet Access**

.01 The purpose of these guidelines is to maintain the integrity of SMUMC's computer network. Understanding of, and abiding by these guidelines, is essential to ensure that the system can be used without impeaching its integrity.

.02 The purpose of SMUMC's network resources, including the Internet, is to support the numerous ministries in the achievement of their mission and goals, and to improve the Christian community in general. These resources are intended to facilitate day-to-day operations, including collaboration and information exchange within the different ministry departments and integrated ministry auxiliaries. They are also intended to expedite Church members and general public access to SMUMC and other religious information.

.03 If there are any questions regarding the use of Church computers or Internet access, it is incumbent upon the employee to seek guidance through the Pastor.

##### **24.1 Computer Network Restrictions**

.01 Church computers are to be used for Church business and associated ministries only. Employees shall not use a Church account for any activity that is commercial in nature, not related to work at SMUMC, such as consulting services, typing services, developing software for sale, advertising products, website development, and/or other commercial enterprises for personal/financial gain.

.02 Without prior written permission from the Pastor, the SMUMC computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, Trojan horses, worms, bots, flash programs, self-replicating programs, etc.), political material or activities, pornographic text or images, copyrighted material, or any other unauthorized materials.

.03 Employees may not use the SMUMC Internet connection to download games or other entertainment software (including screen savers), or to play games or gamble over the Internet. Additionally, employees may not use the computer network to display, store, or send (using e-mail or any other form of electronic communication such as bulletin boards, chat rooms, user groups, etc.) material that is fraudulent, harassing, discriminatory, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials must notify his/her ministry Department Head immediately.

.04 Employees shall not attempt to:

- Circumvent data protection schemes or uncover security loopholes without prior written consent of the Pastor. This includes creating and/or running programs that are designed to identify security loopholes and/or intentionally decrypt secure data;
- Monitor or tamper with another user's electronic communications or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner;
- Facilitate or allow use of a computer account and/or password by an unauthorized person;
- Mask the identity of an account or machine which includes sending e-mail that appears to come from someone else; and
- Perform an act without authorization that will interfere with the normal operation of computers, terminals, peripherals, networks, or will interfere with others' ability to make use of the resources.

#### 24.2 Accessing the Internet

.01 This service is provided to Church employees to facilitate communication, information sharing, information access and enhancement of their job performance. Its use shall be limited to legitimate Church business and managed by rules of conduct applicable to any other Church owned resource. Users are cautioned that many Internet pages include offensive, sexually explicit, and/or inappropriate material.

.02 As a test to determine if an employee's use of the Internet is necessary or appropriate, the following question shall be asked: *"Is this use of the Internet enabling me to perform my duties more effectively, less expensively, or provide better service to the ministries of SMUMC?"*

.03 It is acceptable Internet use to perform the following employee functions as well as those specifically instructed by their supervisors:

- Communications of information exchanges directly relating to the Church's mission, goals and ministry plans;
- Announcements of Church services, activities and policies and procedures;
- Use for advisory, research, analysis and development activities related to the user's ministry duties and responsibilities.

.04 To ensure security and avoid the spread of viruses, users accessing the Internet through a computer attached to the SMUMC network must do so through an approved Internet firewall or other security device.

#### 24.3 Virus Detection

.01 Files obtained from sources outside of SMUMC, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services, files attached to e-mail, and files provided by customers or vendors may contain dangerous computer viruses that may damage the SMUMC computer network. Users must not download files from the Internet, open suspicious e-mail attachments from outsiders, or use disks from non-SMUMC sources without first checking for viruses.

.02 Before opening any e-mail attachment, the employee shall first right click on the attachment icon and click "view" to look at attachment without opening it into the Church's network or personal computer.

#### 24.4 No Expectation of Privacy

.01 Employees are given computers and Internet access to assist them solely in the performance of their ministry duties. Employees shall have no expectation of privacy in anything they create, store, send or receive via the e-mail system using SMUMC computer equipment. As stated above, the computer network is the property of SMUMC and may be used only for SMUMC purposes.

#### 24.5 Waiver of Privacy Rights

.01 Every user expressly waives any right of privacy in anything he/she creates, stores, sends, or receives via the e-mail system using SMUMC's computer equipment or Internet access. The user consents to allow designated SMUMC personnel access to and review of all materials created, stored, sent, or received by user through any SMUMC network or Internet connection.

#### 24.6 Blocking Sites with Inappropriate Content

.01 SMUMC reserves the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate.

#### 24.7 Security

.01 It is a priority of SMUMC to achieve the highest levels of confidentiality as possible in the Church's computer network. In order to maintain proper security controls, cooperation will be necessary in the following areas:

#### 24.8 Passwords

.01 User passwords will be issued and controlled by the Pastor and/or the Trustee Board. These passwords are used to identify authorized users on the Church's system. Therefore, each employee password must be maintained secretly, known only by the employee and the Pastor. The employee shall not share his or her password or allow anyone else to use it without prior approval. A password shall consist of a word and/or numbers known to the employee but not easily guessed by others.

### **25.0 Use of Church Software**

.01 SMUMC licenses the use of computer software from a variety of third parties. The software developer usually copyrights software. Unless expressly authorized to do so, SMUMC employees may not make copies of software except for back-up or archival purposes. The purpose of this procedure is to prevent copyright infringement and to protect the integrity of the Church's computer environment from viruses.

.02 It is the policy of SMUMC to respect all computer software copyrights and to adhere to the terms of all software licenses to which the Church is a party. The Pastor is responsible for enforcing these guidelines.

.03 SMUMC employees may not duplicate any licensed software or related documentation for use either on SMUMC premises or elsewhere unless expressly authorized to do so by an agreement with the licensor. Unauthorized duplication of software may subject employees and/or the Church to both civil and criminal penalties under the United States Copyright Act.

.04 Employees may not give Church-owned/registered computer software to any other employee or any Church-owned/registered software to non-employees including: spouses, parents, contractors, students, and others. SMUMC

employees may use Church owned/registered software on the Church's local area network or on multiple machines only in accordance with applicable license agreements.

### **26.0 Personal Software**

.01 The use of personal software will not be allowed. Loading personal software is the number one means of introducing viruses into a computer network. Valid software licenses are required for all software loaded onto the Church computer network. If there is a software package an employee desires to have available on the network, the employee shall notify the Pastor, and if approved, it will be purchased from Church funds and installed.

### **27.0 Home Computer Use**

.01 Computer software purchased by SMUMC is owned by the Church and cannot be copied or installed on employee's and lay leader's home computers. Church documents, spreadsheets, or data cannot be loaded on any other computer not owned by SMUMC without prior approval. All Church computer data and information belongs to SMUMC and shall not be copied or given to any person or loaded onto any other computer.

.02 If an employee is required to use certain software at home, SMUMC will purchase a separate package and record it as a Church-owned asset in the software register. Certain software companies do provide in their license agreement that home use is permitted under certain circumstances.

### **28.0 E-Mail Usage**

.01 The e-mail system of SMUMC has been established for the purpose of furthering the Church's mission goals and not to provide a communication facility for employees' personal business. Consequently, e-mail shall be used for ministry related matters. However, an occasional or incidental use of the e-mail system for personal, non-business purposes is generally acceptable (similar to personal phone calls). However, if this privilege is abused, the employee may lose his or her e-mail privileges or receive appropriate disciplinary actions.

.02 All e-mail messages, documents, and information are the property of SMUMC, and as such, may be reviewed or inspected by the Pastor, or his appointee, at any time. Employees shall also keep in mind that when e-mail messages are exchanged with persons outside the Church, through the Internet or otherwise, the privacy of the messages depends upon policies and practices of service providers and network managers not within the control of the Church.

.03 The following notation must be included in each employee's personal signature on all e-mails that are sent:



*“Note – This e-mail is confidential and intended solely for the use of the individual to whom it is addressed. Any views or opinions presented are solely those of the author and do not necessarily represent those of SMUMC, Inc. If you are not the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited. If you have received this email in error please contact the sender. Although SMUMC, Inc. attempts to sweep e-mail and attachments for viruses, it does not guarantee that both is virus free and accepts no liability for any damage sustained as a result of viruses. “*

### **29.0 Use of Fax Machines and Copiers**

- .01 SMUMC fax machine and copiers are for official Church business use only.
- .02 When using any of the Church's fax machines, the official Facsimile Transmittal cover sheet must be used.
- .03 Copyrighted materials must never be copied or transmitted through a fax machine without the expressed written permission of the copyright owner.

### **30.0 Church Stationery**

- .01 SMUMC stationary is to be used for authorized Church use only.

### **31.0 Church Calendar**

- .01 Only events posted to the church calendar will be considered as “official church events” and come under the protection of the general liability policy of the church. Employees, Committees, Ministry Teams, Task Force, Program Leaders, and other groups must post events/meetings on the church calendar to have coverage in church publications and public announcements.

### **32.0 Workplace Violence**

- .01 To ensure employee and Church member safety on Church grounds, SMUMC takes very seriously violence in the workplace.
- .02 For the purposes of this policy, violence and threats of violence include, but are not limited to:
  - any act which is physically assaulting;
  - any substantial threat to harm or to endanger the safety of others;
  - behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression;
  - any substantial threat to destroy property;
  - possession on Church property of any weapon or dangerous instrument (e.g., any type of firearms, certain knives, brass or metal knuckles, etc.).
- .03 A climate of fear or intimidation will not be tolerated at SMUMC. Threatening or intimidating behaviors, acts of verbal or physical aggression and violence will result in immediate termination. Civil and criminal penalties will also be pursued as appropriate.
- .04 It is the responsibility of every member and employee of the Church to take any threat or violent act seriously, to consult with appropriate



individuals and to follow appropriate guidelines. All perceived or actual threats to personal safety shall be immediately reported to the Pastor.

### **33.0 Workplace Safety and Security**

.01 Every effort will be made to ensure the safety and well-being of the employees, volunteers, Church members, and visitors of SMUMC. This will include while they are on the premises of the Church, involved in Church related or sponsored activities, and while using Church owned equipment.

.02 SMUMC provides all employees with the tools, training, facilities, and information necessary to work in a safe and efficient manner. Employees are asked to approach their work with a thoughtfulness that reflects their respect for their own health and safety and that of their fellow employees.

.03 SMUMC strives to comply with all workplace safety laws and regulations; employees are responsible for taking the opportunities provided to understand them and observe them. Our fundamental belief is that no one task is so important that it warrants risking the health or safety of any employee at any time.

.04 If an on-the-job accident occurs, the employee must report it to the Pastor and SPRC Chair immediately no matter how minor the accident may seem to be. Should a work-related injury occur, all SMUMC employees are covered by Workers Compensation Insurance.

.05 Questions or concerns about workplace health or safety shall be addressed to the Pastor or Chair of the SPRC.

### **34.0 Safe Sanctuary**

#### **Purpose**

*The members of this church are committed to providing a safe and nurturing environment for staff, members and guests of all ages, to taking reasonable precautions to reduce the risk of child or adult maltreatment for all who participate in our programs or events, and to reducing the risk of false allegations or suspicions of the same. All staff member should refer to the "Safe Sanctuary Brochure" located in the Church office, and review the Church's guidelines on Safe Sanctuary. These guidelines are intended to reflect our congregation's commitment to preserving the Church as a Holy place where all people can experience the love of God through relationships with others. These guidelines apply to all church-sponsored events or programs, whether on or off the Church premises.*

### **35.0 Miscellaneous Responsibilities of Employees**

.01 Employees shall check regularly with the Church calendar for information and direction. All events planned in SMUMC facilities must be calendared by the use of the Calendaring of Events Request.

.02 Employees shall keep their supervisor informed of their whereabouts.

.03 Employees are responsible to maintain their own office or workspace in an efficient and attractive manner. Employees need to assume security and protective care of their equipment. Employees also need to assume cleanup of their own work and activities in other joint work areas such as the copy room and coffee break areas.

.04 Employees shall turn off lights in Church facilities when an area is not in use. To improve energy conservation (i.e. dripping faucets or leaks) any other areas shall be reported to the Buildings or Grounds Team Leader. Stewardship of Church finances and facilities must always be a priority of all Church employees.

.05 Employees will be asked to assist in the cross training of other employee positions as deemed appropriate by their supervisors

## **SECTION D: BENEFITS**

### **1.0 Retirement/ Health Insurance Reimbursement**

.01 The intent of the Church to provide all full time employees financial support for coverage and benefits he/she may personally contract. St Matthews United Methodist Church does not offer life insurance plans.

.02 The church will contribute to each qualifying employee account.

Contributions will be determined annually by the church when approving the budget based on the following

- Health/Medical Benefits – maximum of 60% of total monthly premium not to exceed \$225.00 per month
- Pension – maximum of \$50/month

.03 Each employee requesting financial support for medical, life or pensions benefits must provide the following information:

- Documentation of contract or policy
- Frequency of premium payments

### **2.0 Time Off**

.01 Information concerning staff absences will be provided each month by the staff member to the Chair of SPRC by completing the Leave Request

.02 These policies apply to all full-time employees and all permanent part-time employees. For permanent part-time employees working more than 1,040 hours per year (20 hours per week) all calculations will be prorated to correlate with average hours worked per week/month.

.03 Employees who are exempt from Wage & Hour laws will have time counted in increments of days, and non-exempt employees will have time counted in hours.

### **3.0 Paid Time Off (PTO)**

.01 The SMUMC believes that employees should have opportunities to enjoy time away from work to help balance their lives. Employees have diverse needs for time off from work. The Church has established a Paid Time Off (PTO) policy to meet the staff member's needs. This policy is inclusive containing provisions for staff absences. The benefits of PTO are that it promotes a flexible approach to time off. Employees are accountable and responsible for managing their own PTO to allow for adequate reserves if there is a need to cover vacation, illness or

disability, personal appointments, emergencies, and all other needs that require time off from work.

Whenever possible, PTO must be scheduled in advance for time off for vacations, personal business, appointments, or other reasons. Approval of scheduled PTO is subject to the Chair SPRC approval based on group/office staffing needs. Unscheduled absences should be limited to personal illness, injury, or emergencies. Any absence of more than five days for personal illness or injury will require a doctor's excuse upon return to work. The doctor's excuse must include any physical restrictions the employee must follow when the employee returns to work. For any unscheduled absence the employee will indicate the reason for the absence on the employee's monthly report. PTO is paid at the employee's regular straight time pay rate. PTO is not part of any overtime calculations for non-exempt employees.

.01 At the end of each calendar year an employee will be authorized to carry over to the next year up to 50% of sick days earned in that year. Any unused PTO earned in the current year in excess of 50% will be lost by the employee.

.03 An employee who has exhausted his/her PTO account due to personal illness or injury may make a written request to the SPRC for time off without pay.

.04 At times an employee with long and faithful service may have an extended personal illness or injury and not have adequate PTO to cover the absence. In these cases the employee may make a written request to the SPRC. The SPRC, Senior Pastor and immediate supervisor will consider any request on a case by case basis.

.05 The following details the approved paid time off benefits for full time staff

- Annual Leave (vacation) 10 days annually
- Sick Leave 6 days annually
- Personal Leave 3 days

.06 Employees requesting a single leave event of more than 5 scheduled work days, must obtain prior approval from the Pastor, or the SPRC chair, at least 30 days in advance of the desired leave.

#### **4.0 HOLIDAYS**

.01 The following holidays are recognized as paid holidays:

- New Year's Day
- Dr. Martin Luther King Day
- Easter Monday
- Memorial Day

- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve
- Christmas Day

.02 Employees away from work on an unpaid leave of absence other than leaves due to work-related injuries will not be compensated for holidays occurring during their leave of absence.

.03 In the event any of these holidays occur on Saturday, the prior Friday will be considered the holiday. If the holiday falls on Sunday, the following Monday will be considered the holiday.

.04 The Church offices and buildings are closed on these days.

.05 If the holiday falls on an employee's day off, staff will observe the holiday on the next scheduled work day.

.06 Church office hours will be posted in the offices and in the Church Bulletin at least twice a year, or more frequently if changes are made,

## **5.0 Other Absences**

### **5.1 Maternity**

Compensation for maternity leave will be based upon accumulated Paid Time Off (PTO) for the employee as described above. Absence for maternity is approved as needed for up to three months for employees returning to work. Where there are medical complications, absence for maternity leave may be extended beyond three months. All requests for extended maternity leave will be made through the immediate supervisor to the SPRC. The SPRC will have the responsibility for making the final decision. Maternity leave will run concurrently with the provisions of the Family Medical Leave Act.

### **5.2 Family and Medical Leave Act (FMLA) of 1991**

.01 In keeping with the spirit of the federal law the Church offers up to 12 weeks of unpaid family and medical leave to its eligible employees. Any absence for an employee's illness or injury will run concurrently with the policy indicated in this handbook for Paid Time Off.

.02 Under federal law, an employee is eligible for leave if he or she has worked for the Church for at least 12 months. During that time the employee must have worked a minimum of 1,250 hours with the Church. The Church may grant its eligible employee a total of 12 workweeks of unpaid leave during any calendar year for the following purposes: 1) caring for a child following his or her birth, adoption, or placement in the employee's home for foster care; 2) caring for a spouse, child, or parent who has a serious health condition; or 3) recovering from a serious health illness or injury which renders one unable to perform one's job responsibilities.

.03 Leave for child care must be taken within 12 months of the date of birth, adoption, or placement.

.04 Employees requesting leave will be required to use Paid Time Off (PTO) as a part of the 12 week leave. Compensation during the leave period will be based on available accumulated PTO.

.05 The employee is requested to give at least 30 days' notice of any foreseeable need for leave.

.06 At the employer's request, eligible employees requesting leave must provide certification by medical professionals documenting the health conditions of the employee, spouse, child, or parent. Employer at its own expense may require the employee to secure a second and third medical opinion.

.07 During the leave period the Church will continue to pay its portion of premiums of health insurance in place at the time the leave began. If the employee does not return to work at the expiration of the leave period, the employee must reimburse the Church for all health and dental insurance premiums. The employee must continue to pay his or her normal premiums.

.08 Upon return from leave the employee is entitled to his or her former position or an equivalent position with equivalent pay and benefits.

### 5.3 Jury Duty

01. Employees selected for jury duty are expected to return promptly to work when not actually detained by the court for jury service. Any absence for jury duty will be recorded on the employee's monthly report as jury duty. The employee on jury duty will receive his or her Church compensation and may retain jury duty pay.

## 5.4 Bereavement Leave

.01 The Church recognizes that a time of bereavement is a very difficult one for an employee. In this regard, every effort will be made to ensure that the employee is able to attend to family matters.

.02 In the case of a member of the immediate family, as defined below for bereavement leave (employee's spouse, children, parents, brothers, sisters, grandparents, spouse's children, spouse's parents, spouse's grandparents, or other relatives that reside in the employee's household), the fulltime employee may be paid for the absence from scheduled work for a period not to exceed three (3) consecutive workdays; one day of which must be the day of the funeral.

.03 Since death is an unexpected event that can occur at any time, the Church feels that an employee's 90 day probationary period does not have to be met before the employee can qualify for this paid absence. This benefit does not apply if the death occurs while the employee is on vacation, holidays, leave of absence or absence for any other reason.

.04 Bereavement leaves, as defined in this policy, will not accrue or accumulate, nor be paid if unused at year-end or upon termination of employment. Hourly pay for this form of leave will be computed at the employee's regular rate to a maximum of eight hours for one day. This leave pay shall not be credited as time worked for the purpose of computing overtime.

.05 Bereavement leave with pay will not be allowable for a holiday or when the employee is not scheduled to work.

.06 At the request of an affected employee, and in the case of extreme and unusual circumstances, additional time off for a death in the family may be granted. The additional time off will be without pay, or charged against paid time off. These decisions are at the discretion of the Pastor.

## 5.5 Voting Leave

.01 Employees are encouraged to demonstrate responsible Christian citizenship by voting. Employees, who cannot vote before or after work, are permitted up to three (3) unpaid hours of leave to vote. Employees must notify their immediate supervisor of their intention to take time off before the actual Election Day

## 5.6 Military Leave

.01 Employees who are required, as members of the National Guard or a reserve unit, to attend a training period not exceeding two weeks will be granted the necessary time off. Otherwise, if there is an active call-up of staff members who are reservists or National Guard members, the USERRA provisions will apply. In the event such a call-up takes place, the Pastor will be available to assist the staff members and their families with the requirements and options available.

.02 Employees returning from active military service are entitled to reinstatement and other required rights in accordance with federal and state law.

## 5.7 Workers' Compensation Leave

.01 A leave of absence will be granted whenever there is a work-related injury.

.02 The Church will comply with all applicable state and federal laws concerning leave time for work-related illness or injury. The Church's insurance agent will be called upon to assist staff in all workers' compensation matters. Employees on work-related illness or injury leaves will be reviewed on a case-by-case basis.

## 5.8 Mandated Administrative Leave

.01 An employee who has been accused or named in an allegation that needs to be investigated may be placed on mandated administrative leave. Such leaves can promote peace and harmony by temporarily separating the accused employee from his or her work environment while the employer performs the investigation. The leave can also assist the employee physically, emotionally and spiritually, especially in a conflicted situation.

.02 All administrative leaves must be approved by the SPRC.

.03 The duration of an administrative leave will depend upon the time needed for the investigation process. The investigation will proceed to conclusion with all deliberate speed, mindful of the employee's reputation and financial obligation to the congregation.

.04 Generally, the investigated employee will receive his or her normal compensation and benefits while the investigation is in process. However, under certain circumstances, the employee may be placed on administrative leave without pay. The SPRC will determine the financial terms to all administrative leaves.



.05 The employee placed on administrative leave must comply with the following conditions:

- Comply with all aspects of this policy.
- Remain out of all Church buildings and off Church grounds throughout the duration of the leave, except for worship services and regular Bible Study.
- Not initiate contact with any member of the Church staff, except for one member of the staff who may be designated, by prior mutual agreement, to deliver personal mail or other personal effects while on leave.
- Not conduct worship services, weddings, funerals, visitation, Bible studies, and etc. or any other normal job responsibilities as defined in the employee's Position Description with SMUMC. Provisions can be made with the SPRC for cases of extraordinary family ministerial care.

.06 The Chairperson of the SPRC and/or Pastor, in counsel with the Church General Counsel, will assign a team of individuals to investigate the allegation against the employee. The SPRC and /or Pastor will also appoint individuals to perform the normal day-to-day duties of the person who is on leave.

## **6.0 Provisions to All Leaves of Absence (Except Administrative Leaves)**

.01 Except for sickness or emergencies, employees are expected to inform their supervisor and the Church of any planned absence away from work. All exempt and non exempt employees shall complete a Leave Authorization request and forward it to their supervisor for approval (Senior Pastor submits documents for record accounting to the church office manager or financial secretary).

Employees are expected to give as much advance notice as possible, especially for extended absences, to allow their supervisor and the Church to coordinate and reassign work responsibilities. When allowed, supervisors may request employees to reschedule their planned time off if it causes conflicts with ministry activities, employee shortages, etc.

.02 A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a health provider's written statement that certifies the need for the extension.

.03 Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.

.04 Coverage under the Church's group insurance plans will be continued on the following basis:

- The Church will continue to contribute to group health insurance premiums, as if the employee were actively at work, for up to 12 (twelve) workweeks of an approved family care and medical leave of absence.
- The Church will continue to contribute to other group insurance premiums, as if the employee were actively at work, for one month of an approved family care and medical leave of absence.
- Employees may be required to pay the entire premium for other continued group insurance coverage during the portion of an approved family care and medical leave of absence in excess of one month.
- Employees must make arrangements with the Church to prepay their share of group insurance premiums before taking a leave of absence. Employees who fail to return to work at the end of an approved leave of absence may be required to reimburse the Church for group insurance premiums paid by the Church while the employee was on leave.

.05 Employees on leave of absence may be subject to layoff on the same basis as employees who are actively at work.

.06 Employees on leave of absence must communicate with the Pastor at least once each month regarding their status and anticipated date to return to work.

.07 Employees who falsify the reason for their absence will be terminated.

## **7.0 SOCIAL SECURITY**

.01 The employer's portion of Social Security and Medicare taxes (FICA) will be provided for all non-minister employees.

.02 Minister employees are considered "self-employed" for social security purposes and are required to pay the entire tax.

## **8.0 WORKERS' COMPENSATION INSURANCE**

.01 Every employee of SMUMC is automatically covered by Workers' Compensation Insurance at the time of employment. The Church pays the entire premium for this coverage. The following benefit examples are provided to employees who sustain a work-related

injury or illness: partial wage replacement for periods of disability medical care, including medicine, hospital, doctor, X-rays, crutches, etc. rehabilitation

services, if necessary. Additionally, SMUMC is a drug-free workplace and subscribes to all requirements to maintain that status with our worker's compensation carrier.

.02 All employees are required to report any type of work-related injury or illness to their supervisor, as soon as it occurs, regardless of how minor the injury or sickness may be. Proper first aid and/or medical attention shall be sought immediately. Supervisors are required to complete an Accident Investigation Report on all work-related injuries.

## **9.0 FEDERAL AND STATE UNEMPLOYMENT PROGRAMS**

.01 Being a tax-exempt 501(c) 3 organization, SMUMC is exempt from paying federal and state unemployment taxes, and furthermore, has elected not to voluntarily participate in these programs. Therefore, all Church employees will not be eligible to draw unemployment benefits from these programs should their employment here be terminated.

## **10.0 CONTINUING EDUCATION AND PROFESSIONAL MEMBERSHIPS**

.01 Where it can be demonstrated that SMUMC will benefit from an employee's participation in a continuing education program or professional organization, time away may be granted and the related expenses may be paid or reimbursed from Church funds. Requests for time away and payment of expenses related to continuing education programs and professional organizations must be approved in advance by the Pastor.

## SECTION E: PERFORMANCE STANDARDS

### GENERAL INFORMATION:

It is the Church's policy to conduct performance reviews with employees on a regular scheduled basis as a means of fostering employee development and motivating employees to reach their full potential. It is not possible to provide an exhaustive list of every performance standard. However, employees are responsible for understanding and complying with the standards, generally outline in his or her job description and, as discussed with their immediate supervisor.

### 1.0 Work Performance

.01 Employees may be disciplined, up to and including termination, for poor work performance as determined by their supervisors, the Pastor and sometimes the SPRC. Examples of poor work performances are outlined below, but are not limited to:

- below average work in quality or quantity
- poor behavior (attitude), including rudeness, lack of cooperation, acts of dissention within staff
- excessive absenteeism, tardiness, or abuse of break and lunch privileges
- failure to follow supervisory instructions or abide by Church policies and procedures.

### 2.0 Misconduct and/or Unacceptable Behavior

.01 Employees may also be disciplined, up to and including termination, for misconduct and/or unacceptable behavior. Examples of misconduct are outlined below, but are not limited to:

- acts of insubordination or lack of respect for authority
- abuse, misuse, theft, or the unauthorized possession or removal of Church property or the personal property of others
- violation of the Church's Use of Church Computer and Internet Access policy

- falsifying or making a material omission on Church records, reports, or other documents, including payroll, personnel, and employment records
- divulging confidential Church information to unauthorized persons
- disorderly conduct on Church property, including fighting or attempted bodily injury, the use of profane, abusive, or threatening language toward others, or possession of a weapon
- violation of any law adversely affecting the Church, or conviction in court of any crime that may cause the employee to be regarded as unsuitable for continued employment
- violation of the Church's alcohol, drugs, and controlled substances policy
- marking or signing the time record of another employee or knowingly allowing another employee to mark or sign their time record
- any offensive or inappropriate actions which could impugn or harm the integrity or reputation of the Church
- violation of the SMUMC Statement of Faith/Covenant and Policy or its Policies and Procedures
- any immoral conduct which brings reproach upon the name of the Lord Jesus Christ and his Church
- use of tobacco products inside church facilities , inside church vehicles, or on Church property is not permitted .

.02 All staff are to serve cooperatively with other staff coordinating their respective ministries with all other Church related programming. Staff are expected to exhibit loyalty to the Pastor, other staff members and the mission of SMUMC. Any staff person fostering disharmony in any matter shall follow the scriptural principles as outlined in Matthew 18. If matters of disharmony cannot be resolved, this staff person will be given the opportunity to resign voluntarily or be involuntarily terminated.

### **3.0 Progressive Disciplinary Action**

.01 Because of the many possibilities that might exist in any set of circumstances, it is not practical to set out the appropriate action for dealing with every employment problem. The range of actions could be from just mentioning

the problem to the employee, up to and including immediate termination of employment. The Church reserves the right to enter into any phase of discipline, at any time, depending on the nature and frequency of offenses. Furthermore, dismissal need not be preceded by one or more less-severe sanctions. Consultation with the SPRC may be appropriate.

.02 Whenever disciplinary action is needed it will always be done in a spirit of restoration. When an employee has been counseled without improving or corrective results, the following progressive actions may be performed. However, certain cases may warrant only one or two of the following steps, while others might require all three steps to be followed.

### 3.1 Informal Oral Reminder

.01 This oral reminder shall be held in private to discuss the problem. The supervisor reminds the employee of the need to meet acceptable standards of performance and conduct and seeks to obtain the employee's agreement to perform properly in the future. In most situations, such an informal discussion with an employee shall precede any formal discussion or warning. The supervisor shall document in memo form the date, time, circumstances and responses of the employee regarding this oral reminder. This memo shall be placed in the employee's personnel file.

### 3.2 Formal Oral Reprimand Notice

.01 In this meeting the supervisor will reiterate the unsatisfactory performance and/or conduct and stress the importance for improvement or correction. The employee and supervisor must sign this warning. A copy of the warning will be given to the employee and the original forwarded to the employee's personnel file. The forwarding of this warning must be handled as "confidential."

### 3.3 Final Warning And Written Notice

.01 If the oral discussions have not corrected the situation, or should a problem of sufficient seriousness arise that an additional written notice to the employee is considered appropriate, a discussion shall be scheduled using a final written warning. This written warning shall include:

- An in-depth review of the problem. The documentation shall be as complete and specific as possible and shall not leave major issues or areas without being addressed.
- The development of an action plan to address the issues raised and a reasonable time period to accomplish the plan.
- The employee's and supervisor's signature, to indicate receipt and understanding of what is expected.

.02 The employee will be told at the conclusion of this meeting, that if corrections are not made to the satisfaction of the supervisor, he/she will be terminated.

### 3.4 Dismissal Notice

.01 The Pastor will contact the SPRC to discuss the situation and desired plan of action. SPRC will advise as to what legal risks the Church could face based on its actions. Alternative suggestions and recommendations will also be discussed. If deemed necessary, legal counsel will be secured.

.02 If it is still deemed appropriate to terminate the employee, it will then be the responsibility of the Pastor and the employee's supervisor to inform the employee of his/her termination.

## 4.0 POSITION DESCRIPTIONS

.01 All approved SMUMC personnel positions (full-time or part-time) must have a current Position Description. The Position Description should include a list of responsibilities, coordination and division of work and prevention of duplication of efforts. These descriptions are only guides and are not all-inclusive of a person's abilities or the requirements for fulfilling their position. Further, they are not intended to be used as work limitations or restrictions on employee roles. All employees are expected to be team players and to help each other and the Church within reason and workplace safety guidelines. The Position Description should be reviewed annually, (preferably during each annual performance review) and discussed with the employee's supervisor as questions arise regarding position responsibilities and authority levels.

### 4.1 Preparation

.01 The Position Description for a newly established position will be drafted initially by the applicable supervisor requesting such position.

.02 For an established position, the Position Description shall be updated noting changes in the principle function and areas of responsibilities. Descriptions shall always mirror the ministry directions and vision statements of SMUMC.

.03 Whenever practical, supervisors shall interact with employees in developing or reviewing existing descriptions for accuracy and clarity. If present descriptions are inadequate, the supervisor might request the employees to prepare a procedural flow of tasks. After reviewing the procedures which are actually being performed, the supervisor will be better prepared to create a new Position Description which prioritizes his/her ministry desires for the position.

.04 Supervisors shall always work in conjunction with their ministry Department Heads to finalize the Position Descriptions. These descriptions must also be reviewed and updated as part of the employee's performance evaluation as mentioned below. Annual personal ministry objectives and goals shall also be considered which directly parallel with the staff member's Position Description.

#### 4.2 Format and Content

.01 All Position Descriptions will be prepared in a consistent format. Their content shall consist of each of the following:

- Position Title: The title shall be short and simple yet as descriptive as possible.
- Reports To: The title of the immediate supervisor of the position.
- Date Prepared/Revised: This is the initial date of preparation or the latest revision date to the description.
- Principle Function: This shall be a short statement encompassing the basic function and objectives of the position and shall enable anyone reasonably familiar with the Church to understand the primary purpose of the position.
- Specific List of Responsibilities: This section shall describe with brevity, specific details of the major duties and responsibilities for performing the position. Whenever possible, descriptive terms used shall be related to the objectives or action



of a particular ministry function rather than to indicate what is done (such as required physical activity like typing, filing, printing, etc.).

.02 Any unusual requirement, qualification or work arrangement for the position shall be added in a separate section.

## **5.0 PERFORMANCE EVALUATIONS**

.01 Employees, with the exception of the Pastor, will receive their first written performance evaluation after approximately 6 months from the end of the probationary period, and approximately every year thereafter. The evaluations will be performed by the employee's immediate supervisor. If an employee reports to more than one supervisor, then both supervisors shall be involved in the review process.

.02 The Pastor or the SPPC Chair will inform all employees of upcoming performance evaluations and set dates for such meetings. Annual evaluations are usually conducted each August. Each supervisor will inform their employees and ask them to complete a Self-Appraisal by Employee and return it back to them several days prior to their scheduled appraisal meeting. The self-appraisal will allow the employee to become more involved in the objectives of the performance appraisal process through assessment of their own performance and provides the supervisor with insight into the employee's viewpoint. Supervisors shall select from standard evaluation forms to assist them in their evaluations.

.03 The purpose of the performance evaluation is to inform the employees how well they are doing, while considering their length of time in the position in relation to the performance requirements for the position. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement. The employee will also be provided space on these evaluations to make personal comments as they deem necessary.

.04 While conducting the appraisal, supervisors shall always provide specific examples whenever possible. Each area of the appraisal shall be evaluated objectively. Caution must be taken to not give an overall good/bad rating in every performance area. Giving an unmerited high rating or praise will ultimately hurt both the employee and the Church. Supervisors must accurately and honestly evaluate each employee's performance under their supervision.

.05 These evaluations will include a detailed review of the employee's Position Description with modifications appropriately made. Specific ministry objectives

and goals, as established in the prior year annual evaluation, will also be reviewed to determine how the employee did in accomplishing them. New ministry objectives and goals will also be determined for the upcoming year.

.06 One of the most important parts of any appraisal is the discussion of the evaluation with the employee. Allowing the employee to share openly about his/her views of performance will lead to a better understanding and relationship between the two of them, clarify mutual ministry objectives and goals, and give the employee a feeling of satisfaction regarding the areas of his/her service.

.07 The supervisor shall never evaluate an employee based on him/her as a person. Evaluating "performance" is the goal to accomplish. This means that if the supervisor must be critical regarding the employee's performance, the supervisor shall emphasize that it is the performance and not the employee who has slipped. People usually can look more objectively at the results of their work than at themselves. Furthermore, an objective supervisor will be willing to point out that some of the employee's problems may stem from the supervisor's failure to provide proper guidance, instruction and encouragement. Being transparent and humble will greatly enhance the evaluation process.

.08 At the conclusion of the evaluation process, the employee shall be asked to write any comments they might have about their appraisal, sign the form(s) and then they will be forwarded for inclusion in the employee's personnel file.

.09 Performance evaluations help the Church to make important decisions about job placement, training and development, and pay adjustments. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the "at will" employment relationship between the employee and the Church.

## **6.0 TERMINATIONS**

### **6.1 Voluntary Termination**

.01 A voluntary termination is a termination that is initiated by the employee (also known as resignation).

### **6.2 Ministry and Administrative/Management Staff**

.01 Ministerial and director/administrative/management staff positions shall submit a resignation letter to the Pastor and the Chairperson of the SPRC. These management level positions are requested to provide up to thirty days

notice. This will provide the Church and appropriate supervisors a minimum amount of time to respond to reassigning or acquiring additional staff, training and any other requirements to fill the position to facilitate a smooth transition.

### 6.3 Support Staff

.01 Support staff employees shall give at least a two-week written notice to their immediate supervisor before leaving their job. This courtesy will allow their supervisor enough time to adjust working schedules and secure a replacement. Also, their advance notices will reflect favorably on the employee's employment records and will be noted in their personnel file.

### 6.4 Procedures for All Staff

The Pastor, or his/her designee shall perform the following procedures regarding voluntary terminations:

.01 Ask the departing employee to complete the Exit Interview Questionnaire and bring it to his/her exit interview. The information obtained from this questionnaire is used to improve the working conditions and environment at SMUMC.

.02 A Separation Notice must be properly completed. The terminated employee and immediate supervisor shall sign this notice.

.03 Ensure that the terminating employee submits their final Time Record for calculation of accrued pay and any paid time off benefits. Consideration shall also be given to employee expense accounts where advances have not yet been returned. Have the secretary or other designee prepare their final payroll check for pickup and issue a Statement of Earnings and Income Tax Withheld at year-end. The final paycheck for a voluntarily resigning employee will be made available on the regularly scheduled payday.

.04 Notify the terminating employee, in writing, of any insurance or other benefits to which he or she may be entitled.

.05 Receive all keys, credit cards, and any other Church owned equipment or materials from the terminated employee before their final paycheck is issued to the employee.

### 4.2 Involuntary Termination

.01 A termination for cause is a termination that is initiated by Church management for reasons other than changing ministry conditions. Staff

members hired by the church require a simple majority of those voting to terminate. Those staff members (administrative/directors) hired by the SPRC may be terminated by the SPRC. Those staff members hired by a supervisor may be terminated by the supervisor with Pastor and SPRC Chair review and approval.

.02 In the case where a decision to terminate is made the Pastor and SPRC Chair will make the decision to terminate and brief the Chairman of the Trustees or other appropriate board of the reason. Due to privacy issues, no additional reports will be made.

#### 4.3 Procedures For All Staff

.01 If an Exit Interview is appropriate, it shall be conducted and documented on the Employee Exit Interview Questionnaire.

.02 If at all possible, a Separation Notice shall be signed by the terminated employee and immediate supervisor. If the terminated employee does not wish to sign the notice, this shall be so noted on the notice as it is being completed.

.03 The terminated employee's final paycheck will be prepared in advance or within 24 hours and will be issued to the employee after all of the above has been performed. The final paycheck will consider the employee's expense account where advances have not yet been returned.

.04 The employee will be informed, in the termination letter, of any insurance or other benefits to which he or she may be entitled.

.05 Ask the terminated employee if they would like to provide a signed release for the purpose of giving a future reference to a prospective employer. If the terminated employee desires to provide such a release, have him/her complete Consent to Disclosure of Employment Reference Information Release and properly execute.

#### 4.4 Severance Package for Release of Claims

.01 Unfortunately, the Church may be faced with the unpleasant circumstance of legal actions being brought against the Church from a disgruntled terminated employee.

.02 The SPRC may wish to provide a severance package to a terminated employee only if the employee agrees to waive all potential legal actions; a reasonable condition in many situations.

.03 If a severance package is considered appropriate, the arrangement must be documented in a severance agreement. All agreements must be in written form and signed by the appropriate parties. The church reserves the right to seek legal counsel in determining the best

course/appropriate action. For a release to be enforceable, the Church must offer the employee something of value in exchange for giving up his or her possible claims against the Church.

.04 The terminated employee will be given a reasonable time frame to decide whether to accept the severance package and sign the severance agreement containing a release of claims. A coerced release is legally worthless.

.05 The severance package will be considered taxable income to the terminated employee unless the payment is considered damages received "on account of personal injuries or sickness." Section 104 of the Internal Revenue Code allows the exclusion of such payments as taxable income if this condition is met. If the severance package is considered nontaxable, the Pastor must receive a legal opinion from the Church's professional advisors supporting such a decision.

#### 4.3 Permanent Layoff - Severance

.01 A layoff is a termination of employment that results from changing ministry conditions which necessitate a reduction in staff. Whenever the SMUMC Pastor and appropriate Board/Committee determine, a layoff shall occur, the following factors will be among those considered: versatility, qualifications, skill, ability, performance, efficiency, loyalty, attitude and dependability.

.02 The Church will compensate a dismissed Minister with a salary equivalent equaling three

months of the employee's annual base salary providing funds are available. Support Staff will receive termination pay equaling to two weeks of the employee's average paycheck for the past year.

## **SECTION F: SALARY AND WAGE ADMINISTRATION**

### **Statement of Policy:**

SMUMC will remunerate its employees in a way that demonstrates a high regard and appreciation for the individual and his/her ministry service (1 Timothy 5:17-18, Colossians 4:1, Matthew 25:21 and 1 Thessalonians 5:12-13). We will foster an atmosphere of reciprocal care between the staff and the congregation and remove as many encumbrances as possible to help the staff serve effectively and efficiently. We will encourage present and future staff to pursue excellence in ministry and reward them for their excellent performance. We will also maintain our responsibility to be good

stewards of the resources that have been entrusted to Church leadership. We will not expect any of our employees to live with hardship as a cost of ministry.

Some people believe money isn't all that important in Christian work because people are "called" to ministry, and that "calling" will overcome the flesh with regard to money. Though ideally this would be true, reality is that men and women in ministry face many of the same challenges with regard to resources and possessions as men and women in the marketplace. As an employer, we at St. Matthews United

Methodist Church recognize this and every effort will be made to apply the scriptural principle that a "laborer is worthy of his hire."

SMUMC will provide a fair, consistent and equitable method of determining rates of pay for its salaried and hourly employees based upon the responsibilities, skills and qualifications required for each position. This method will also utilize objective criteria for the proper placement of each employee within employment classifications and applicable pay scales, and allow for the establishment of salary and hourly increases based upon the results of each employee's performance evaluation.

### **1.0 Compensation Philosophy**

.01 The goal of a compensation program is simple – to compensate all employees fairly, based on what they do. Their compensation shall be based on their Position Description, not their personal

### **2.0 Compensation Program Purpose**

.01 A compensation program takes the guesswork out of determining salaries and wages. In other words, subjectivity is replaced with objectivity. It will provide a tool for the employer to use when compensating employees and will help maintain equity throughout the Church.

.02 As employers, we also need to maintain our responsibility to steward the resources that have been entrusted to us. A compensation program helps provide objective criteria for setting salaries and wages and serves as a guide for compensation increases. It will help leadership maintain balance concerning salaries and wages and further help them to manage more effectively.

### **3.0 Oversight**

.01 The SPRC and Pastor will be responsible for the oversight of these Salary and Wage Administration Plan policies and procedures.

.02 This Salary and Wage Administration Plan addresses only the employee's salary/wages. Employee protection coverage benefits and ministry related expense reimbursements will be provided through other adopted personnel policies and procedures of SMUMC.

.03 Employee performance evaluations do not guarantee a salary/wage increase nor do they alter, modify, or amend the "at will" employment relationship between the employee and the Church. Furthermore, the accomplishment of this Plan is conditioned upon a favorable financial position of the Church's General Operating Budget.

#### **4.0 Employee Classifications and Categories**

.01 The staff of SMUMC consists of three classifications: [1] Ministerial Staff (Ordained /non-ordained), [2] Administrative/Managerial/Director Staff and [3]Support Staff. Each of these classifications accommodates a variety of pay scales.

#### **5.0 Assignment of Employee Classifications and Categories**

.01 Before any staff position is filled at SMUMC, a Position Description must first be completed which thoroughly defines the primary function of the position and a detailed listing of all areas of responsibility. The Position Description is the foundation of the Salary and Wage Administration Plan since it provides the basic data for position comparisons and evaluations. Position Descriptions must first be approved by the Pastor and SPRC of the Church before individuals are solicited for the position or funds are so allocated.

.02 It will be the responsibility of the SPRC and Pastor to assign a proper Classification and Category, as outlined above, to every Position Description prior to the consideration of employment.

#### **6.0 Determination of Salary/Wage Scales**

.01 Each Church position will be evaluated and ranked as to its "relative worth" in accomplishing the Church's ministry objectives and goals and overall operations of the Church and its ministries. Each position is ranked based on its responsibilities and not on the person in the position. These evaluations will be performed in cooperation with the Pastor and the SPRC.

.02 A Salary/Wage Scale will be established for each paid position based on the above-mentioned evaluation. This will be accomplished by the SPRC. Areas to be considered in establishing these scales will be:



- the overall responsibility of the position
- the number of people and/or ministries reporting to the position
- the importance of the position in the success of the overall ministry and operation of the Church
- any other pertinent considerations.

.03 When more than one position has the same or similar evaluation they will be combined in the same scale. Salary/Wage Scales for any new positions will be set by the SPRC considering recommendations from the Pastor or any Church appointed Search Committee.

.04 The scales will be set using comparables from the Denominational Convention Compensation Study, surveys of local Churches of similar size and ministry and appropriate secular sources. Comparables from these sources will be used as guidelines in setting the actual scales. Obtaining such comparables is an important procedure to ensure the payment of reasonable levels of compensation. Intermediate sanctions regulations of the Internal Revenue Code require for a testing of “reasonableness” to guard against the payment of unreasonable levels of compensation and benefits to a Church employee. Please refer to the following section regarding these regulations.

.05 The SPRC will be responsible to review the pay scales each year. It is critical for salary/wage administration that these pay scales be maintained and adjusted each year.

## **6.0 Employee Placement Within Salary Wage Scale**

### **6.1 Initial Placement Within Salary/Wage Scales**

.01 An employee's salary/wage will be set based on his/her placement within the appropriate job classification pay scale. This will be accomplished by reviewing the responsibilities of the approved Position Description and considering the employee candidates':

- determine if position is exempt or non-exempt
- related work experience
- education

- training
- skills and ability to perform the job
- performance
- responsibilities of the job
- length of employment at SMUMC
- any other pertinent considerations.

.02 At the time of hiring, the initial salary/wage will be set using the above criteria, taking into account reports of performance from the employee's previous job. Positions shall never be placed within a salary/wage scale based primarily on the persons filling those positions nor their personal circumstances or situations.

## 6.2 Compensation Increases and Evaluations

.01 As an overview, promotions to a higher grade or salary will be based primarily on the performance and accomplishment of the responsibilities as outlined in the Position Description and established ministry objectives and goals for that year. A salary/wage increase shall not be given if the employee's performance does not meet planned expectations. Compensation increases are earned, they are not automatic!

.02 Evaluations shall accomplish three things:

- They shall provide an opportunity to redefine and update an employee's Position Description so there is a clear understanding of the employee's responsibilities. Included in this area would be a review of the employee's spiritual gift(s), abilities and passions. This is important because it allows the employer and the employee to evaluate if this person is a "good fit" for who God made the employee to be. Responsibilities in a position can change over time, so this shall be done annually.
- The evaluation shall review the performance over the past year. This will highlight the employee's successes, weaknesses, accomplishments of set ministry objectives and goals and will provide a basis for any merit compensation increase for the coming year. A Self Appraisal by Employee can be used for this process. A merit compensation increase shall not be given if an employee's performance is not meeting their supervisor's expectations. Merit compensation increases are earned, they are not automatic.
- The evaluation shall outline specific ministry objectives and goals for the coming year. This will tell the employee exactly what is expected in the coming year and will provide a basis for evaluation at the end of the year.

This will also allow the supervisor to make sure the employee's ministry objectives and goals actually complement the overall ministry directions of SMUMC.

.03 Annually, evaluations will be performed on each employee by his or her immediate supervisor. Evaluation forms shall be completed by both the employee and the supervisor. The employee shall be given the opportunity to rate his/her own performance and set their own personal ministry objectives and goals. These evaluations help determine improved employee performance and morale, identify training and development needs, assist staff with ministry planning and development, assess employee potential, and aid in several areas of internal employee relations.

.04 The completed evaluations will be furnished to the SPRC for their review. This committee will review each evaluation for fairness, consistency and completeness of all Church employees. Supervisors might be required to justify their evaluations before the committee.

.05 Support documentation for annual reviews and evaluations are to be filed in the personnel jacket of the employee/staff.

.06 All personnel records are confidential and kept in a secure site in the church office.

### 6.3 Salary/Wage Freeze

.01 Employees are expected to perform in their position in a satisfactory manner. Whenever an employee is performing at a marginal or unsatisfactory level, the SPRC may choose to prevent the employee from receiving any increases in pay, including increases due to cost of living, for a specified period of time. During periods when pay has been frozen, the period is neutral time for the purposes of determining future pay increases.

## **Section G: REFERENCE CHECKS FOR VOLUNTEERS**

### **1.0 Criminal Background Checks**

01 Criminal background checks will be obtained by the Personnel Chairperson on all volunteers working with children under the age of 18. Driver's license background checks are necessary for those operating church vehicles. Other background information may be required as situations dictate.

.02 Volunteers will be given a copy of this policy and an authorization to obtain the information when volunteer service is being discussed. Releases are given

to the SPP Chairperson who will obtain the information. These records will be sealed and only accessible to the Senior Pastor and Chairperson of the SPRC.

.03 The Church will not give those working with children a 'second chance' if during the screening process it is determined that the person has been convicted of sexual molestation. Leadership feels the care of minors under their responsibility is far more critical than taking the side of mercy for the person.

.04 The Personnel Chairperson will notify the person if information is reported that would prevent the person from volunteering in a particular area. The person will be encouraged to serve in another area.

## **Section H: Contractors**

### **1.0. Use of Contractors**

As circumstances dictate, some positions may be filled by a contracted employee. Terms and conditions of employment, including compensation and responsibilities, are part of the contract. A contractor is not an employee of the church as defined in this manual and is not covered by any of the compensation or benefits programs. Contractors are expected to conduct themselves in a manner that reflects positively on the church.

## **Addenda**

- **Addendum 1 : Employee Statement Acknowledging Receipt of Handbook**
- **Addendum 2: Employee Classifications at St. Matthews UMC**
- **Addendum 3: Job Descriptions**
- **Addendum 4: Performance Evaluation Forms**

- **Addendum 5: St. Matthews Background Authorization Form**

### **Addendum 1:**

#### **Employee Statement Acknowledging Receipt of Handbook**

I have received my copy of the *Employee Handbook* that outlines the policies, practices, and benefit guidelines of SMUMC, and I have read and I understand the information contained in the manual. I understand that it is my responsibility to ask questions on any matters that are not clear to me.

Since the information in this manual is necessarily subject to change as situations warrant, it is understood that changes in the *Handbook* may replace, revise, or eliminate one or more of the policies in this manual. These changes will be communicated to me by my supervisor or through official notices. I accept responsibility for keeping informed of these changes.

---

Employee's Signature

Date

---

Name [Please Print]

## **Addendum 2. Job Classifications at St. Matthews UMC**

### **3.1 Exempt**

.01 Exempt employees are not covered under the minimum pay and overtime provisions of the Fair Labor Standards Act. To be classified as an exempt employee under this Act the employee must meet several requirements. These requirements relate to the type of work the employee is performing, his/her level of authority and the amount of compensation being paid. The Act lists five (5) types of positions that are exempt. The positions most applicable to SMUMC are: administrative and executive. Examples of the requirements for these positions are outlined below.



.02 Exempt employees must be paid on a salary basis, based on the duties performed of a position, rather than by the hours worked. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Such employees are not paid overtime for time worked in excess of forty (40) hours per week. It is generally accepted that exempt employees will work in excess of forty (40) hours per week. In circumstances where excessive overtime is being worked, these employees may be granted compensatory time off at a later date.

.03 Each Church employee's position will be evaluated to determine if the Act's exempt requirements are met before the employee is so classified. Following are the tests for these three (3) most common exempt positions that must be satisfied in order for an employee to be considered exempt. The employee must meet all of the tests and the employee's job description will so note this classification.

### 3.1.1 Administrative Job Classification Requirements

.01 The job must be responsible office or non-manual work directly related to the management policies or general operations of SMUMC.

.02 The job must be responsible work that is directly related to academic instruction or training carried on in the administration of a school system or education establishment.

.03 The employee must customarily and regularly exercise discretion and independent judgment, as distinguished from using skills and following procedures and must have the authority to make important decisions.

.04 The employee must regularly assist a bona fide executive or administrative employee.

.05 The employee must perform work under general supervision along specialized or technical lines requiring special training, experience, or knowledge.

### 3.1.2 Executive Job Classification Requirements

.01 The employee's primary job duty must either be management of the church or of a customarily recognized department or division.

.02 The employee must customarily and regularly direct the work of at least two or more full time employees.

.03 The employee must have the authority to hire or fire, or recommend hiring and firing of one whose recommendation on these and other actions affecting employees is given particular weight.

.04 The employee must customarily and regularly exercise discretionary powers

.05 The employee must devote no more than 20% of hours worked to activities not directly related to managerial duties.

## 3.2 Non-Exempt

.01 Non-exempt employees are covered under the minimum pay and overtime provisions of the Fair Labor Standards Act.

.02 These employees are paid the minimum hourly rate, in effect at their time of hire, or more, and for time worked in excess of 40 hours per week, at a rate of one and one-half (1 ½) times their regular rate of pay. Paid time off used in a workweek does not qualify as hours "worked" in the calculation of overtime pay. Examples of paid time off could be vacations, holidays, sick leave, etc. No compensatory time off is allowed for non-exempt employees outside a 40 hour workweek.

### 3.3 Regular Full-Time

.01 Full-time employees who work a minimum of 30 hours per work week

### 3.4 Regular Part-Time

.01 Part-time employees who work less than 30 hours per work week.

### 3.5 Temporary Full-Time

.01 Full-time employees who work a minimum of 30 hours per work week for a specific period of time or for the duration of a specific assignment or group of assignments which does not exceed 12 months, or 1500 hours during a calendar year.

### 3.6 Temporary Part-Time

.01 Part-time employees who work less than 30 hours per work week for a period of time not to exceed 12 months or 1500 hours during a calendar year.

## **Addendum 3: St. Matthews Job Descriptions**

### **SMUMC**

**Job Title: Administrative Assistant**

**FSLA Status: Hourly - 32 hrs./week**

### **I.POSITION SUMMARY**

The Administrative Assistant position shall execute the day to day administrative/office responsibilities for St. Matthews.

## **II. REPORTING RELATIONSHIPS**

The Administrative Assistant reports directly to the Chair, SPRC to accomplish the smooth and efficient running of the church office. The position supports the Senior Pastor for all personnel issues in coordination

## **III. MAJOR JOB RESPONSIBILITIES**

Responsible for office administration in the following areas:

- Serve as Office support manager, handling administrative and clerical tasks.
- Answer phones and relay messages and information in cordial, professional matter.
- Coordinate reservation process of all church facilities and meeting spaces for church and non-church groups ensuring facility usage procedures have been followed. Seek approval from Pastor and Chair of Trustee Board as necessary.
- Maintain church activity calendar, including use by outside groups utilizing church facilities.
- Maintain records and assessed fees as necessary and forward fees to Financial Secretary for processing.
- Updates and prints weekly bulletins, including all announcements.
- Updates the Church Directory monthly.
- Screens calls for Pastor and protects Pastor's time and schedule.
- Greets and directs people utilizing the Food Pantry.
- Order and maintain office supplies, equipment and materials.
- Oversee usage of copier, postage meter and all other debit accounts by approved church committee users and report misuse.
- Provide clerical assistance for special programs and projects as approved by Chair SPRC/Pastor
- Edit/proofread all documents that disseminate from the church office. Proof Pastor's correspondence as directed.
- Handle all incoming and outgoing mail as it pertains to the office.
- Distribute correspondence and incoming mail to committee mailboxes.
- Weekly update and maintain reports of all contributions, membership, visitors, and sick and shut-in.
- Serve as a member of the Funeral Team. Disseminate information to appropriate individuals regarding the deceased, time and date of service and coordinate with the Funeral team the wishes of the family regarding the meal and number of people attending. Work with Pastor disseminate all pertinent information.
- Work with Membership Committee to update Membership roster in PowerChurch on a quarterly Basis.

## **IV. JOB SKILLS AND REQUIREMENTS**

- Discretion and confidentiality in all matters related to church members and church business
- Commitment to ongoing spiritual and professional growth
- Commitment to supporting the mission and vision of St. Matthews UMC
- Ability to work with and support the members, office staff and minister at St. Matthews UMC

- Excellent verbal and written communication skills
- Administrative practice expertise and expertise with Power Church
- Notify the Chair, SPRC in advance for time off
- Attend staff meetings

**Requirements:**

- Use advanced computer skills including word processing, email, and calendaring
- Relate well, communicate professionally and courteously with staff, volunteers, parishioners, children, contractors and vendors.
- Self-motivated to work independently with little supervision.
- Maintain confidentiality in all matters.
- Good problem solving and prioritization skills.
- Business Casual dress.

**V. EVALUATION AND COMPENSATION**

The Administrative Assistant position is evaluated by the SPRC Chair in coordination with the Pastor. Compensation is reviewed annually.

“I have received and read a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and for questions concerning what is expected of me, I will speak with the SPRC Chair and the Pastor for personnel or administrative-related issues pertaining to my job duties.”

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**SMUMC**

**Job Title: Sexton**

**FSLA Status: Exempt/30 hrs./week**

**December 2017**

## **I. POSITION SUMMARY**

The Sexton will maintain all church facilities. Responsibilities include: working directly with the Trustees, Volunteers, Minister, Office Staff, in assisting with setup of facilities for church events and building operations. The Sexton position will accomplish preventative maintenance on all facilities/equipment, perform needed repairs/service, and procure quotes for large repairs/remodels, monitor/assist contractors, architects, and volunteers making sure necessary tasks are accomplished. In addition, this position will assist the transportation and security teams and consult with the city administration on ADA requirements and City codes.

## **II. REPORTING RELATIONSHIPS**

The Sexton works directly with the Trustees to accomplish proper building maintenance. The position reports to the Senior Pastor for all personnel issues in coordination with the SPRC for daily facility maintenance duties.

## **III. MAJOR JOB RESPONSIBILITIES**

A. Responsible for maintenance in the following areas:

- Church Sanctuary
- Chapel
- Lounge and all rooms
- Fellowship Hall
- Church equipment
- All church-owned grounds

B. General maintenance work in buildings:

- Maintain a list of repairs needed and repairs completed (work order list)
- Minor repairs to doors, windows, cabinets, floors, ceilings, etc.
- Add touchup paint and make cosmetic repairs
- Inspect all church property weekly
- Keep all bathrooms clean and supplies filled
- Clean and vacuum Sanctuary as necessary
- Keep all floors cleaned and buffed
- Minor plumbing repairs
- Minor electrical repairs
- Minor installation projects
- Be knowledgeable on the security camera system
- Be knowledgeable of the Floor buffer system
- Change light bulbs throughout all facilities and on grounds
- Ensure the safety of all personnel

C. General maintenance on grounds:

- Minor projects on fencing, irrigation, etc.

D. Maintenance equipment responsibilities:

- Keep Maintenance area clean and organized
- Maintain and service all tools and equipment

E. Other responsibilities:

- Manage budget set by Trustees
- Assist office personnel with heavy lifting jobs
- Manage in set-up and take-down work before and after functions
- Assist volunteers whenever possible
- run errands necessary for job
- Assist with projects whenever possible

The Facilities Coordinator shall be required to perform all other duties assigned to fulfill the objectives of SMUMC.

#### IV. JOB SKILLS AND REQUIREMENTS

- Discretion and confidentiality in all matters related to church members and church business
- Commitment to ongoing spiritual and professional growth
- Commitment to supporting the mission and vision of St. Matthews UMC
- Ability to work with and support the volunteers, members, office staff and minister at St. Matthews UMC
- Excellent verbal and written communication skills
- General knowledge of building maintenance, general carpentry, plumbing, electrical, audio/video systems, network/voice wiring, and custodial skills
- Ability to become familiar with all aspects of the facilities and systems
- Maintain documentation on all service agreements, warranties, safety related documentation, invoices, etc.
- Consult with the Trustees for all spending
- Provide invoices and receipts to the Financial staff person for payment/reimbursement
- Notify the Chair, SPRC in advance for time off
- Keep files for safety-related information (MSDS sheets, toxins, dangerous equipment, incident reports)
- Attend staff meetings
- Finish all repairs and small projects in a timely manner

#### Requirements:

- Lift a maximum of 50 lbs.
- Spend 80-90% of work time on your feet doing a wide variety of moderate physical activity both indoors and outdoors.
- Use basic computer skills including word processing, email, and calendaring
- Relate well, communicate professionally and courteously with staff, volunteers, parishioners, children, contractors and vendors.
- Knowledge of and experience in all phases of building and grounds maintenance.
- Basic knowledge of electrical, plumbing, HVAC and mechanical systems.
- Self-motivated to work independently with little supervision.
- Maintain confidentiality in all matters.
- Good problem solving and prioritization skills.
- Maintain a neat appearance.

The Facilities Coordinator position is largely unsupervised and requires self-motivation, accountability for time and expenses, and integrity. While maintenance personnel are not expected to perform at super-human levels, they should put forth a reasonable effort in doing their job. Also, maintenance personnel should constantly look for small projects and repairs without being instructed or informed. Much of their work should result from routine checking.

## V. EVALUATION AND COMPENSATION

The Sexton position is evaluated by the SPRC in coordination with the Trustees. Compensation is reviewed annually.

“I have received and read a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and for questions concerning what is expected of me, I will speak with the SPRC Chair for personnel issues and the Trustees on maintenance-related issues.”

Employee

Date

---

Supervisor

Date

---

### **SMUMC**

**Job Title: Financial Secretary**

**FSLA Status: 20-25 hrs./week**

**December 2017**

## I. POSITION SUMMARY

The Financial Secretary shall execute and record monetary transactions for St. Matthews as directed by the Chair, Finance Committee.

## II. REPORTING RELATIONSHIPS

The Financial Secretary person works directly with the Finance Committee to accomplish proper building maintenance. The position reports to the Senior Pastor for all personnel issues in coordination with the SPRC .

## III. MAJOR JOB RESPONSIBILITIES

Responsible for finance in the following areas:

- Pick up bank bag —make copies of receipts and gives to church secretary. Verify totals with bank receipts and post.
- Manages sales tax refund
- Makes deposits: special offerings, fundraisers, after school program, and funds/check that come in during the week.
- Completes year-end report—conference financial forms II and II and assist Pastor with form I.
- Input all forms on the General Conference EZRA website
- Complete Charge Conference reports: Finance, finance checklist, Fund Balance
- Assist Trustees in filing and organization
- Maintain all financial reports—organized by ministry.
- Process payroll by entering in PC. Collect Facilities Coordinator calendar and reconcile time. Email Advantage payroll with hours.
- Set up vendors to pay bills on line (manage w9 in case of 1099)
- Backup daily (or weekly) PC to ensure integrity of data in case computer crashes.
- Writes checks weekly which includes: bills, check requests and purchase requisitions and quarterly district and conference checks.
- Prepares reports for Church Council: asset report including all bank accounts with SMUMC, Education Foundation, Gibbs Fund, Chiles Fund, and Mary K. Black Educational Fund.

Other responsibilities:

- Run errands necessary for job
- Assist with projects whenever possible

The Financial Secretary shall be required to perform all other duties assigned to fulfill the objectives of SMUMC. The Financial Secretary position is largely unsupervised and requires self-motivation, accountability for time and expenses, and integrity.

## IV. JOB SKILLS AND REQUIREMENTS

- Discretion and confidentiality in all matters related to church members and church



business

- Commitment to ongoing spiritual and professional growth
- Commitment to supporting the mission and vision of St. Matthews UMC
- Ability to work with and support the members, office staff and minister at St. Matthews UMC
- Excellent verbal and written communication skills
- Financial practice expertise and expertise with Power Church
- Consult with the Finance Committee for all financial matters
- Provide invoices and receipts to the Financial staff person for payment/reimbursement
- Notify the Chair, SPRC in advance for time off
- Keep files for financial information
- Attend staff meetings
- Attend Church Council meetings

Requirements:

- Use advanced computer skills including word processing, email, and calendaring
- Relate well, communicate professionally and courteously with staff, volunteers, parishioners, children, contractors and vendors.
- Self-motivated to work independently with little supervision.
- Maintain confidentiality in all matters.
- Good problem solving and prioritization skills.
- Maintain a neat appearance.

#### V. EVALUATION AND COMPENSATION

The Financial Secretary position is evaluated by the SPRC Chair in coordination with the Finance Committee Chair. Compensation is reviewed annually.

“I have received and read a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and for questions concerning what is expected of me, I will speak with the Senior Pastor or his designee for personnel issues and the Faculties Committee Chair for maintenance-related issues.”

Employee

Date

\_\_\_\_\_

Supervisor

Date

\_\_\_\_\_

SMUMC

Job Title: Liturgical Arts Coordinator  
December 2017

**Position Summary**

The Liturgical Arts Coordinator oversees and provides support to the worship experience at SMUMC. This position requires planning, coordinating and executing all components of the Liturgical Arts Program in worship as coordinated with the Pastor and Chair of the Worship Committee.

**Reporting Relationship**

The Liturgical Arts Coordinator reports directly to the Pastor, and Chair of the Worship and to the Chair of SPRC.

**Major Responsibilities**

- Recruit, organize and develop a group of participants from various age groups to perform during services and special programs
- Create appropriate choreography to minister to the congregation
- Lead regularly scheduled rehearsals
- Teach various artistic components in a manner that encourages volunteer participants to share their God given talents
- Select and maintain appropriate costuming and dancewear for participants
- Work closely with Pastor to incorporate scriptural references and teaching choreography or dramatic presentations
- Plan and present major events as requested in conjunction with other ministries
- Provide a calendar of worship presentations to the Chair of Worship Committee for approval
- Maintain a record of all presentations, production costs, participants and feedback for planning and evaluation of the ministry

**Qualifications**

Excellent verbal and written communications skills

Flexible work schedule

Ability to work collaboratively with all age groups

Knowledge of and experience in coordinating liturgical arts and worship

Team Leader

Employee

Date

---

Supervisor

Date

---

SMUMC

Job Title: Musician

December 2017

### **Overview**

St. Mathews United Methodist Church in Greensboro, NC has a congregation of approximately 475 members. The Church conducts two services each Sunday except for the fifth Sunday when there is one combined service. This a contracted position whose anticipated time commitment is 4.5 hours weekly and special rehearsal-times to be determined. The position of Musician reports to the Pastor and Chair of he SPRC.

### General Responsibilities

Musician shall lead entire congregation and age groups in music-making experiences so that they may grow in understanding relative to the Christian faith and music's role in that faith and will develop and strengthen their relationship with God. S/he will become better equipped for daily living as faithful Christian disciples; and will enhance music skills so that they may effectively serve the church as a music leader. Person in this position reports to the Pastor and Chair of the Staff, Pastor and Parish Relations Committee with input from choir officers.

### Specific Responsibilities

- To coordinate the planning and implementation of music for
- To continually learn about music, the church community and overall goals of the congregation set for itself that influences the music program so that you can plan appropriate to their needs.
- To promote the spiritual life of the congregation and its members through music ministry and assist in recruitment of choir members.
- To be responsible for guiding the work of the music program through the year
- To plan, at least quarterly, for worship with the pastor, (i.e., other accompanists, children's choir leader, hand-bell choir music leader, etc.), and others who may be responsible for planning and leading worship. This cooperative planning, led by the pastor, will outline all worship services, including the use of Scripture, music, and special services.
- To arrange for an acceptable substitute when unable to attend. Coordinate this transition with the pastor, worship chair and respective choir president.
- To link with organizations, people, and resources in and beyond the congregation that are concerned about church music. To become aware of the literature and materials available that are related to music.
- Evaluate the performance of choir/(s) you lead annually
- Assure song sheets are affixed in notebooks and neatly aligned under choir loft pews or in marked file folders stored in piano benches and/or designated storage space, if appropriate
- Music Leader shall meet with the minister and worship chair twice annually
- To communicate take and represent the concerns of choir music to the Worship Committee and Staff, Pastor and Parish Relations Committee
- Monitor condition of musical instruments and report maintenance requirements to the Chair of Trustee Committee

- Participate in continuing education and training opportunities

Qualifications

- Ability to play hymns, gospel, Negro Spirituals, Contemporary, Classical and other special music types of moderate difficulty and teach acapella selections.
- Flexibility.
- Experience and above average knowledge of church music.
- Ability to work collaboratively with others. Possess good organizational and communication skills.
- Skilled in the play of an electric organ, keyboard and a traditional piano. Other musical instruments, a plus.

Compensation: Commensurate with experience and skill (Negotiable).

Employee

Date

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—

Supervisor

Date

---

—

**Addendum 4: Performance Evaluation**



**Western North Carolina Conference**  
The United Methodist Church

**n Forms**

**Performance Review**

Name \_\_\_\_\_ Date of Review \_\_\_\_\_

Job Title \_\_\_\_\_ Team \_\_\_\_\_

Date Appointed to this Position \_\_\_\_\_ Review Period \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_

**Section I—Major Areas of Responsibility**

**Performance Ratings:**

**Outstanding** – Consistently far exceeds expectations.

**Above Expectations** - Consistently meets and frequently exceeds expectations.

**Meets Expectations** - Consistently meets and occasionally exceeds expectations.

**Below Expectations** - Occasionally fails to meet expectations.

**Needs Improvement** - Frequently fails to meet expectations.

**Major Areas of Responsibility/Goals**— These expectations typically relate to the major activities that the employee performs on the job and/or the goals that have been discussed and established by the supervisor. This is also an opportunity to describe noteworthy accomplishments. (Note: the job description should be reviewed and updated, if necessary, as part of the Performance Review process.)

<b>Primary Performance Expectations: Responsibilities/Goals</b>	<b>Notes/Comments on Achievements &amp; Areas for Improvement</b>	Outstanding Above Expectations Meets Expectations Below Expectations Needs Improvement


## Section II—Staff Foundational Traits

Conference Staff consistency demonstrate respect, cooperation, and intentional honesty; are open and flexible; and exhibit a servant’s heart and mind through care and concern for others.

Foundational Trait Goal/ Area of Improvement	Examples of Competency Areas and/or Suggestions for Improvement Requires specific examples for any rating of Above Expectations or Outstanding	Outstanding Above Expectations Meets Expectations Below Expectations Needs Improvement

## Section III—OVERALL ASSESSMENT

<p><b>Summary Comments:</b></p>          	<p><b>Overall Rating:</b></p> <p style="text-align: center;"> <input type="checkbox"/> Outstanding  <input type="checkbox"/> Above Expectations  <input type="checkbox"/> Meets Expectations  <input type="checkbox"/> Below Expectations  <input type="checkbox"/> Needs Improvement                 </p>
---	---

**Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*I have read this appraisal and it has been discussed with me. I understand that signing this appraisal does not necessarily mean that I agree with all of the information in it.*

Comments (optional):

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPENDUM 5: ST MATTHEWS BACKGROUND CHECK AUTHORIZATION FORM  
(Forms from TRak 1 to be used)**